

## MEMORANDUM FOR USUHS ETHICS OFFICIAL/OFFICE OF GENERAL COUNSEL

### REQUEST APPROVAL OF TRAVEL & RELATED EXPENSES FROM NON-FEDERAL SOURCES FOR OFFICIAL TDY TRAVEL

Traveler's Name:

Traveler's Phone:

Traveler's Department and Position:

Dates and Place(s) of TDY:

Purpose of the TDY:

Entity Providing Non-Federal Funds:

### FUNDING PROVIDED BY NON-FEDERAL SOURCE BY (CHECK ONE)

Entire payment reimbursed by check (funds payable to USUHS)

Payment in kind (goods or services provided instead of funds to USUHS by check - e.g., airline tickets)

Mixed (Part payment in kind and part by check)

### NON-FEDERAL SOURCE FUNDING PROVIDED AND \$ VALUE (COMPLETE APPROPRIATE BLOCKS)\*

Lodging Reimbursement:

Lodging Value in-Kind:

Meals Reimbursement:

Meals Value in-Kind:

Tickets Reimbursement:

Tickets Value in-Kind:

Registration Reimbursement:

Registration Value in-Kind:

Taxis / Incidentals reimbursement:

Taxis / Incidentals in-Kind:

Is Spouse being sponsored by the Non-Federal Source?

\*Reimbursed expenses should also be reflected in the Federal Funding section below.

### FEDERAL FUNDING PROVIDED AND \$ VALUE (COMPLETE APPROPRIATE BLOCKS)

USU Account Code:

Federal Funds:

Lodging:

Meals:

Tickets:

Registration:

Taxis / Incidentals:

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I UNDERSTAND THAT:

All checks are to be made payable to USUHS and turned in to FMG; (b) if the non-Federal funds are insufficient to cover my authorized expenses, the difference will be charged to my department's organization; and (c) if the non-Federal source provides sufficient funds, I will be fully reimbursed for travel expenses (provided they are similar to expenses for other attendees) even if those expenses exceed the allowable rate under Volume 1 of the Joint Federal Travel Regulations (the type of expenses must be allowable under the JFTR).

To the best of my knowledge, **accepting these funds does not present a conflict of interest**, i.e., a reasonable person with knowledge of all the facts would not question the integrity of USUHS programs or operations.

*Name, Signature and Date of Requestor*

*Name, Signature and Date of Dept Chair/Dean*

**Funded orders are required for any payments reimbursed in kind.**

**Funded orders are required as the organization will reimburse the University for travel.**

*Signature and Date of Ethics Official*