

Travel reporting requirements exist for all Duke faculty and staff who receive payments from a Public Health Service grant (NIH, CDC, AHRQ, Dept. of Defense, etc.). If you, your spouse (or spousal equivalent), or dependent children have sponsored travel paid by someone other than Duke, it should be reported to Duke.

Any investigator (PHS definition = anyone who is “responsible for the design, conduct or reporting” of a PHS-funded project) who receives and/or is paid on a PHS-funded research grant is now required 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 if the travel meets the following criteria:

- The travel is reimbursed or sponsored by an external entity (including non-profit foundations, professional societies, and for-profit drug and device manufacturers); and
- The sponsored travel is related to or in support of any of your research (including research funded by any foreign or domestic entity) (e.g., as a physician scientist, you are being sponsored to attend a corporate scientific advisory board meeting to discuss your science, or as a hematologist you are asked to attend a meeting of the American Board of Hematology).

For domestic travel you do not need to report travel if it is reimbursed or sponsored by any of the following:

- An Institution of higher education;
- Federal, state, or local government agency;
- An Academic teaching hospital; or
- A research institute affiliated with an institution of higher education.

All travel sponsored by foreign entities should be reported.

Otherwise, travel supported by all other sponsors must be reported, including foundations, professional associations, societies, professional boards, corporations, etc. The travel must be reported within 30 days of the conclusion of the trip.

If the travel is Duke work related, for example a corporate sponsored research agreement where you are being reimbursed for the travel through Duke, and not the study sponsor, the travel need not be reported. Duke related work is exempt from the reporting requirement. However, if the sponsoring company buys the plane ticket directly, or reimburses you, the travel must be reported.

If your travel requires reporting, you should enter it into a new web application. You will need your NetID and NetID password to access the site. The web address is:

https://radapps.duke.edu/phs_travel

Questions should be directed to dosicoi@duke.edu.