

NIH Policy Manual

1500-02 - Traveler Responsibilities

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

Approving Official(s): DDM

Rescission Date: 8/03/2023 ?

Transmittal Notice

1. **Explanation of Material Transmitted:** The Office of Financial Management (OFM), Office of Management (OM), Office of the Director (OD) is rescinding Manual Chapter 1500-02. Superseding this chapter is the Temporary NIH Manual Chapter 0005: NIH Travel Policy. This temporary chapter provides updated travel policy and requirements while the HHS Travel Policy Manual dated September 10, 2018 (Edition #: 2018-Q4) undergoes revision. The HHS Travel Policy Manual is available [here](#).

2. **Filing Instructions:**

- **Remove:** NIH Manual Chapter 1500-02 dated 05/01/2004.
- **Insert:** Temporary NIH Manual Chapter 0005: NIH Travel Policy 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>