

Sponsored Travel Fact Sheet

(These items are covered in Chapter 3.10 of the SI Travel Handbook)

Definition:

1. Sponsored travel occurs when the travel expenses for an SI staff member (or affiliated person) are paid in full or in part by an organization other than SI. Travel expenses can be paid by:
 - In kind – the sponsor directly purchases air ticket, lodging or other travel support and provides it to the traveler
 - Direct reimbursement – only allowed for certain types of sponsors. Sponsor pays the traveler directly for travel expenses either at the start or end of the trip
 - Pay to SI. For certain types of sponsors and any honorariums or flat payments, the sponsor must pay the Institution directly and cannot pay the traveler. The traveler will be reimbursed by SI
2. If the sponsored traveler is an intern, research fellow, visiting scientist, post doc or other non-employee affiliate of SI, he/she should make travel arrangements directly with the sponsor and not use the GovTrip system. Since the traveler is not traveling on Smithsonian official business, Government fares cannot be used. No unit processing is required
3. If the sponsor of the travel is a foreign government, a foreign governmental entity or a for profit corporation, an OGC Travel Authorization Clearance form must be completed and approved prior to travel start. **This may take up to 2 weeks to process.** Follow the processing instructions on the form
4. Traveler may receive a direct reimbursement for travel expenses (i.e. paid to the traveler in his/her name) if:
 - The sponsor is another federal agency; OR
 - The sponsor is a state or local government or US 501.c.3 and an approved OGC Direct Reimbursement Clearance Form is attached to the authorization*. **Clearance form may require up to 2 weeks to process**
5. Payment must be made to SI if the sponsor is a for profit, foreign government (with OGC approval) or foreign non-profit entity

Documentation Requirements:

1. Note in Trip Details box indicating that travel is sponsored by “SPONSOR” and what expenses will be paid
2. Copy of written sponsorship offer attached to authorization
3. OGC Travel Authorization Clearance Form if required (foreign government or for-profit sponsor)
4. Direct Reimbursement clearance form if required (if direct reimbursement from a US 501c.3 or a state or local government)

* Direct Reimbursement Clearance form must contain the sponsor’s name, Travel Authorization number and the estimated trip expenses. Incomplete forms will be returned which may cause delays in approval. Please allow sufficient time for OGC processing.

Call SAO Travel 617-495-7220 or 617-496-7844 for assistance