



MOUNT SINAI
SCHOOL OF
MEDICINE

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To: Faculty, Department Chairpersons, and Administrators
From: Grants and Contracts Office
Date: March 2008
Subject: Foreign Travel Request Reminder

This is a reminder that all requests for travel to foreign destinations submitted under federal fund numbers (0253, 0254, 0255, 0256, 0257 and 0258) require prior approval from the GCO. When travel requests are routed to the GCO under foreign travel sub code (4463), they **must** contain the following for approval consideration:

- **A valid GCO number listed in six digit format (e.g., 99-9999)**
- **Detailed justification of how the trip would benefit the project.**

“To attend a conference” or “To give a presentation” are not acceptable explanations.
Please note that there must be a correlation between the project and the purpose of the trip.

While it has been the policy since the implementation of the on-line travel request system to deny any requests missing these items, the GCO would often contact either the requestor and/or traveler for a GCO number and justification. In some instances, we would make multiple attempts to obtain this information. However, given the amount of time this policy has been in effect it will now be uniformly applied.

Effective immediately, all foreign travel requests routed to the GCO devoid of a GCO number and justification will automatically be denied. Denied requests will require correction and resubmission through Sinai Central. However, if the request for travel is after the fact, **please note there will be no option for trip reimbursement.**

Please share this information with all individuals who are responsible for preparing and/or approving foreign travel requests in your departments, divisions, institutes and/or centers.

Thank you for your anticipated cooperation.