



**Icahn School of Medicine at
Mount Sinai**

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Memorandum

To: All Faculty and Staff

From: Allison Gottlieb, Director of Sponsored Programs Education

Date: December 24, 2015

Subject: **GCO Prior Approval for Foreign Travel on Federal Sponsored Projects**

The GCO must approve all requests for travel to foreign destinations submitted under federal fund numbers (e.g., 0253, 0254, 0255, 0256, 0257 and 0258). Mount Sinai's travel policy and procedure memorandum maintained by the Sponsored Projects Accounting Office is available [here](#). The purpose of this memo is to provide the research community additional procedure information so that the request is successfully processed.

When submitting a foreign travel request on [Sinai Central](#), please use the sub code (4463) and provide a justification regarding the benefit of the trip to the project. 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.

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

Also, please be reminded that if you submit a travel request after the trip, you will not be reimbursed.