

Domestic Outside Funds Checklist

(Please allow 2 weeks at the Area level)

Name of Traveler

Destination

Date of Travel

<u>DESCRIPTION</u>	<u>DATE SECRETARY RECEIVED</u>	<u>FOR AREA USE</u>
Completed Travel Authorization AD202	_____	_____
GovTrip FAX cover sheet	_____	_____
Letter of Offer from outside entity <i>(letterhead or Email listing what will be paid)</i>	_____	_____
Conflict of Interest Analysis AD-1101 <i>(answer questions 1-6)</i>	_____	_____
AD-1101 Approval and Report of Travel Funds Received from Non-Federal Sources <i>(must be over \$250)</i>	_____	_____
Acceptance letter for AD signature <i>(email to Travel Coordinator and Area Travel Assistant without date. Letter should state what is going to be paid, and have the dates and location in the first paragraph)</i>	_____	_____

Mail all documents to:

Area Travel Assistant
USDA-ARS-MWA
1815 N. University Street
Peoria, IL 61604