Domestic Outside Funds Checklist

Name of Traveler

Destination

Date of Travel

Date of Meeting/Conference

REQUIRED DOCUMENTS

1. Completed Travel Authorization (DO NOT include in Portal Ticket)

2. Letter of Invitation from outside Entity/Sponsor
   (letterhead or email listing what will be paid; Registration, airfare, lodging, per diem, ground transportation, etc; in-kind or reimbursement) __________

3. AD1101, Approval and Report of Travel Funds Received From Non-Federal Sources
   Conflict of Interest Analysis (answer questions 1-6)
   (signed by both traveler and supervisor)
   PLEASE UPLOAD EDITABLE VERSION __________

4. Acceptance Letter for RL, CD, or AD approval/signature
   (Letter should state what is going to be paid by Entity/Sponsor and have the dates and location in the first Paragraph)… __________

5. If traveler (SES, STS, SSTS) MUST include Meeting Itinerary
   Allow 10 days for SES Ethic’s approval __________

Upload documents into a Portal Ticket, Travel Specialist will forward to AD for approval of outside funds.

ONCE DIRECTOR APPROVED:

1. Travel Specialist will upload approved documents into Portal ticket and forward approved documents to Travel Arranger.

TRAVEL ARRANGER WILL:

1. Upload approved documents to Concur.

2. Email Acceptance Letter to Sponsor.