***Clinical Investigation Department***

***Phone:*** *(757) 953-5939* ***Fax:*** *(757) 953-5298*

*Building 274, 1090 Edwin May Road*

**Travel Request Information**

Clinical Investigation Program (CIP) requests for travel funding are processed on a first come first served basis and are competitive.

CIP funding is reserved for approved IRB/IACUC research protocols. Only one researcher will be funded per research study each fiscal year.

***Case Studies are not funded***.

All travel requests must be submitted to CID 15 days prior to the registration deadline. If there is no registration deadline all travel should also be submitted 15 days prior to the date of travel.

All publications and/or posters being presented at a conference must be RPPA approved and included as an attachment to the travel request. Abstract approval is not the same a actual presentation approval. The presentation must be submitted separate from the abstract. [RPPA Request Form](https://nmcp.med.navy.mil/CID/SitePages/Publication%20Approval.aspx)

**Guidelines for requesting CIP travel funding:**

\*\*Please type all forms because pen and ink changes will not be accepted by travel\*\*

1. All funded travel requests must first be submitted via DTS at:

<http://www.defensetravel.osd.mil/dts/site/index.jsp>.

* DO NOT choose a line of accounting (LOA). This will be done for you by travel.
* Make a note in the comments to the Approving Official that you are using CIP2 funding.
* Make a note that your travel is mission essential. Please provide the full title and a detailed description of the conference/venue you are attending.
* Guidelines for creating your DTS travel documents can be found at: <https://intranet.mar.med.navy.mil/Travel/miscdocs/Creatingafundedauthorization.doc>

2. Complete the [CIP Travel Funds Request form](https://nmcp.med.navy.mil/CID/SitePages/CIP%20Sponsored%20Travel.aspx).

* Information on (Per Diem), allowable rates for lodging and meals can be found <http://www.gsa.gov>.

3. All requests with a registration/training fee must include a completed  [SF182](https://nmcp.med.navy.mil/CID/SitePages/CIP%20Sponsored%20Travel.aspx).

* The SF182 is required to be typed and not hand written per the NMCP Travel Department.
* Have your immediate supervisor and Deptartment Head approve and sign it.

4. Complete section one of the Navy Medicine Travel Mission Criticality Attestation memo.

5. Complete and print a copy of the registration form required by the venue you are attending.

* Please make sure that you are choosing the appropriate registration option for members or non-members on your form.This is used by travel to ensure accurate registration.
* Please make note if you will be receiving CME’s or CEU’s.

6. Travelers not attached to NMCP must complete the [BUMED](https://webapps.mar.med.navy.mil/forms/viewinfo/subjectlist.asp?keyword=direct%2Bfund) TAD Request Form.

* NON- NMCP STAFF: The Travel Dept. staff cannot pay registration fees for non-NMCP staff. You will be required to pay your registration fee via personal credit card and submit for reimbursement upon your return from travel.
* Registration Fees cannot be paid via your government travel card.

7. Print and attach your venue brochure.

8. Submit everything to Mrs. Sue Workman, the CID Travel Coordinator, via email at [Suzanne.M.Workman2,Civ@mail.mil](mailto:Melinda.zimmerman@med.navy.mil) or fax 757-953-5298.

* Email is the preferred method.

9. Once your travel has been approved, Mrs. Workman will email the approved CIP Travel forms to you for uploading into DTS.

10. Travel packages must be submitted to the travel office **no less than 10 days prior to travel** date or registration deadline!

* If submitted within 10 days the member will be required to pay registration out of pocket and then apply for reimbursement on their vouchers.
* DO NOT pay for registration using the government credit card!

11. Please log into DTS and upload the signed/approved documents and all attachments.

* If you are non-compliant your department will be charged for your travel.

12. When you return from your trip you must complete your travel voucher in DTS within 5 business days.

**POC for CID Travel requests:**

Suzanne Workman (Sue)

[Suzanne.M.Workman2.Civ@mail.mil](mailto:Suzanne.M.Workman2.Civ@mail.mil)

Fax # (757) 953-5298 (Attn: Sue Workman)

Contact # (757) 953-5939