

Sponsored Travel (Form HHS-348)

Add/Save Data: Instructions for each field are in the table below. To save new data, click on *Save* or *Update* at the bottom of the screen.

Delete: To delete a record, open the record and click on *Delete* at the bottom of the screen. Click on *Yes* in the confirmation window.

Upload Files: This function permits you to upload files and attach them to the open record. At the bottom of the screen, click on *Browse*; locate the desired file; double click the file name; add a description if desired. For example, a scanned final travel document might be named: LastName-TOxxxxx-2008.pdf

Field Name	Description	Options/Definitions
Receipt Date	Date request received in IC ethics office.	Use m/d/yy or mm/dd/yy format for date.
TO Number	Travel Order number	
Intra/Extra	Use drop-down menu to select appropriate employee status	Extramural Scientist Intramural Scientist Other, e.g., Administrative, no extramural nor intramural duties
Start Date	Start date of the travel.	Use m/d/yy or mm/dd/yy format for date.
Lead Days	EMIS automatically calculates this for you.	It is the difference in number of days between the start date and the receipt date, to let you know how far in advance it was submitted.
Authority	Use the drop-down menu to select the appropriate authority for the travel, located on the travel order document See explanations of each, below.	31 USC 1353 42 USC 3506 5 USC 7342 Other
Sponsor	Full name of the outside organization which is supporting the travel.	If more than one sponsor, abbreviate both names to insert in this field.
Activity Location	City, State where activity will occur.	Use 2-letter abbreviation for state.
Destination	Use the drop-down to indicate status.	Domestic Foreign
Amount	Indicate the amount of support from the sponsor.	If multiple sponsors, put aggregate total here and details in Notes.
Review Date	Date the ethics office reviews the HHS-348 request.	Use m/d/yy or mm/dd/yy format for date.
DEC Sig Date	Date signed by the authorized ethics official.	Use m/d/yy or mm/dd/yy format for date.
DEC Action	Use the drop-down menu .	Approved Disapproved Pending None
Date to AO	Date the signed form returned to the AO.	DO NOT USE. Irrelevant field now that travel is done electronically.
Cancel Date	Date the travel was cancelled, before it was completed.	Include reason for cancellation in the Notes.

Field Name	Description	Options/Definitions
Notes	Include relevant information. Conserve space in the table, avoid extra lines or spaces.	

Explanation of Authorities to Accept Sponsored Travel:

(Source: HHS Travel Manual 1-70-20)

31 U.S.C. 1353: This section provides authority for HHS to accept payment {or authorize an employee to accept such payment on its behalf) from a non Federal source for travel, subsistence, and related travel expenses in connection with attendance at meetings and similar functions relating to the official duties of the employee. It also provides for acceptance of travel payments for an accompanying spouse in some circumstances; and allows for acceptance of payments in excess of maximum per diem rates and higher modes of transportation than that allowed by applicable travel regulations. It further authorizes the acceptance of payment from a conflicting non-Federal source when the benefit received outweighs the conflict of interest concern. This authority prohibits employees and/or their accompanying spouse from accepting payments in cash/check or similar instrument made payable to either traveler from the non –Federal source. Implementing regulations issued by the General Services Administration in consultation with the Office of Government Ethics are codified at 41 CFR Part 304-1.

42 U.S.C. 3506: Use this authority only when employees are performing advisory services. When travel is authorized under this authority (42 U.S.C. 3506), employees are NOT permitted to accept expenses, through the appropriation that are in excess of those permitted by the Federal Travel Regulations. Additionally, public perception must be taken into consideration as acceptance from a conflicting non-Federal source is not permitted. Obviously, employees may never accept cash in excess of travel expenses incurred.

5 U.S.C. 7342 (Foreign Gifts and Decorations Act): This act provides authority for employees and members of an employee's family and household to accept gifts of travel expense for travel taking place entirely outside the United States when the donor of the gift is a foreign government (to include international or multinational organizations). Acceptance under this authority must be consistent with the interests of the United States and the travel must be approved by the appropriate authorizing official even where the employee travels in his/her private capacity on non–official time.

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