

Sponsored Travel Reporting FAQ's

Any individual who receives and/or is paid on a PHS-funded research grant is required, by federal regulation to disclose all reimbursed or sponsored travel (i.e., that which is paid on behalf of the individual) taken on or after August 24, 2012. Travel should be disclosed to Duke within 30 days of the travel.

Individuals with research sponsored by the U.S. Public Health Service (PHS) of the U.S. Department of Health and Human Services are required to disclose certain information about all sponsored or reimbursed travel if the investigator and the travel both meet certain criteria (listed below):

- The faculty or staff member is paid for research that is sponsored/funded by the PHS (e.g. any NIH funding greater than 0% effort);
- The travel is reimbursed or sponsored by some external entity (see exceptions below); and
- The sponsored travel is related to your institutional responsibilities to Duke (e.g. as a physician scientist, you're being sponsored to speak about your science, as opposed to being sponsored to speak on unrelated topic, like a hobby).

You do **not** have to report travel if it is reimbursed or sponsored by any of the following:

- A U.S. institution of higher education;
- A U.S. federal, state or local government agency;
- A U.S. academic teaching hospital; or
- A U.S. research institute that is affiliated with an institution of higher education.

Investigators, including Subrecipient Investigators, must disclose all travel information related to foreign Institutions of higher education or the government of another country.

Otherwise, travel supported by all other sponsors **must** be reported, including foundations, professional associations, societies, professional boards, corporations, etc.

If the travel qualifies for reporting (i.e., is sponsored and is related to professional responsibilities) using the Duke Travel web site, you must report:

- The identity of the sponsor/organizer (if the sponsor is a company, but they are working through a marketing company, report the primary sponsor of the trip rather than the intermediary);

- The purpose of the trip (advisory board service, consulting, meetings, etc.);
- The destination for the trip; and
- The duration of the travel, specifically the date you left and the date you returned.

Travel may be reported at this web address: https://radapps.duke.edu/phs_travel

You will need your NetID and NetID password.

FAQ

Nature of Arrangement	Must Disclose?
Travel paid for by industry (directly to the individual, not via Duke)	Yes
Travel paid for by a non-profit foundation	Yes
Travel paid for by a professional society (e.g. American Cancer Society, European Society for Pediatric Infectious Diseases)	Yes
Travel paid for by the American Cancer Society to an academic meeting to present NIH grant-funded research	Yes
Travel to a board meeting in Chicago paid for by the American Heart Association	Yes
Travel to an advisory board meeting for a nonprofit for which you are reimbursed	Yes
Travel to a research meeting in Chicago paid for with Duke department funds	No
Travel for work related to a pharmaceutical company-sponsored contract through Duke (for example, DCRI related monitoring or presenting data for a DCRI coordinated project)	No (Since it is paid through Duke, it becomes academic work)
Travel to a U.S. academic medical center (AMC) paid for by the AMC	No
Travel to a U.S. university paid for by the university to give lecture	No
Travel to another U.S. university to give a seminar where the university reimburses you, but the university received funding for the seminar from a pharmaceutical company	No, if the reimbursement came from university
Travel to a U.S. academic meeting to present where the ticket is paid using a Duke account	No
Travel that combines a trip to an advisory board in the U.S. paid for by the company and a family vacation for which I am paying for myself	It is not uncommon to combine a business trip with a personal vacation. It is fine to do so as long as the vacation part of the trip is paid for by personal funds and not by the company that is paying for the business trip. (When disclosing the duration you will only need to disclose the duration of the business portion of the trip.)