

SAO Sponsored Travel Requirements and Process

Requirements

1. The sponsor completes and signs the Sponsored Travel Commitment Form Letter before the travel can be authorized. The Sponsored Travel Commitment Form Letter is required even if the sponsoring organization provides all airfare, lodging and meals and the trip will be supported at no cost to the Smithsonian or the traveler.

SAO Sponsored Travel Commitment Form Letter

http://www.cfa.harvard.edu/fm/forms/sponsored_travel_form.pdf

2. Advance Approval for Trip Required

- Travel sponsored by foreign non-profit entities does not require prior OGC approval
- Travel sponsored by foreign entities that are governmental or for-profit requires OGC prior approval
- Travel sponsored by for-profit (U.S. or foreign) entities requires prior OGC approval.

Please see OGC TRAVEL AUTHORIZATION CLEARANCE FORM reference below.

3. Allowability of Direct Reimbursement to Traveler

- U.S. Federal entities may reimburse the traveler directly without prior approval from OGC.
- U.S. non-profit, U.S. state, or local government entities may reimburse the traveler directly with prior OGC approval. Please see OGC DIRECT REIMBURSEMENT CLEARANCE FORM referenced below.
- Foreign entities may not reimburse the traveler directly.
- For-profit (U.S. or foreign) entities may not reimburse the traveler directly.

Please ensure that the Sponsored Travel Commitment Form Letter from the sponsor clearly indicates what support will be provided in-kind (e.g., the sponsor purchases the airfare or prepays for lodging), the authorized amount of travel expenses to be incurred by SAO or traveler, and whether sponsor will directly reimburse traveler. For all direct reimbursements, traveler must attach documentation of the amount of payment (e.g., copy of the reimbursement check, money order or bank statement containing evidence of the EFT) to the

travel voucher. If sponsor reimbursed traveler directly, and SAO purchased airfare or rail tickets, traveler must reimburse SAO when the traveler receives the paper travel voucher for signature from Travel or divisional voucher preparer. The traveler should attach a check payable to SAO and referencing the TA# to the signed travel voucher and send to Travel MS44.

4. The Sponsored Travel Commitment form letter _and_ any required OGC clearance forms must be electronically attached to the travel authorization.

OGC Clearance Forms are available at:

<http://prism.si.edu/OGC/Forms%20and%20Publications.html>

OGC Fax : 202-357-4310

TRAVEL AUTHORIZATION CLEARANCE FORM
(for payment of travel expenses or the provision of in-kind support by an individual, a for-profit organization or a foreign government/governmental entity)

This form is not required for foreign non profit sponsors.

<http://prism.si.edu/OGC/Ethics/Sponsored%20Travel%20Form.doc>

DIRECT REIMBURSEMENT CLEARANCE FORM
FOR SPONSORED TRAVEL FOR REIMBURSEMENTS PAID DIRECTLY
TO EMPLOYEES BY NON-PROFITS AND STATE AND LOCAL
GOVERNMENTS

This form is not required for direct reimbursements from U.S. Federal sponsors.

<http://prism.si.edu/OGC/Ethics/March%202009%20Revised%20direct%20reimbursement%20form.doc>

5. If the sponsor agrees to support additional expenses, the division must seek a revised Sponsored Travel Commitment Form Letter from the sponsor and amend the travel authorization.
6. Please ensure the traveler is aware of the precise commitment from the sponsor.
7. Please note the traveler may be required to provide the sponsoring organization with original receipts, regardless of the amount of the receipt. When completing your trip expense report, please provide the Travel group with copies of the trip receipts and please keep the originals. The Travel group will allow copies of receipts for sponsored travel only.

8. FM will invoice sponsors quarterly, once the Travel group has settled the trip.
9. If the sponsoring organization requires an alternate payment method:
 - a. For electronic funds transfer (wire) to the Smithsonian Astrophysical Observatory or questions regarding reimbursement in non-US dollars, please contact Lynne Nee, Financial Management Department ((617)495-7750 lnee@cfa.harvard.edu.)
 - b. Federal agencies: If the agency cannot reimburse the Smithsonian by check or EFT, please arrange reimbursement via Intra-Governmental Payment and Collection (IPAC). The invoice provided by the Smithsonian Astrophysical Observatory Financial Management Department will reference our ALC, Treasury symbol, and the BETC code COLL. Please reference the invoice number in all payments to the Smithsonian.

Process

1. Division creates GovTrip authorization with Sponsored Travel Line of Accounting (account 1416). Division attaches Sponsored Travel Commitment Form Letter from sponsor _and_ any required OGC clearance forms electronically to authorization. Division ensures that information from sponsor is complete. If the trip has more than one sponsor, authorization must clearly indicate how much of trip expense each sponsor will pay in Comments to Approving Official and in allocation amongst separate Lines of Accounting.
2. Traveler completes trip expense report with original receipts within 5 days of return. Traveler must attach documentation of the amount of any direct payment from sponsor (e.g., copy of the reimbursement check, money order or bank statement containing evidence of the EFT) to the travel voucher. Travel group/division prepares GovTrip voucher. If sponsor reimbursed traveler directly, and SAO purchased airfare or rail tickets, traveler must reimburse SAO—please see Requirements step 3 above. Traveler is responsible for completing any additional expense reports and/or submitting receipts to sponsor. If sponsor requires original receipts, copies may be provided to SAO Travel. We recommend that the traveler wait to send any expense report to the sponsor until after FM has invoiced the sponsor in order to avoid accidental sponsor payments directly to the traveler.
3. Travel group sends copies of approved GovTrip voucher and related commitment letter to FM of any voucher referencing Sponsored Travel Line of Accounting. Provided sponsor did not reimburse traveler directly, FM enters customer and enters invoice/creates receivable in PeopleSoft Billing/Accounts Receivable modules. FM sends invoice with copy of

approved GovTrip travel voucher (STANDARD FORM 1012 (REV. 10-77))
to sponsor and to division.

4. FM provides a monthly report of outstanding sponsored travel reimbursements to Travel for posting on the Travel website.
5. If sponsor does not pay within 90 days of invoice, FM requests alternate source of funding for trip expense from division.