



### **GCO Prior Approval for Foreign Travel on Federal Sponsored Projects**

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The GCO must approve all requests for travel to foreign destinations that will utilize federal sponsored program funding. (e.g. Sinai Cloud # IF211094856, etc.) The purpose of this memo is to provide the research community additional procedure information so that the request is successfully processed. Please follow these instructions when preparing travel requests:

- Refer to the Office of Global Operations [Pre-Trip Travel Requirements](#) for registering foreign travel at Mount Sinai and for other important instructions.
- Submit the foreign travel request on [Sinai Central](#) and please use the sub code (4463).
- Include a GCO Number in the “Comments” section. This used to appear automatically but it no longer does.
- Your travel justification should be related to advancing the project’s statement of work (SOW) and not professional advancement of the traveler unless the award is a fellowship (F series), Training Grant (T series), or career development award (K) award. Justifications such as “to attend a conference” or “to give a presentation” are not acceptable. There must be a correlation between the project and the purpose of the trip. If the trip does not advance the scope of work of the project, the federal funding source may not be charged.
- If the award has no foreign component, do not mention foreign collaborators in the justification. If you do, in fact, have foreign collaborators work with GCO to seek addition of a foreign component first.
- Book airlines that are compliant with Fly America Act (U.S. flag air carriers / Foreign Air Carriers with select (not all) Open Skies Agreements.)
- Select Open Skies Agreements: European Union (EU) (28 countries), Australia, Switzerland & Japan. Note the United Kingdom (UK) is no longer part of the EU and that Australia, Switzerland include significant restrictions on when the airline may be used.
- Signed /Compliant [Fly America Act Waiver Checklist](#) must be provided if the airline is not compliant with the Fly America Act.
- Business class is not allowed unless a physician’s note is included for medical reasons. Do not include Personal Health Information (PHI). It is also possible to fly business class and charge coach, but include supporting documentation of the coach class cost for the same flight.

Please refer to [Mount Sinai Health System’s Travel and Meal Policy](#) for more information.

Foreign travel requests routed to the GCO on Sinai Central without a proper justification may be denied. You will then have to resubmit the request.

Also, if you submit a travel request after the trip, GCO will not be able to approve it.