NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Sponsored Travel (Form HHS 348)

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

Field Name	Description	Options/Definitions
EMIS ID	Internal database record number	Not editable.
Receipt Date	Date request received in ethics office.	Use m/d/yy or mm/dd/yy format for date.
ODA Track ID#	The EMIS ID number for the accompanying official duty activity, if applicable.	Enter the ODA request and save it. Then open it to obtain the EMIS ID number to enter here to tie the actions together.
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.
Authority	Use the drop-down menu to select the appropriate authority for the travel, located on the travel order document	31 USC 1353 42 USC 3506 5 USC 7342 Other **See explanations below.***
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 or Territory or Country where activity will occur.	Use 2-letter abbreviation for state.
Destination	Use the drop-down to indicate destination.	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 official 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; travel is processed electronically.
Cancel Date	Date the travel was cancelled, before it was completed, if applicable.	Include reason for cancellation in the Notes.
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 dated 1/20/12)

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 (1) travel, subsistence, and related travel expenses in connection with attendance at "meetings and similar functions" relating to the official duties of the employee; (2) acceptance of travel payments for an accompanying spouse in some circumstances; and (3) acceptance of additional expenses when specific conditions are met in accordance with Federal Travel Regulations (FTR) 304-3.13.

42 U.S.C. 3506: This section provides authority for HHS to accept payment from non-Federal sources for travel expenses in connection with an employee performing "advisory services" related to HHS functions or activities.

5 U.S.C. 7342 (Foreign Gifts and Decorations Act): This act provides authority for employees and members of an employee's family and the employee's spouse or dependents 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 (including international or multinational organizations). Acceptance under this authority must be consistent with the interests of the United States, and the appropriate AO must approve the travel, even where the employee travels in his/her private capacity on non-official time.

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. PDF files are the best attachments because they can be opened by all users.

Files for the HHS-348 shall be named using the employee's last name and initial(s), form number, sponsor, and travel date (first day). Use hyphens between words/sections; do not use spaces.

Example: Dr. Indiana Jones will use sponsored travel to attend a meeting which starts on March 20, 2015 sponsored by Oxford University. It is reviewed and approved by the AO and ethics official on March 6, 2015. The file, consisting of the page with DEC/designee signature, will be named:
　　　　JonesI-348-Oxford-2015-03-20.pdf

Document History:

File Name:　　　Q:\EMIS\SOPs\Employee-Forms\HHS-348-Data-Entry.doc

2/16/08　　　　Original document posted. NEO (FEPlyler)
3/19/13　　　　Revised filed per EMIS revisions. FEPlyler
4/21/14　　　　Revised. Updated logo and some field instructions. NEO (C.Galvin-Combet)