

# NIH Policy Manual

## 0005 - NIH Travel Policy

**Issuing Office:** OD/OM/OFM **Phone:** [\(301\) 435-3051](tel:3014353051)

**Issuing Office Email:** [ofmtravel@nih.gov](mailto:ofmtravel@nih.gov)

**Issuing Office Website:** <https://ofm.od.nih.gov/Pages/Travel-Policy-Branch.aspx>

**Approving Official(s):** DDM

**Release Date:** 8/03/2023 ?

Transmittal Notice

1. **Explanation of Material Transmitted:** This chapter contains temporary policy for individuals who perform official government travel for NIH and for offices that provide travel services, authorize or approve travel, and/or examine or audit travel expenses.
2. **Filing Instructions:**
  - Insert: Temporary NIH Manual Chapter 0005, dated 08/03/2023.

**PLEASE NOTE:** For information on:

- Content of this chapter, contact the issuing office listed above
- NIH Policy Manual, contact the Division of Compliance Management, Office of Management Assessment, OM on 301-496-4606 or enter this URL:  
<https://oma.od.nih.gov/DMS/Pages/Manual-Chapters.aspx>

### **A. Purpose and Scope**

This NIH Manual Chapter identifies temporary travel policy and requirements pending release of the updated HHS Travel Policy Manual for all Federal employees as well as nonfederal employees, invitational travelers, consultants, experts, etc. who perform official Government travel for NIH.

### **B. Policy**

While awaiting the revision of the HHS Travel Policy Manual and subsequent rewrite of the NIH Manual Chapter 1500 series, travelers, travel preparers, and travel approvers will follow and adhere to the guidance below:

Follow guidance in the NIH Travel Policy Handbook available [here](#).

Follow guidance in the HHS Travel Policy Manual dated September 10, 2018 (Edition #: 2018-Q4) available [here](#).

Follow guidance in the Federal Travel Regulation available [here](#).

Follow guidance in the Joint Travel Regulations (JTR) for Commissioned Officers available [here](#).

Follow appropriate Delegations of Authority that are published in NIH Manual Issuance 1130 under Travel available [here](#).

Follow guidance on the OFM Travel Website available [here](#).

Continue to use travel forms specific to NIH available [here](#).