

To: Business Managers

Re: Foreign Travel Approval on NIH and NSF Grants

Effective April 1, 2001, authority to grant prior approval for foreign travel on NIH and NSF grants will be delegated to the business office. As with domestic travel authorization, the department is responsible for obtaining and maintaining the documentation of allocability of the travel to the project for audit purposes.

When reviewing the Form 17, business office staff will verify the allocability and reasonableness of the foreign travel for audit purposes. This includes verifying the availability of funds for the trip and assuring that the trip falls within the project period. For travel not included in the original proposal, the Form 17 should include a description of how the travel benefits the project to which it is being charged. This statement should be sufficient to justify the allocability of the charge to the sponsored program. As with all travel, certification should also be provided if the individual traveling is not paid on the project.

Department head and Dean approval are required on all foreign travel requests to confirm that the trip is academically appropriate. Form 17's that include split funding with another SPS fund will continue to require SPS approval. Any Form 17 with split funding from non-SPS funding sources (i.e., general funds or gifts) will continue to require approval of the EVPAA business manager and should be routed to EVPAA after it is sent to the Dean's office. A grid is attached outlining the document routing for each funding scenario.

Please refer to the SPS website for further information regarding prior approval requirements for all sponsors.

Request to Travel (Form 17) Approval Process for Foreign Travel

