

# Domestic Outside Funds Checklist

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Name of Traveler

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Destination

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Date of Travel

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Date of Meeting/Conference

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## REQUIRED DOCUMENTS

1. Completed Travel Authorization (**DO NOT** include in Portal Ticket)
2. Letter of Invitation from outside Entity/Sponsor  
(letterhead or email listing what will be paid;  
Registration, airfare, lodging, per diem, ground  
transportation, etc; in-kind or reimbursement) \_\_\_\_\_
3. AD1101, Approval and Report of Travel Funds Received  
From Non-Federal Sources  
Conflict of Interest Analysis (answer questions 1-6)  
(signed by both traveler and supervisor)  
**PLEASE UPLOAD EDITABLE VERSION** \_\_\_\_\_
4. Acceptance Letter for RL, CD, or AD approval/signature  
(Letter should state what is going to be paid by Entity/Sponsor  
and have the dates and location in the first Paragraph)... \_\_\_\_\_
5. If traveler (SES, STS, SSTS) **MUST** include Meeting Itinerary  
Allow 10 days for SES Ethic's approval \_\_\_\_\_

Upload documents into a Portal Ticket, Travel Specialist will forward to AD for approval of outside funds.

### ONCE DIRECTOR APPROVED:

1. Travel Specialist will upload approved documents into Portal ticket and forward approved documents to Travel Arranger.

### TRAVEL ARRANGER WILL:

1. Upload approved documents to Concur.
2. Email Acceptance Letter to Sponsor.