

NIH Policy Manual

1500 - Travel Policies and Procedures

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

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Transmittal Notice

Explanation of Material Transmitted: Chapters and Appendices within NIH Manual 1500 have been issued and dated individually as listed below, beginning 8/20/99*. Since that time, some chapters/appendices have been completely revised, while others have had partial revisions. The most recent revision/partial revision date is reflected below next to each respective chapter/appendix.

*Note: Partial Revision Dates Listed by Corresponding Chapters/Appendices Below

FTR Links: GSA has recently modified its Web site display of FTR Chapters 300-304. As a result, a new GSA Portal page is available at:
<http://www.gsa.gov/portal/content/104790>.

The chapters within NIH Manual 1500 are as follows:

[Chapter 1500-01: Introduction to Official Government Travel](#)

[Chapter 1500-02: Traveler Responsibilities](#)

[Chapter 1500-03: Transportation](#)

[Chapter 1500-04: Per Diem and Other Allowable Expenses](#)

[Chapter 1500-05: Advance of Funds/Government-Issued Charge Card](#)

[Chapter 1500-06: Local Travel](#)

[Chapter 1500-07: International Travel](#)

[Chapter 1500-08: Acceptance of Payment from a Nonfederal Source to Cover Travel Expenses \[Sponsored Travel\]](#)

[Chapter 1500-09: Relocation Allowances](#)

[Chapter 1500-10: Temporary Duty \(TDY\) Travel and Relocation of Non-FTE Persons](#)

[Chapter 1500-11: Use of NIH Official Travel Management Center](#)

[Chapter 1500-12: Travel for Consultants, Experts, Private Citizens and Foreign Visitors](#)

[Chapter 1500-13: Premium-Class Airline Accommodations](#)

[Chapter 1500-15: Travel and Transportation Reform Act of 1998 Requirements](#)

Appendix 1 - M&IE Rates For Areas Outside Conus

APPENDIX 1 - M&IE RATES FOR AREAS OUTSIDE CONUS

(All amounts in U.S. Dollars)

M&IE RATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL EXPENSE
\$1	\$0	\$0	\$0	\$1
2	0	0	1	1
3	0	1	1	1
4	1	1	1	1
5	1	1	2	1
6	1	2	2	1
7	1	2	3	1
8	1	2	3	2
9	1	2	4	2
10	2	2	4	2
11	2	3	4	2
12	2	3	5	2
13	2	3	5	3
14	2	4	5	3
15	2	4	6	3
16	2	4	7	3
17	3	4	7	3
18	3	5	7	3
19	3	5	8	3
20	3	5	8	4
21	3	5	9	4
22	3	6	9	4
23	3	6	9	5

24	4	6	9	5
25	4	6	10	5
26	4	7	10	5
27	4	7	11	5
28	4	7	11	6
29	4	7	12	6
30	5	7	12	6
31	5	8	12	6
32	5	8	13	6
33	5	8	13	7
34	5	9	13	7
35	5	9	14	7
36	5	9	15	7
37	6	9	15	7
38	6	10	15	7
39	6	10	16	7
40	6	10	16	8
41	6	10	17	8
42	6	11	17	8
43	6	11	17	9
44	7	11	17	9
45	7	11	18	9
46	7	12	18	9
47	7	12	19	9
48	7	12	19	10
49	7	12	20	10
50	8	12	20	10
51	8	13	20	10
52	8	13	21	10
53	8	13	21	11
54	8	14	21	11
55	8	14	22	11
56	8	14	23	11
57	9	14	23	11
58	9	15	23	11
59	9	15	24	11
60	9	15	24	12

61	9	15	25	12
62	9	16	25	12
63	9	16	25	13
64	10	16	25	13
65	10	16	26	13
66	10	17	26	13
67	10	17	27	13
68	10	17	27	14
69	10	17	28	14
70	11	17	28	14
71	11	18	28	14
72	11	18	29	14
73	11	18	29	15
74	11	19	29	15
75	11	19	30	15
76	11	19	31	15
77	12	19	31	15
78	12	20	31	15
79	12	20	32	15
80	12	20	32	16
81	12	20	33	16
82	12	21	33	16
83	12	21	33	17
84	13	21	33	17
85	13	21	34	17
86	13	22	34	17
87	13	22	35	17
88	13	22	35	18
89	13	22	36	18
90	14	22	36	18
91	14	23	36	18
92	14	23	37	18
93	14	24	37	19
94	14	24	37	19
95	14	24	38	19
96	14	24	39	19
97	15	24	39	19

98	15	25	39	19
99	15	25	40	19
100	15	25	40	20
101	15	25	41	20
102	15	26	41	20
103	15	26	41	21
104	16	26	41	21
105	16	26	42	21
106	16	27	42	21
107	16	27	43	21
108	16	27	43	22
109	16	27	44	22
110	17	27	44	22
111	17	28	44	22
112	17	28	45	22
113	17	28	45	23
114	17	29	45	23
115	17	29	46	23
116	17	29	47	23
117	18	29	47	23
118	18	30	47	23
119	18	30	48	23
120	18	30	48	24
121	18	30	49	24
122	18	31	49	24
123	18	31	49	25
124	19	31	49	25
125	19	31	50	25
126	19	32	50	25
127	19	32	51	25
128	19	32	51	26
129	19	32	52	26
130	20	32	52	26
131	20	33	52	26
132	20	33	53	26
133	20	33	53	27
134	20	34	53	27

135	20	34	54	27
136	20	34	55	27
137	21	34	55	27
138	21	35	55	27
139	21	35	56	27
140	21	35	56	28
141	21	35	57	28
142	21	36	57	28
143	21	36	57	29
144	22	36	57	29
145	22	36	58	29
146	22	37	58	29
147	22	37	59	29
148	22	37	59	30
149	22	37	60	30
150	23	37	60	30
151	23	38	60	30
152	23	38	61	30
153	23	38	61	31
154	23	39	61	31
155	23	39	62	31
156	23	39	63	31
157	24	39	63	31
158	24	40	63	31
159	24	40	64	31
160	24	40	64	32
161	24	40	65	32
162	24	41	65	32
163	24	41	65	33
164	25	41	65	33
165	25	41	66	33
166	25	42	66	33
167	25	42	67	33
168	25	42	67	34
169	25	42	68	34
170	26	42	68	34
171	26	43	68	34

172	26	43	69	34
173	26	43	69	35
174	26	44	69	35
175	26	44	70	36
176	26	44	71	35
177	27	44	71	35
178	27	45	71	35
179	27	45	72	35
180	27	45	72	36
181	27	45	73	36
182	27	46	73	36
183	27	46	73	37
184	28	46	73	37
185	28	46	74	37
186	28	47	74	37
187	28	47	75	37
188	28	47	75	38
189	28	47	76	38
190	29	47	76	38
191	29	48	76	38
192	29	48	77	38
193	29	48	77	39
194	29	49	77	39
195	29	49	78	39
196	29	49	79	39
197	30	49	79	39
198	30	50	79	39
199	30	50	80	39
200	30	50	80	40
201	30	50	81	40
202	30	51	81	40
203	30	51	81	41
204	31	51	81	41
205	31	51	82	41
206	31	52	82	41
207	31	52	83	41
208	31	52	83	42

209	31	52	84	42
210	32	52	84	42
211	32	53	84	42
212	32	53	85	42
213	32	53	85	43
214	32	54	85	43
215	32	54	86	43
216	32	54	87	43
217	33	54	87	43
218	33	55	87	43
219	33	55	88	43
220	33	55	88	44
221	33	55	89	44
222	33	56	89	44
223	33	56	89	45
224	34	56	89	45
225	34	56	90	45
226	34	57	90	45
227	34	57	91	45
228	34	57	91	46
229	34	57	92	46
230	35	57	92	46
231	35	58	92	46
232	35	58	93	46
233	35	58	93	47
234	35	59	93	47
235	35	59	94	47
236	35	59	95	47
237	36	59	95	47
238	36	60	95	47
239	36	60	96	47
240	36	60	96	48
241	36	60	97	48
242	36	61	97	48
243	36	61	97	49
244	37	61	97	49
245	37	61	98	49

246	37	62	98	49
247	37	62	99	49
248	37	62	99	50
249	37	62	100	50
250	38	62	100	50
251	38	63	100	50
252	38	63	101	50
253	38	63	101	51
254	38	64	101	51
255	38	64	102	51
256	38	64	103	51
257	39	64	103	51
258	39	65	103	51
259	39	65	104	51
260	39	65	104	52
261	39	65	105	52
262	39	66	105	52
263	39	66	105	53
264	40	66	105	53
265	40	66	106	53

Appendix 3 - Travel Reimbursement By Direct Deposit

All Federal employees as well as nonfederal employees, consultants, experts, etc. who perform official Government travel for the NIH should be reimbursed for their expenses by the ACH "direct deposit" payment method. This method allows the U.S. Treasury Department to transmit payment data, by electronic means, directly to the traveler's financial institution.

The ACH information for NIH employee salary payments is also used for NIH employee travel reimbursement purposes. Therefore, the same data must be entered in the NIH Vendor File when using the Administrative Database (ADB) Travel System.

- 1. New NIH employees who will be travelers** - Since the DHHS payroll system requests that all employees provide ACH information, a new employee must complete the ACH Enrollment Form as part of the initial personnel action process. The Center for

Information Technology (CIT) at NIH uses the payroll information to update the NIH Vendor File so it's available for use when preparing travel orders and vouchers. When this dataset transfer takes place, the employee's **Employee Identification Number (EIN)** is established in the NIH Vendor File. This number consists of 10 digits with the first number a "5" signifying an employee, followed by the individual's nine digit Social Security Number (SSN). If ACH information does not yet exist, these employees need to provide an ACH Enrollment Form to the Office of Financial Management (OFM), Building 31, Room B1B04 for their travel reimbursement to be transmitted directly to their financial institutions. This requirement became effective for all current NIH travelers on January 1, 1999.

2. **Current NIH employees who are travelers** - Employees who have a record of pay or travel for the NIH have an established EIN in the NIH Vendor File by virtue of the above process.
3. **New non-NIH employees (Includes Private Citizens and other Federal employees) who will be travelers** - For travel purposes, the IC or Administrative Office must file an electronic "**EIN Request**" through the ADB. The EIN Request must be accompanied by a **copy** of the ACH Enrollment Form and should be submitted to the OFM, (address above). This will initiate a new account and OFM will assign an EIN to the new, nonfederal traveler. This number, consists of 10 digits with the first number a "2" signifying a non-employee, followed by the individual's nine digit SSN.
4. **Current non-NIH employees (Includes Private Citizens and other Federal employees) who are travelers** - As in the case of current NIH employees who are travelers, non-NIH employees have an established EIN in the NIH Vendor File available for use by the ADB Travel System. If the ACH information does not exist for these travelers, an ACH Enrollment Form needs to be sent to OFM (address above) to ensure direct deposit to their financial institution.

When a requesting office submits an automated EIN Request to OFM, traveler identification information is recorded and the request is normally processed within 48 hours. In addition to the "User Guide" general instructions for completing this form, it is important to note the following:

1. **Name and address** - Enter the complete "legal" name of the traveler and their current address as indicated on payroll records. Spell out the names of streets, drives, avenues, etc. as well as the names of cities. Use the proper Postal Service state and/or country codes.
2. **Title field** - This field is not filled in when making a traveler entry. The field may be used if space is needed for "special instructions" to OFM.
3. **EIN/SSN** - Enter only the U.S. SSN without punctuation (i.e. hyphens). **Do not use the SSN of a foreign country.**

4. A Non-U.S. Citizen with a U.S. SSN should be entered in the Title Field under "special instructions" with the following notation:

This SSN entry is representative of a U.S. SSN.

5. **Foreign travelers with foreign SSN or no SSN** - If the EIN/SSN request is for a foreign traveler who has a foreign SSN or no number at all, type the word "**Foreign**" in the EIN/SSN field.

Generally, as previously highlighted, the traveler EIN will consist of a "**5**" or "**2**" for a prefix, followed by the employee's SSN. A "**5**" indicates an NIH Civil Service employee or a Commissioned Officer. A "**2**" is usually assigned to non-NIH employee travelers such as visiting fellows, IRTAs, vendors, etc. If an employee listing indicates two identification numbers, such as a "**2**" and a "**5**", always use the "**5**" when processing a transaction.

At times, changes or corrections to current NIH Vendor File information must be made. These changes might involve a name change, address change, or work status change, such as: a foreign-born employee becoming an American citizen and obtaining a U.S. SSN; a one-time vendor or consultant becoming a permanent employee; or a Commissioned Officer becoming a civil service employee after retirement from the Commissioned Corps. These types of corrections affect the DHHS payroll system data as well as the NIH Vendor File data.

1. **Changes for NIH civilian employees** - Employees effecting a change to current information must use the **NIH Employee Express Program (EEP)**. These key stations are located at strategic points throughout the NIH campus and field office buildings or you may access the Program through your telephone. In either case, you must establish a Personal Identification Number (PIN). This number can be obtained by calling 1-800-573-0940. Changes or corrections entered by employees at the Employee Express Stations are entered directly into the DHHS payroll system. When CIT cross-references this information with the ADB Vendor File, the changes and corrections are automatically made to the Vendor File.
2. **Changes for non-NIH employees and Commissioned Officers of the U.S.P.H.S.**
Those employee travelers whose salaries are generated from sources other than the Federal payroll system, cannot use the EEP. These employees must first notify their Personnel Office of all changes or corrections affecting their payroll and travel reimbursement status. After personnel notification takes place, the IC secretary or Administrative Office may then make the appropriate changes or corrections on the "**EIN Request**" screen in the ADB. **NOTE: Changes to the "EIN Request" screen without prior notification to a Personnel Office, will not effect a change in travel reimbursement.**

NOTE: Name change - Changes to a person's name must be accompanied by a letter to OFM signed by the individual.

If an individual wishes to change the financial institution now receiving his/her current salary and travel reimbursements, the following steps must be taken as soon as possible:

1. Notification Process

- a. **Civilian employees** - Notify your respective IC personnel office.
- b. **Commissioned Officers** - Notify the DHHS Division of Commissioned Personnel/Compensation Branch in the Parklawn Building, Rockville, MD on 301-594-2963.
- c. **Non-NIH Employees** - Notify OFM, Building 31, Room B1B31 (301-435-3505) and be prepared to submit an updated ACH Enrollment Form with all of the pertinent "new" information. You may fax this Form to OFM on (301-402-4684).

Appendix 4 - Record Retention and Disposal and Management Controls

Records Retention and Disposal

All records (**e-mail** and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records, Appendix 1, NIH Records Control Schedule," Section 1500 Travel and Transportation. This section addresses records related to movement of persons under Government orders excluding: 1) Conference Planning requirements (see FAR Subpart 4.7) and 2) Patients' Travel and Transportation (see Section 3000-E-41).

NIH e-mail messages

NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. ***These records must be maintained in accordance with current NIH Records Management guidelines. If necessary, back-up file capability should be created for this purpose. Contact your IC Records Officer for additional information.***

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant

periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual’s computer. The back-up files are subject to the same requests as the original messages.

Management Controls

The purpose of this manual issuance is to provide information and guidance regarding NIH policies and procedures pertaining to official travel, its authorization and performance, and submission of claims for reimbursement of expenses. It is intended to assist *civilian employees* who are required to travel in the performance of their duties, as well as personnel responsible for the administration of travel regulations.

1. Office Responsible for Reviewing Management Controls Relative to this Chapter:
Office of Financial Management/OD

Through this manual issuance, the Immediate Office of the Assistant Director for Finance is accountable for the method used to ensure compliance with the delegations of authority for the functional areas of travel and the corresponding policies and procedures.

2. Frequency of Review : An ongoing review of various reports and information related to travel activities at NIH.

3. Method of Review: The ongoing review will be conducted by a task review group. The group will be responsible for establishing a checks and balance system that will include: identifying and testing risk area functions; an IC data retrieval process, and a monitoring schedule. Travel functional areas that will closely be examined include Sponsored Travel and Premium Class Travel. Sponsored Travel entails approximately 4,000 trips per year and constitutes both a sensitive and highly visible area of travel. The NIH must ensure that performance of this type of travel does not appear to be an augmentation of the budget, a solicitation of funds, or a conflict of interest. Premium Class Travel must be examined from an additional cost standpoint when compared to coach fare accommodations and must be monitored in terms of the frequency, timing, and justification supportive of each request.

4. Review Reports are sent to: The Deputy Director for Management and the Deputy CFO. Specific reporting requirements will include, but not be limited to, the annual report of Premium Class Accommodations and the semi-annual report of Cash or In-Kind (Sponsored Travel).

Appendix 5 - Glossary Of Acronyms

ATM	Automated Teller Machine
CFR	Code of Federal Regulations
CONUS	Continental United States
EFT	Electronic Funds Transfer

FEMA	Federal Emergency Management Agency
FTR	Federal Travel Regulations
FTS	Federal Telecommunications System
GBL	Government Bill of Lading
GSA	General Services Administration
GTA	Government Travel Account
IDL	International Date Line
IRS	Internal Revenue Service
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
M&IE	Meals and Incidental Expenses
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PIN	Personal Identification Number
POV	Privately Owned Vehicle
Q&A	Question and Answer
RIT	Relocation Income Tax
SES	Senior Executive Service
SSN	Social Security Number
TDY	Temporary Duty
TMC	Travel Management Center
TMS	Travel Management Services/System
TQSE	Temporary Quarters Subsistence Expenses
USC	United States Code
USG	United States Government
WAE	When Actually Employed
WTA	Withholding Tax Allowance

Appendix 6 - Sponsored Travel Requirements/Procedures

Release Date: 1/23/06

The following requirements/procedures will apply when generating an HHS-348 action:

Special Requirements for OD Executive Level Sponsored Travel

- Specifically, for sponsored travel by the OD Executive Officer, the HHS-348 and the NIH Certification Checklist should be completed as follows:
 - 1) The Deputy Director, NIH signature as the Recommending Official via off-line mechanism (i.e. NBS Travel Request Form) prior to approval of the travel authorization.
 - 2) Approved Official Duty Activity Form from Ethics.
 - 3) The OD Executive Officer electronic certification as the traveler.
 - 4) The Deputy Director for Management, NIH signature/certification as the Authorizing Official. (An Administrative Officer from the Immediate Office of the Executive Officer may approve on-line to enter the document into the financial system).

- Specifically, for sponsored travel by the Deputy Directors/Associate Directors/Office Directors, OD, the HHS-348 and the NIH Certification Checklist should be completed as follows:
 - 1) The Deputy Director, NIH signature as the Recommending Official via off-line mechanism (i.e. NBS Travel Request Form) prior to approval of the travel authorization.

NOTE: In a scenario where the above official does not report directly to the Deputy Director, NIH, the official's supervisor will effect this action.

 - 2) Approved Official Duty Activity Form from Ethics
 - 3) Complete travel package inclusive of the traveler's electronic certification.
 - 4) The OD Executive Officer approval as the Authorizing Official.

Special Requirements for IC Director Sponsored Travel

Specifically, for sponsored travel by the IC Director, the automated version of the HHS-348 form and NIH Certification Checklist should be completed as follows:

- 1) The IC Executive Officer signature as the Recommending Official via off-line mechanism (i.e. NBS Travel Request Form).
- 2) Approved Official Duty Activity Form from Ethics
- 3) Complete travel package inclusive of the IC Director electronic certification as the traveler.
- 4) The Deputy Director for Management, NIH signature/certification as Authorizing Official. (An IC Executive Officer or Administrative Officer may approve on-line to enter the document into the financial system).

Pre-Trip Guidelines

- In accordance with DHHS Travel Manual Chapter 1-70 and the Office of Government Ethics, all required reviews and approvals should be conducted and obtained *before* NIH employees conduct travel with expenses paid by a nonfederal source.
- Once the employee receives a Letter of Invitation, email, or telephone call (documentation required) from a sponsor, he or she is to notify their supervisor

immediately and send a copy of the Letter of Invitation and the Official Activity Duty Form to the appropriate IC Ethics Official for proper clearance, prior to processing a travel request.

- The employee should also notify the appropriate IC program support/administrative staff person in order to begin the automated travel system HHS-348 process.
- A complete travel package inclusive of the Certification Checklist **must** be completed and certified by the employee and then forwarded to the appropriate Authorizing Official for approval.
- All HHS-348 actions are to be processed through the NIH automated travel system. (NOTE: Approvals through the automated travel system generate the data into the NIH Accounting System).
- The HHS-348 **Request Package** is comprised of the signed Travel Request Form, Travel Authorization, Omega Itinerary, HHS-348, Certification Checklist (completed and certified/signed), Original Inviting Document, and approved Official Duty Activity Form from Ethics.
- The original HHS-348 **Request Package** is to be maintained in a designated location determined by the respective IC.

Post-Trip Guidelines

Upon completion of the trip, a **Voucher Package** comprised of a completed and signed/certified voucher with all necessary receipts, HHS-348 with traveler's certification/signature (may be done via eVoucher or manually), Certification Checklist, check from sponsor made payable to the DHHS/NIH (if applicable), Letter of Invitation, Official Duty Activity Form, and copy of Notification for Foreign Travel (NFT) (if applicable), **must** be submitted to and maintained in a designated location determined by the respective IC.

The sponsor's **original** reimbursement check, a copy of the HHS-348 and a copy of the Travel Voucher **must** be transmitted directly to the OFM Travel, Fellowships, and Cashier's Section, Building 31, Room B1B23. ***The check should be annotated with "Sponsored Travel" and the Travel Authorization Number.***

Be sure that sponsor's original reimbursement check is clearly recognizable by attaching it to the front of the Travel Voucher.

- If total payment is In-Kind, a copy of the voucher package does not need to be submitted to OFM. However, the traveler is required to submit a voucher package to the IC Administrative Office to ensure that the data is processed in the automated travel system accordingly, and for auditing purposes.
- The Center for Information Technology will continue to generate the Semi-Annual Sponsored Travel Report which is required by the Assistant Secretary for Administration and Management/OS and the Office of Government-wide Ethics.
- Sponsored Travel records in the IC should be maintained in accordance with [NIH Manual Chapter 1743, Section 1500 "Travel and Transportation"](#).

Appendix 7 - Request for Premium Class Common Carrier Travel Accommodations for Employees with Medical Conditions

Release Date: 11/24/03

[Request for Premium Class Common Carrier Travel Accommodations for Employees with Medical Conditions, NIH Form 2945](#)

Appendix 8 - Authorization For Use Of Premium-Class other than First-Class(PCotFC) Travel Accommodations

Release Date: 11/24/03

[Individual Trip Authorization \(Non-Medical\) - Authorization for Use of Premium other than First-Class Travel Accommodations, NIH Form 2934](#)

Appendix 9 - Travel Benefits for Federal Employees

Release Date: 12/18/00

TRAVEL BENEFITS FOR FEDERAL EMPLOYEES

- [New Appointees](#)
- [Transfers \(Includes Promotions and Reassignments\)](#)

New Appointees

NOTE: Payment of relocation expenses to new appointees is discretionary however, once you have authorized that such expenses will be paid, the allowances marked "M" above are mandatory when all eligibility conditions are met as specified in FTR 302-1.10(e) for each respective allowance. The allowance marked "D" is discretionary.

TABLE 1

Type of Appointment	Travel and Per Diem of Employee	Transportation of Immediate Family	Mileage if POV ¹ Used	Temp. Storage and Shipment of Household Goods	Non-Temp. Storage of Household Goods ²	Transportation of Mobile Home	Transportation of a POV
GS Civil Service (Title 5)	M	M	M	M	M	M	D
SBRS	M	M	M	M	M	M	D

(Senior Biomedical Research Service)							
SES Career Appointees (SES, SSS, SL, and ST)	M	M	M	M	M	M	D
(Title 42) Service Fellows: Domestic/Visiting as follows: Sr. Investigator Investigator (T-T) Staff Scientist Staff Clinician Research Fellow Clinical Fellow	M	M	M	M	M	M	D
Special Experts (Title 42) ³	M	M	M	M	M	M	D
Student Trainees as per FTR 302-1.2(a)	M	M	M	M	M	M	D

Transfers (Includes Promotions and Reassignments)

NOTE: The allowances marked "M" are mandatory and the allowances marked "D" are discretionary when all eligibility conditions are met as specified in [FTR 302-2 through 302-15](#).

For information on Separation Entitlements, see [FTR 302-1.100](#).

TABLE 2: PART A

Type of Appointment	Travel and Per Diem of Employee	Travel and Per Diem of Immediate Family	Misc. Expenses	Residence Transactions ⁴	Transport of Mobile Home	Temp. Storage and shipment of Household Goods	Non-Temp. Storage of Household Goods ²
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GS Civil Service (Title 5)	M	M	M	M	M	M	M
SBRS (Senior Biomedical Research Service)	M	M	M	M	M	M	M
SES Career Appointees (SES, SSS, SL, and ST)	M	M	M	M	M	M	M
(Title 42) Service Fellows: Domestic/Visiting as follows: Sr. Investigator Investigator (T-T) Staff Scientist Staff Clinician Research Fellow Clinical Fellow	M	M	M	M	M	M	M
Special Experts (Title 42)	M	M	M	M	M	M	M
Student Trainees as per FTR 302-1.2(a)	M	M	M	M	M	M	M

TABLE 2: PART B

Type of Appointment	TQSE⁵	Househunting Trip⁵	Transport or Emergency Storage of POV¹	Use of Relocation Services Company	Home Market. Incent.	Property Mgmt. Services⁶	RITA⁷
GS Civil Service (Title 5)	D	D	D	D	D	D	M
SBRS (Senior Biomedical Research Service)	D	D	D	D	D	D	M

SES Career Appointees (SES, SSS, SL, and ST)	D	D	D	D	D	D	M
(Title 42) Service Fellows: Domestic/Visiting as follows: Sr. Investigator Investigator (T-T) Staff Scientist Staff Clinician Research Fellow Clinical Fellow	D	D	D	D	D	D	M
Special Experts (Title 42)	D	D	D	D	D	D	M
Student Trainees as per FTR 302-1.2(a)	D	D	D	D	D	D	M

FOOTNOTES

1. POV - Private Owned Vehicle
2. This allowance will only be applicable when the appointment is to an isolated location within the CONUS.
3. Payment of relocation expenses to Special Experts (Full time and Part-time) is mandatory. (NOTE: Intermittent Special Experts are not eligible for relocation allowances).
4. The total amount of expenses that may be reimbursed in connection with the sale of a residence at the old duty station shall not exceed 10% of the actual sales price of the residence; and shall not exceed 5% of the actual purchase price of a residence at the new duty station.
5. NIH policy is that either Temporary Quarters Subsistence Expenses (TQSE) or a househunting trip will be authorized, not both.
6. This allowance is applicable when transferring from a duty station abroad.
7. The Relocation Income Tax Allowance (RITA) is mandatory if requested by the transferee.

Appendix 10 - Acceptance Letter

Release Date: 01/23/03

(Sponsored Travel of Non-FTE Persons)

The NIH is pleased to provide our non-FTE persons with an opportunity to speak on NIH programs and policies and to participate in conferences, symposia, and similar gatherings related to their research and science activities. Once the individual receives the invitation from the sponsoring organization, the Acceptance Letter Process will take effect. This letter must be properly completed and signed before the travel can take place. **The HHS-348 mechanism is not to be used for non-FTE persons.** Non-FTE persons may accept travel and related expenses from a sponsoring organization but it is NIH policy that these services are provided in compliance with the regulations to which our employees must adhere. Under this new process, all travel and related services that the sponsor agrees to cover must be paid "In kind". *Neither the NIH nor the individual is to accept any form of reimbursement from the sponsor for any travel and related expenses after the travel is completed.* Any uncovered services must be paid for from the IC's appropriated funds. Thus, we request that you review and complete the information below (by checking the box) inclusive of all appropriate signatures.

1) Airfare (coach class)

(If the sponsor provides other than coach class tickets (this box must be checked).

2) Lodging - (All lodging should be secured at the government per diem rate. Please confirm with the sponsor.

3) Meals (All meals should be offered at the government rate. Please confirm with the sponsor.

4) Registration fee for conference or training

5) Other (This includes rental cars, taxis, etc.)

Name of Non-FTE Person : _____

IC Contact: _____ Phone: _____ Fax: _____

IC Recommending Official (Signature): _____ Date: _____

(Supervisor)

IC Authorizing Official (Signature): _____ Date: _____
(NIH MC 1130, [Travel No.7A](#))

Appendix 10A - Sponsored Travel of Non-FTE Persons Question and Answer Guidance

Release Date: 01/23/03

Question and Answer Guidance

Because the statutory authorities that pertain to employees do not extend to non-FTE persons, i.e., Visiting Fellows, IRTA's, Special Volunteers, etc., the NIH can **NOT** accept travel and related expenses from a nonfederal source via the **HHS-348** process on behalf of these individuals. Consequently, this office is developing policy inclusive of a supplemental process (**Acceptance Letter Process**) that will govern such acceptance by non-FTE persons. Keep in mind, this acceptance is consistent with the individual's official duties as they relate to the training, fellowship, or voluntary assignment. The following question and answer guidance is provided in order to assist you in achieving this objective:

Q1) Where can I reference the NIH policy that permits a non-FTE person to accept travel and related expenses from a nonfederal source?

A1) The policy is contained in NIH Manual 1500, Chapter 10 "Temporary Duty (TDY) Travel and Relocation of Non-FTE Persons" <http://oma.od.nih.gov/manualchapters/> .

The policy stems from the non-FTE agreement to abide by the policies governing employee conduct at the NIH that includes the Standards of Ethical Conduct Agreement, outlined in the Government-wide ethics regulations contained in 5 CFR Part 2635 at <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>.

Q2) What are the specific rules governing acceptance of travel and related expenses?

A2) Pursuant to NIH policy, a non-FTE person may accept such expenses only under the following conditions:

- a. Consistent with 5 CFR 2635.807, a non-FTE person may accept travel expenses (inclusive of transportation, lodging, and meals) in line with teaching, speaking, and writing activities related to his/her official duties.
- b. Consistent with 5 CFR 2635.204(g)(1), a non-FTE person when participating as a speaker or panel participant or otherwise to present information on behalf of the NIH may be authorized to accept an offer of free attendance at the event on the day of his/her presentation, by the sponsor.

- c. Consistent with 5 CFR 2635.204(g)(2), a non-FTE person, when it is determined that his/her attendance will further agency programs and operations, may be authorized to accept an unsolicited gift of free attendance, at all or appropriate parts of a widely attended gathering of mutual interest to a number of parties, from the sponsor of the event, or under certain conditions, from a person other than the sponsor of the event.
- d. Consistent with 5 CFR 2635.204(d), 1) a non-FTE person may accept a gift, **other than cash or an investment interest**, with an aggregate market value of **\$200 or less** when it is determined that the gift is a bona fide award or is incident to a bona fide award given for meritorious public service or achievement, or it is in line with acceptance of an honorary degree. 2) A non-FTE person may accept a gift with an aggregate market value **in excess of \$200**, and/or **any amount of cash or investment interest**, in line with his/her meritorious public service or achievement, or degree. In this scenario however, written justification must be obtained from your IC Ethics Official and can be done so by completing the following forms:
 - i. Approval of an Award from an Outside Organization; and
 - ii. Approval of an Honorary Degree from an Outside Organization.

These forms can be accessed at the following web site:

<http://ethics.od.nih.gov/forms.htm>

A gift may be for travel expenses inclusive of transportation, lodging, and meals and may also include training. Under this rule, any form of cash or investment interest from the sponsor must be given directly to the individual and not to the IC.

NOTE: Under (b) and (c) above, **free attendance** may include the waiving of a part or all of a registration fee or the provision of meals, light refreshments, or training that is furnished to all attendees as an integral part of the event. **Free attendance does not include travel or lodging expenses.** In addition, it does not include meals taken other than in a group setting with all of the other attendees.

Q3) When a non-FTE person is offered travel expenses by a nonfederal source in line with simply attending an event, that is with no formal role, i.e., scientific interchange, staffing an exhibit, etc. can he/she be authorized such acceptance?

A3) No. A non-FTE person may accept a gift of travel expenses only if he/she is actively participating in the event, e.g., making a speech, delivering a paper, etc. or has received a gift of training.

Q4) What steps should the IC take once the non-FTE person receives a formal Invitation Letter or faxed or electronic invite from the sponsor?

A4) The IC must confirm all services to be covered by the sponsor and complete the **Acceptance Letter for "Sponsored Travel of Non-FTE Persons"** (See NIH Manual 1500, Appendix 10).

NOTE: The IC does not have to complete an Acceptance Letter if the travel services are accepted in line with A(2)(d)(2) above.

Q5) Can a non-FTE person travel without a completed and properly signed Acceptance Letter?

A5) No. The IC must have a completed and properly signed Acceptance Letter before the individual can engage in travel.

Q6) How is the sponsoring organization to pay for the travel and related expenses?

A6) All of the travel and related expenses that the sponsor agrees to pay **must** be paid for in advance of the trip on an "In Kind" basis, or should be covered by the sponsor during the course of the events.

Exception: When the travel services accepted are in line with A(2)(d)(2) above.

Q7) What type of review of the completed Acceptance Letter must the IC conduct?

A7) The IC must review the following items:

- a. Airfare - Airfare must be provided by the sponsor "In Kind". If airfare is not covered by the sponsor, the expenses must be paid for from the IC's appropriated funds. No form of reimbursement is to be accepted from the sponsor upon completion of the trip. Airfare should be provided for in the form of coach class accommodations.
- b. Lodging - Lodging must be provided by the sponsor "In Kind". If lodging is not covered by the sponsor, the expenses must be paid for from the IC's appropriated funds. No form of reimbursement is to be accepted from the sponsor upon completion of the trip. Lodging should be provided at the Government rate.
- c. Meals - If the sponsor agrees to pay for the meals "In Kind" as part of a, e.g., lodging or catering agreement, the IC must make every effort to communicate to the sponsor the NIH policy governing meal rates for employees. If the meals are not going to be covered by the sponsor, the non-FTE person should take out an advance based on the applicable meals rate for the geographic location where the event is taking place. These expenses will be paid for out of the IC's appropriated funds. No form of reimbursement is to be accepted from the sponsor upon completion of the trip.

Q8) Once the IC has completed its review of the Acceptance Letter and has obtained all of the appropriate signatures, what procedures should be followed?

A8)

- a. The IC should prepare a Travel Order in the ADB that reflects only a direct CAN reflective of the estimated travel and related costs that the **sponsor does not agree to**

pay. All such expenses will be paid for by IC appropriated funds. (NOTE: A Travel Order should be prepared even if there is no expense to the NIH)

- b. Once the Travel Order is prepared in the ADB, you must obtain the proper ethics review to ensure that the travel acceptance is in line with the appropriate conflict of interest analyses. A Certification Checklist for Non-FTE Persons must be completed inclusive of all appropriate signatures. (See NIH Manual Chapter 1500, Appendix 10B "Certification Checklist for Sponsored Travel of Non-FTE Persons". **NOTE:** If all of your answers to the questions on the Certification Checklist are "**no**", you do not need to seek ethical clearance.
- c. The appropriate delegated official (NIH MC 1130, [Travel No. 7A](#)) must authorize the travel on the Acceptance Letter (Appendix 10).

Q9) Upon completion of the trip, must the non-FTE person file a Travel Voucher even if there is no expense to the NIH?

A9) Yes. This is to clear the Travel Order from the ADB system. If there are appropriated funds to be applied to the travel, all applicable receipts must be attached to the Travel Voucher.

Q10) Upon completion of the trip, if the sponsor reimburses the individual or NIH, i.e., check, cash, etc. for travel and related expenses, can such reimbursement be accepted?

A10) No. Neither NIH nor the individual is to accept any form of reimbursement for travel and related expenses from the sponsor. Any uncovered expenses will be paid for from the IC's appropriated funds.

Q11) Can the Non-FTE person directly accept a gift of travel expenses from the nonfederal source on behalf of his/her spouse?

A11) Yes. In line with A2(d) above, the individual receiving an award or degree for meritorious public service or achievement may accept a gift of travel expenses on behalf of his/her spouse. The spouse of a non-FTE person can NOT be authorized to accept travel and related expenses from a nonfederal source via the HHS-348 mechanism.

Q12) Can a non-FTE person accept cash directly from the sponsor for any of the travel and related services?

A12) No. The non-FTE person should obtain a cash advance via the ADB for any expenses that the sponsor does not agree to cover.

Q13) Can a non-FTE person accept travel and related expenses from the sponsor and process the Travel Order via the ADB as No Expense to The Government (NETG), and bypass ethics review and clearance?

A13) No. A non-FTE person must **NOT** accept such expenses in this manner. Any trip funded in whole or in part by a nonfederal source must receive proper ethics review and clearance (See **A8(b)** above). Any gift or award of travel expenses from a nonfederal source **must** be

effected via the Acceptance Letter Process (See NIH Manual 1500, Appendix 10).

Q14) Does this process eliminate the requirements contained in the Technical Advisory 19 for foreign non-FTE persons engaging in lectures or short term consultations?

A14) No. All FIC, International Services Branch, "Office of Administrative Management and International Services," Technical Advisory 19 requirements must be met. (See <https://www.fic.nih.gov/About/International/Pages/default.aspx>)

Appendix 10B - Certification Checklist for Sponsored Travel of Non-FTE Persons

Certification Checklist for Sponsored Travel of Non-FTE Persons *

TRAVELER: (Typed or Printed)

1. Is the sponsoring organization using Federal Funds to defray the costs of this trip?
Yes No (If yes, reimbursement may NOT be accepted)

Date verified

Person Verifying

2. Does the offer of travel reimbursement include other compensation from the sponsor in (a) the form of an honorarium, or (b) payment for the travel of family members or (c) payment for travel beyond that allowed under Federal travel regulations?
Yes No (If yes at (b), family member's travel order # , at (c), justification attached.)
3. Is the travel unrelated to official government business as prescribed in NIH Manual 1500 Chapter 08?
Yes No
4. Why can't this trip be paid for with DHHS funds?
5. Is the travel related to the development by the sponsor of a grant or contract proposal for submission to your IC?
Yes No
6. Are there current plans for the development of a CRADA with the sponsoring organization?
Yes No
7. Is the traveler an officer, director, trustee, partner or an employee of the sponsoring organization?
Yes No
8. Do you or your spouse or minor child have financial interests or personal business relationships with the sponsoring organization?
Yes No
9. Do you have any involvement in the review, approval, or monitoring of any active or potential grant, cooperative agreement, or contract (for research, goods, or services) concerning the sponsoring organization? Further, does the acceptance of this sponsorship compromise the IC's or NIH with respect to its policies, procedures, and

official positions on issues?

Yes No

10. Is the sponsor involved in any NIH investigations of scientific fraud or misconduct or for any reason been debarred from receipt of government grants, contracts or cooperative agreements? Is the purchase of the travel to participate in an activity involving scientific misconduct issues? If the answer is "yes," please discuss the circumstances with your Executive Officer before proceeding.

Yes No

Information above is accurate and complete to best of my knowledge and in accordance with NIH Manual 1500 Chapter 08.

* Is your answer to any of the questions above "yes" as it pertains to any sponsor on this Travel Order? If so, please provide an explanation for each "yes" answer for each sponsor as an attachment to this Checklist. If all of your answers to the above questions are "no", you do not need to seek ethical clearance.

Traveler's Certification

Supervisor's Authorization

Ethics Clearance

Date:

Date:

Date:

Appendix 11 - NIH Travel Waiver Request Form for Senior Travel Official Approval- NIH 2926-1

[NIH Travel Waiver Request Form for Senior Travel Official Approval- NIH 2926-1](#)

Appendix 12 - Subobject Class Descriptors

Release Date: 06/17/13

This guidance is to be used to classify travel when preparing Travel Authorizations. On occasion, an individual's trip may encompass two of the below purposes. When this occurs, please use that subobject class descriptor that relates to the traveler's primary purpose in making the trip.

1. **Site Visit Travel** - Travel that entails visiting a particular site in order to perform operational or managerial activities, e.g., assist contractors and grantees during pre-award negotiations, program monitoring, and post-award evaluation. Domestic travel is to be coded under 21.11; foreign travel is to be coded under 21.12.
2. **Program Meeting Travel** - Travel to attend a meeting, conference, seminar, symposium, etc. for the purpose of discussing day-to-day operational support of program activities, inclusive of staff meetings, status report reviews, or to discuss topics of general interests directly related to the programmatic interests of the NIH and the primary field of research/science in which the individual is involved. Includes travel associated with the formation and guidance of review groups, the oversight and management of grant portfolios, supporting a booth or exhibit, recruiting

scientists/researchers, engaging in minority outreach, etc. Activities that fall under this descriptor include: workshops, collaborative research, study sections, board reviews, clinical procedures in epidemiologic field work, and other similar events. Domestic travel is to be coded under 21.21; foreign travel is to be coded under 21.23.

3. **Speech or Presentation/Advisory Committee** - Travel that entails active participation by nonfederal persons and Federal Advisory Committee members involved with making a speech, giving a presentation, delivering a paper, etc. It also entails providing expertise in the evaluating of scientific evidence and assessment of data.
 - a. Travel of a non-Federal person to give a speech or presentation, deliver a paper, etc. is to be coded for domestic trips as 21.31; for foreign trips as 21.32.
 - b. Travel of a non-Federal person who is evaluating scientific data; assessing products submitted for a clinical trial; etc. Typically, this person is an Ad Hoc Reviewer or Council participant attending an IC's Federal Advisory Committee meeting for their expertise. This travel is only to be coded as domestic under 21.33.
 - c. Travel of a Federal Advisory Committee member to attend the IC's quarterly review meeting is to be coded as domestic under 21.35.
4. **Speech or Presentation/Employee** - Travel of an employee who is making a speech, giving a presentation, delivering a paper or presenting a poster is to be coded 21.36 for domestic travel and 21.37 for foreign travel.
5. **Training Attendance** - Travel to receive training associated with developing and improving the employee's knowledge, skills and performance; including training conferences held for professional development. Please use 21.41 if the training is Internal (between HHS components); 21.42 if the training is Inter-governmental; i.e., another federal agency is providing the training; and 21.43 if the training is Non-Governmental.

Travel for individuals receiving a stipend, i.e., Visiting Fellow, IRTA, etc. attending a Gordon, FASEB or Keystone conference will be coded to 21.43. However, travel of an appointed Service Fellow designation, i.e., Research Fellow, Staff Scientist, etc. who is giving a speech or presenting a poster at a Gordon, FASEB or Keystone conference which is directly related to that individual's laboratory, clinical, or population-based research, should be coded 21.31 for domestic or 21.32 for international travel).

6. **Scientific Meeting Travel** - To attend a meeting, conference, seminar, symposium, etc. for the purpose of engaging in scientific interaction, observation, keynoting, education, serving on panels, etc. that is directly related to the laboratory, clinical, or research/science in which the individual is involved. Scientific meeting travel is typically travel to any professional scientific event that is held annually/biannually and is hosted or sponsored by a society, organization, association, consortium, council, college, etc. Domestic travel is to be coded under 21.51 and foreign travel is to be coded under 21.52. (Note: Travel by a federal employee making a speech, giving a presentation, delivering a paper or presenting a poster at a scientific meeting is to be coded 21.36 for domestic travel and 21.37 for foreign travel.)

7. **Relocation** – The choice of which sub-object class code to use will depend on whether the travel is associated with a move from one official duty station to another in the case of a transferee or from one's residence to the official duty station in the case of a new appointee. The pull down menu of ETS contains a listing of subobject class codes with explanation to choose from. Please note that 21.6B is to be used for pre-employment interviews.
8. **Special Mission Travel** - Travel associated with disaster or emergency assistance related to the program mission of the IC is to be coded as 21.88 for domestic trips and 21.89 for foreign trips. Travel of patients between their residences and/or non-Federal and HHS facilities will be coded using 21.85.

Appendix 13 - HHS Travel Card-Do's & Don'ts for Employees

Release Date: 06/20/16

With the privilege of a Government travel card also comes the responsibility for its proper use.

Your Government travel card is a tool that assists you in the performance of your duties. The manner in which you use the travel card will reflect directly upon you as an employee and as an individual.

You must use the card only for authorized expenses incurred in connection with official travel orders. Possession of the card does not exempt you from the use of Department's Travel Management Centers (TMC) or Government contract carriers when required.

Use of the card does not relieve you of the responsibility to employ prudent travel practices and to observe rules and regulations governing the travel at the Department of Health and Human Services (HHS), as set forth in the Federal Travel Regulation (FTR) and any OPDIV specific directives.

Proper use of the HHS travel card and its privileges are outlined in this quick guide.

Do use your travel card to pay for authorized expenses on official travel orders.

Don't use your travel card for personal expenditures not reimbursable on the travel voucher.

Do remember your travel card has a charge limit for food and automatic teller machine (ATM) withdrawals.

Don't use your travel card during periods when you are not on official travel status.

Do be aware your OPDIV and your immediate supervisor may monitor card use and will take disciplinary action when misuse or abuse has occurred.

Don't allow others to charge purchases on your travel card.

Do be aware that vendors report to the Department on the use of the card for non-travel related expenses.

Don't charge office supplies, training, conference fees, photocopies, postal services, or equipment on the travel card. Use the purchase card or other acquisition procedures to procure non-travel services and products.

Do safeguard your card and assure it is not lost or stolen.

Do contact the bank customer service number in a timely manner, if you have questions about your monthly bill.

Don't wait to report a lost or stolen travel card to the bank and your Agency/Organization Program Coordinator (A/OPC) or travel coordinator.

Do surrender your travel card to your supervisor upon separation from HHS. Advise your A/OPC if you have transferred or notify the bank if you have changed your mailing address.

Don't forget to file your travel claim within 5 working days after trip completion or every 30 days if you are on extended TDY travel.

Do retain your receipts while on travel so you have accurate information to file a travel claim and to reconcile your monthly statement.

Don't use your travel voucher reimbursement for personal gain. Failure to pay the bank can result in termination of charge card privileges and/or Salary Offset.

Do use Split Disbursement, when vouchering, to pay your bill.

Do submit payment in full for the travel card bill before the statement due date.

Don't allow your travel card account to become delinquent. Delinquency occurs on the first day after the due date.

Do respond timely to your OPDIV and bank on receipt of a delinquency notice. A mutual agreement can be reached to rectify any problem immediately.

Don't put other employees' travel expenses on your card.

Do obtain cash advances for official travel through an ATM only when authorized.

Don't obtain cash advances that exceed the authorized travel meals and incidentals (M&IE) per diem for the trip. Example: \$35.00 M&IE per diem x 5 days - \$175 is the authorized amount.

Do follow your bank's dispute process for incorrect or erroneous charges.

Don't forget to take travel card refresher training as required by HHS and the OMB Circular A-123 Appendix B.

Do become familiar with the FTR and your OPDIV's travel guidelines. Read the HHS Travel Manual or visit GSA's website for more travel card information.

Still have questions?

First, contact your Agency/Organizational Program Coordinator (A/OPC) for travel card questions.

HEADQUARTERS CONTACT:

Program Support Center, Administrative Operations Portfolio, Transportation Services

E-mail: transportation@psc.gov

Phone: 301-492-4850