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# ANNUAL TRAVEL WORKSHOP

December 1, 2011

With make-up session

January 10, 2012

Attendees will receive credit for  
meeting the GEN016 Training Requirement

# Annual Travel Meeting

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- Host/Sponsor Recognition
- Introductions
- Opening Remarks
- Travel Authorization
- Visa/Immigration Updates
- Conferences
- Electronic Expense Report
- Closing Remarks
- Drawings
- Foreign Travel

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# Opening Remarks

by

Pamela Turk

Financial Accounting Manager

[Load Pams slides](#)

# Key to the Success of JLab Travel

## Education, Communication, & Accountability

Is the responsibility of the:

- Traveler (requestor)
- Travel Coordinator (arranger)
- Travel Services (auditor)

# Education

It is the responsibility of Travel Services to educate, train, and provide guidance and resources to the Travel Coordinators (TC's) and Travelers upon request.

It is the responsibility of the Travel Coordinator's to know and follow policy, educate the travelers, and submit accurate and timely reports.

Fact is that the travelers expect the TC's to be the expert of the travel requirements and to get them to/from their business destination according to policy and without penalty to them.

# Communication

Travel Coordinators are often caught in tough situations;

- Travelers not aware of policy,
- Travelers intentionally not following policy,
- Travelers not providing clear travel plans,
- Travelers not informing TC's of travel plan changes,
- Travelers not informing TC's of invited guests until they are on site,
- Last minute travel requests by travelers
- And so on...

The key here is holding the traveler responsible – easy to say difficult to do...

Poor communication leads to unallowable or disallowed costs as well as unhappy travelers and/or Discretionary Fund account managers.

# Accountability

“If a job is worth doing then it is worth doing right.”

We all have a responsibility to know the rules of the “Tools” and be held accountable to travel by the rules.

The Tools:

- Federal Travel Regulations,
- DOE Orders,
- Job Policy
- Travel Services Staff,
- Other resources

WE NEED YOU and RELY on YOU to be your customer’s Subject Matter Expert and “Know it all”.

# Statistics

Of the Expense Reports audited by Travel Services,

8 out of 10 have errors or are missing backup!

Travel Services Auditors should be viewed much like our Internal and External auditors. Where errors found are the rare exception not the norm.

We need your help!

Please review each package for fiscal accuracy as well as ensuring all backup documentation is attached prior to submission. Also, compare the Expense Report to the Travel Authorization

Your support will definitely contribute to a more efficient process and reduce questions from external auditors.

Travel is one of the most difficult areas within Accounting Services because the situation at hand is not always black and white. So please do not hesitate to contact Travel Services when unsure of how to account for a cost.

# Unallowable & Disallowed Costs

**Unallowable Costs** – costs **strictly prohibited** under Federal or Contract Law.

Cost Accounting Standards (CAS)

**Disallowed Costs** – costs that may have under normal circumstances been an allowable cost however, **absent legitimate support**, determined to be unreasonable, or for other reasons, can be disallowed against the contract

# Recent issues drawing the attention of Mont, Mike, AD's, and Managers

- Not completing or submitting Foreign Travel approvals,
- Inconsistencies between Foreign Travel paperwork, the Travel Authorizations, and Expense Reports,
- Not obtaining cost comparisons at the time of making travel reservations;
  - Due to departure from an airport other than NPN, Norfolk, or Richmond,
  - Due to mode of transportation (personal car vs. rental car)
  - Due to combining personal leave with business travel

# Combining Personal Leave with Business Travel

FTR stipulates that travel must be conducted via the most Direct Route and in the most Economical Manner.

Personal leave is permissible within constraints;

- Foreign – personal day must be one day less than the total business days excluding travel days and day of rest
- Domestic – no limit on personal days

# Combining Personal Leave with Business Travel

A cost comparison **MUST** be performed at the same time of making travel arrangements and documentation that supports the comparison **MUST** be submitted with the Expense Report.

- Employee departs earlier than what is required to meet the business need,
- Employee stays additional day(s) after the end of the business

# Cost Comparison – Airline

Jab will pay for the airline ticket up to the value it would have cost if there were no personal days.

If the cost comparison documentation is not compiled at the time reservations are made then policy has not been followed and will require an approval for exception.

Travel Services will no longer make the approval determination rather it will require the approval of the Chief Financial Officer (Joe).

# Cost Comparison – Airline

**Cost comparisons after the fact is against policy and can lead to unallowable or disallowed costs since comparisons cannot be made accurately.**

**It is strongly recommended that you notify the traveler adequately in advance (at the onset of trip planning) in writing so they are fully aware of and manage their personal liability.**

**Bottom line, any requests to travel outside the norm of meeting the business need requires a cost comparison and reimbursement will only be made up to the lowest available airfare.**

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# Travel Authorization

Updates and Reminders

# Destination: City/Region

Per Diem Rates on TA are not correct?

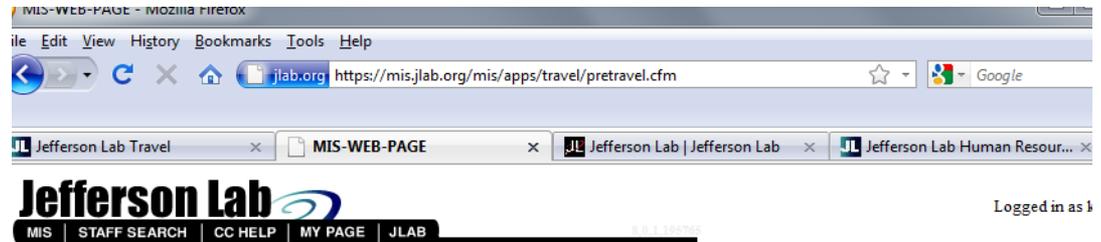
Select the County where the individual will be spending the night, not the airport they are flying into or the business location.

Example Arriving at San Francisco International Airport, going to Livermore National Lab and staying in Pleasanton.

Destination City/Region: Pleasanton?  
**NO** - Alameda County.

Pleasanton is in Alameda County. Use **Alameda County** as the City/Region, not San Francisco, Livermore Lab, or Pleasanton.

**USE COUNTY LOOKUP ON WEB**



You have validation errors!...Click [here](#) for error descriptions.

Jefferson Lab Travel Authorization			
Traveler: Kinsey-O'Neal, Carol		Change	
Citizenship: USA			
PROJECT	ORG	ACCOUNT	VERBAL APPROVAL
		45-005 : Travel Employee Local	Add POA
Purpose:		Training: No	
Begin Date:	End Date:	Personal days: 0	
Destination Country: United States of America	State: CA	City / Region: CONTRA COSTA COUNT	
Distance: > 125 Miles	Duration: SEE ERRORS	Conference: [REDACTED]	ALAMEDA CG ISC/NAS
Travel Requirements			
VEHICLE:	Personal Vehicle		ALAMEDA COUNTY
GSA Vehicle NO	Rental Car \$ 0		ALPINE COUNTY
AIR:	\$ 0		AMADOR COUNTY
RAIL:	\$ 0		BAKERSFIELD NAVAL
TAXI / LIMO / SUBWAY / BUS:	\$ 0		BEALE AFB
LODGING: SEE ERRORS	\$ 0		BUTTE COUNTY
LODGING TAXES, FEES, ETC:	\$ 0		CALAVERAS COUNTY
PER DIEM:			CAMP PARKS
MEALS PROVIDED:			CAMP PENDLETON, US
REGISTRATION FEE: \$ 0			CAMP SAN LUIS OBIS
BANQUET FEE: \$ 0			CHANNEL ISLANDS AG
EXCESS BAGGAGE: \$ 0			CHINA LAKE NWC AND
			COLUSA COUNTY
			CONCORD NAVAL WEAP
			CONTRA COSTA COUNT
			CORONA NAVAL WARFR
			CORONADO NAVAL AMP
			DEFENSE DEPOT SAN
			DEL NORTE COUNTY

## Locating a County Name

- Proceed to the Domestic Per Diem rate website.
- Click on the destination State
- [Select: National Association of Counties \(NACO\) website \(a non-federal website\).](#)
- In the City Search area:  
Enter the city name or zip code
- Click Search for County

The screenshot shows the NACO website's 'City-County Search' page. The browser address bar displays 'http://www.naco.org/Counties/Pages/CitySearch.aspx'. The page features a navigation menu with options like 'About Counties', 'About NACO', and 'Legislation & Policy'. A search bar is located in the top right corner. The main content area is titled 'City-County Search' and includes a 'Find A County' sidebar with links to 'City-County Search', 'County Seats', and 'Counties with Elected Executive Coastal Counties'. The main text provides instructions on how to use the search tool, including finding a county by city name or zip code. A 'City Search' section contains two search forms: 'Search For County by Name of City' and 'Search For County by Zip Code'. Red arrows point to the search input fields and buttons in both forms. The bottom of the browser window shows a search bar with 'Find: PI' and navigation controls.

# Third-Party Reimbursements

- Section added to TA in March 2011 –
  - After PrePayments & before Notes/Comments

Third Party Reimbursement	
Will Trip be Reimbursed by Another Organization?:	Yes <input type="radio"/>   No <input checked="" type="radio"/> If partial, enter amount \$ <input type="text"/>
If yes, please provide details regarding the agreement ( <i>name of organization, items to be funded, etc.</i> ) or attach agreement details:	<input type="text"/> (1000 Character Limit)
If billing is required by the Accounting Office, please supply detailed information: ( <i>name, address, contact name, email, phone</i> )	<input type="text"/> (1000 Character Limit)
Notes / Comments	

**Required if charge is to POA ( - / JLAB / 30-600) or no charge on TA**

# POA = JLAB/30-600 or no charge on TA ?

## Before Submittal

- Complete Third-Party Reimbursement section

## If Rejected

- Make corrections
- RE-SUBMIT

# Addendums

- Re-submittal necessary when –
  - Destination added
  - Duration of trip changes
  - Reimbursable costs are added on traveler side (air, rental car, etc)
  - Cost changes are higher than approved estimated costs
- When NO re-submittal necessary
  - Contact TS if change is to request
    - Prepayment
    - Cash Advance
    - Correction to finalize the ER

# Travel News

- **AirTran leaving PHF**

AirTran Airways confirms plans to cease operations at Newport News and three other airports. AirTran Airways will leave Newport News for good on March 19th 2012 and assures that passengers holding tickets up to that date will be honored; passengers with ticket reservations after March 19<sup>th</sup> will be contacted.

- **American Airlines files for bankruptcy**

AirTran Airways confirms plans to cease operations at Newport News and three other airports. AirTran Airways will leave Newport News for good on March 19th 2012 and assures that passengers holding tickets up to that date will be honored; passengers with ticket reservations after March 19<sup>th</sup> will be contacted.

- **National's Emerald Club earn point at Enterprise**

Enterprise announced EC benefits such as kiosk bypass and earned credits will be open at both National and Enterprise rental locations.

- To qualify the member's on-line profile must be updated with specific information (i.e., DL# and email address).

# On-Line Reservations

## REARDEN Adoption Rate

Trans. Type	2009	2010	2011
Traditional	708	667	570
Online	179	394	697
Total	1,102	1,251	1,267

### Percentage of Transactions

36%	47%	55%
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Figures reported by CI Travel in  
FY2011 Services Review

>Esc/View/Switch Windows

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# VISA/IMMIGRATION UPDATES

Presented

By

Sue Ewing

# VISITORS

- INVITATION LETTER TEMPLATES AT THE FOLLOWING URL:
  - <http://wwwold.jlab.org/hr/jris/hosting.html>
- DESCRIPTION OF REASON FOR VISIT
- BE SURE ALL FN VISITORS COME TO VARC

# J-1

- BE SURE CURRENT J-1 FORM IS USED
- BE SURE ALL INFO IS CURRENT – DO NOT KEEP USING OLD ONES
- DETAILED DESCRIPTION OF VISIT IN NEW INVITATION LETTER – DO NOT KEEP USING OLD ONES
- CV FOR ALL NEW J-1s AND EVERY 2 YRS FOR ALL OTHERS
- HERE MAXIMUM 6 MOS–GO HOME FOR 4

# WEBSITE

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- BE SURE TO CHECK JRIS WEBSITE FOR MOST CURRENT INFORMATION AND FORMS

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# CONFERENCE

Updates and Reminders

# Conferences

- Conference Policy – Administrative Manual 402.02–C
- Approval threshold changed -  $> \$50,000$
- Add new conferences to database at least once a quarter
- Changes or updates (to database entries) need to be sent to [travels@jlab.org](mailto:travels@jlab.org)
- Add projections even if only as a place saver (in your name). Estimated cost is necessary.

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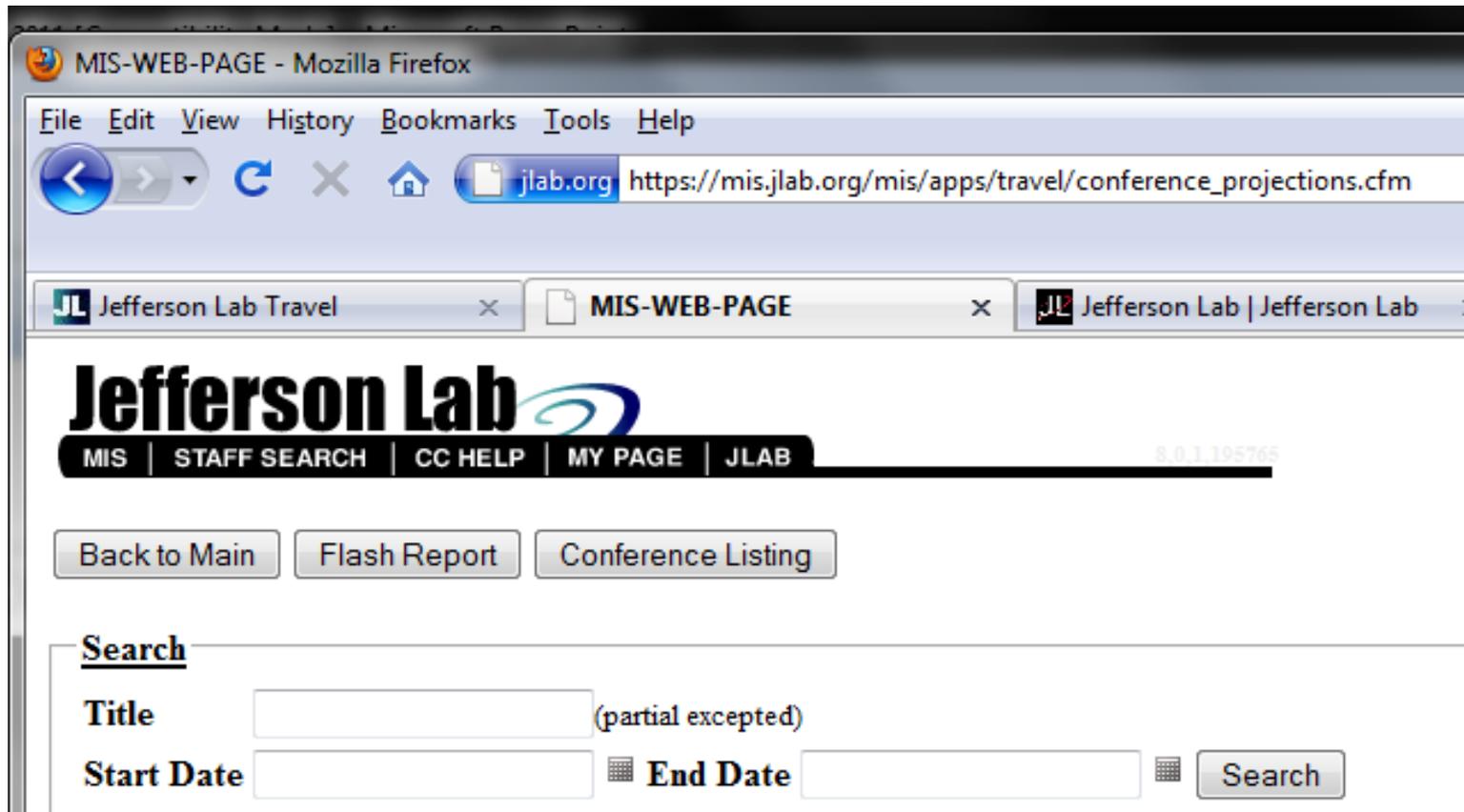
Conference Database & Projections become

# TRAVEL PROJECTIONS

**EFFECTIVE 1/10/2012**

# Travel Projection - ADDITION

- Enter any one of these fields to search for an existing conf.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying `https://mis.jlab.org/mis/apps/travel/conference_projections.cfm`. The page header includes the Jefferson Lab logo and navigation links: MIS, STAFF SEARCH, CC HELP, MY PAGE, and JLAB. Below the header are three buttons: Back to Main, Flash Report, and Conference Listing. A search section is visible with the following fields:

**Search**

Title  (partial excepted)

Start Date  End Date  Search

# Add: Start date

MIS-Web-PAGE - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://mis.jlab.org/mis/apps/travel/conference\_projections.cfm

Jefferson Lab Travel MIS-Web-PAGE Jefferson Lab | Jefferson Lab Jefferson Lab Human Resour...

**Jefferson Lab** 8.0.1.195769

MIS STAFF SEARCH CC HELP MY PAGE JLAB

Logged in as kinsey

Back to Main Flash Report Conference Listing

**Search**

Title  (partial excepted)

Start Date  End Date  Search

Conference Listing (7 found)

Conference Title	Begin Date	End Date
20th INTERNATIONAL SYMPOSIUM on Spin Physics (SPIN2012)	SEP 17, 2012	SEP 23, 2012
26th International Linear Accelerator Conference (LINAC 2012)	SEP 09, 2012	SEP 14, 2012
IBIC-Not an acronym	SEP 10, 2012	SEP 15, 2012
SPIE Laser Damage Workshop/Conference	SEP 23, 2012	SEP 26, 2010
SPIN 2012 19th International SPIN Workshop on Model Checking of Software	SEP 17, 2012	SEP 23, 2012
The International Conference on Infrared, Millimeter and Terahertz Waves (IRMMW-THz 2012)	SEP 23, 2012	SEP 28, 2012
The XXI International Baldin Seminar on High Energy Physics Problems "Relativistic Nuclear Physics and Quantum Chromodynamics"	SEP 10, 2012	SEP 15, 2012

If the conference you are searching for cannot be found, you may  it but please do an exhaustive search to be sure.

# Add: End Date to narrow search

MIS-WEB-PAGE - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://mis.jlab.org/mis/apps/travel/conference\_projections.cfm

Jefferson Lab Travel MIS-WEB-PAGE Jefferson Lab | Jefferson Lab Jefferson Lab Human Resour...

**Jefferson Lab** 8.0.1.195765

MIS STAFF SEARCH CC HELP MY PAGE JLAB

Logged in as kinsey

Back to Main Flash Report Conference Listing

Search

Title  (partial excepted)

Start Date  End Date  Search

Conference Listing (4 found)

Conference Title	Begin Date	End Date
20th INTERNATIONAL SYMPOSIUM on Spin Physics (SPIN2012)	SEP 17, 2012	SEP 23, 2012
SPIE Laser Damage Workshop/Conference	SEP 23, 2012	SEP 26, 2010
SPIN 2012 19th International SPIN Workshop on Model Checking of Software	SEP 17, 2012	SEP 23, 2012
The International Conference on Infrared, Millimeter and Terahertz Waves (IRMMW-THz 2012)	SEP 23, 2012	SEP 28, 2012

If the conference you are searching for cannot be found, you may  it but please do an exhaustive search to be sure.

# Add: Title with start date

MIS-WEB-PAGE - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://mis.jlab.org/mis/apps/travel/conference\_projections.cfm

Jefferson Lab Travel MIS-WEB-PAGE Jefferson Lab | Jefferson Lab Jefferson Lab Human Resour...

**Jefferson Lab** 8.0.1.195765 Logged in as kinsey

MIS STAFF SEARCH CC HELP MY PAGE JLAB

Back to Main Flash Report Conference Listing

**Search**

Title SPIE (partial excepted)

Start Date 09/12/2012 End Date Search

Conference Listing (1 found)

Conference Title	Begin Date	End Date
<input type="radio"/> SPIE Laser Damage Workshop/Conference	SEP 23, 2012	SEP 26, 2010

If the conference you are searching for cannot be found, you may  it but please do an exhaustive search to be sure.

Back to Main

Flash Report

Conference Listing

Search

Title  (partial excepted)

Start Date

End Date

No conferences found for given search criteria.

If the conference you are searching for cannot be found, you may  it but please do an exhaustive search to be sure.

No conference found?

Select the INSERT bar to add a new conference to the database

# What has changed

- Event type

Meeting/collaboration on scientific, technical, project or program matters

Conference, workshop, seminar, symposium, colloquia, meetings with website  
Meeting/collaboration on scientific, technical, project or program matters  
Review  
Site Visit  
Work-for-Others or other R&D activity  
None of the above (see event objective)

(NO ACRONYMS)

- Location:

11/20/2016

Location: \*

United States of America VA RICHMOND (CITY)

0 1 2 3 4 5 6 7 8 9

## PLACE CARD

When adding projections to a conference you can add a PLACE CARD attendee if the exact individual is not known at this time.

NAME – Use your own name

DIV/ORG – Auto fill

FUNDING SOURCE – Add

Reason Attending – Use ATTENDEE if unknown

Est DOE Cost – Required

Add the entry -

Later when the actual individual is known you can REMOVE yourself and ADD the correct name and information.

## CONFERENCE PROJECTION

Search

Title  (partial excepted)

Start Date  End Date

Conference Info

Conference Title:	11th International Conference on Synchrotron Radiation Instrumentation (SRI 2012)		
Conf Begin Date:	09-Jul-2012	Conf End Date:	13-Jul-2012
Conference Website:	<a href="http://www.lepublicsystemepco.com/events.php?IDManif=661&amp;IDModule=71&amp;IDRub=228">http://www.lepublicsystemepco.com/events.php?IDManif=661&amp;IDModule=71&amp;IDRub=228</a>		
City of conference:	Lyon, France		

The projection has been added

Projections

Name	Division / Org	Funding Source	Reason Attending	Est DOE Cost	Added By	Action
George Neil <input type="button" value="Change"/>	FEL & CTO / FEL	NON-DOE ▾	Other (please specify) ▾	0 <input type="text"/>	Tammy, Frye	<input type="button" value="Update"/> <input type="button" value="Remove"/>
Michelle Shinn <input type="button" value="Change"/>	FEL & CTO / FEL	NON-DOE ▾	Attendee ▾	0 <input type="text"/>	Tammy, Frye	<input type="button" value="Update"/> <input type="button" value="Remove"/>
Carol Kinsey-O'Neal <input type="button" value="Change"/>	CFO Div Summary / CFODIV	DOE ▾ Proj: CFOACC ▾ Org: CFODIV ▾	Attendee ▾	5200.00 <input type="text"/>	Carol, Kinsey-O'Neal	<input type="button" value="Update"/> <input type="button" value="Remove"/>
<b>Total</b>				\$5,200.00		

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# Electronic Expense Report

Demonstration

TRAVEL - Mozilla Firefox

Edit View History Bookmarks Tools Help

https://mis.jlab.org/mis/apps/travel/printer.cfm?tripnumber=2011090055&noheader=0

Jefferson Lab Human Resources x TRAVEL x Jefferson Lab | Jefferson Lab x Jefferson Lab Human Resources x

Main Menu

(SUBMITTED) Trip number: [2011090055](#) [Cutler, Yvonne H](#) (USA) [Summary Page](#) [Edit](#) [Milestones](#) [Approvals](#) [Expense Report](#)

DEST	DATE / CITY	PURPOSE	POA / SPLIT				
1	12-Sep-2011	ATLANTA, GA, USA attend Georgia Tech Career Fair	HR INDRCT1	HR	55-003	500.00	46.55 %
	13-Sep-2011		HR INDRCT1	HR	45-206	574.00	53.45 %
	<b>Line Total</b>				<b>\$1,074.00</b>		

<b>Cost to Jlab</b>	\$0.00	Approvals for TA 2011090055		<b>Incomplete</b> <b>Complete</b>
<b>Cost to Traveller</b>	\$1,074.00	<b>ORG: HR</b>	\$1,074.00	<b>Signed By: <a href="#">Rhonda Barbosa</a> on 8/23/2011 3:46:19 PM</b>
<b>Total Cost</b>	<b>\$1,074.00</b>	<b>PROJ: HR</b>	\$1,074.00	<b>Signed By: <a href="#">Rhonda Barbosa</a> on 8/23/2011 3:46:20 PM</b>
<b>Cash Advance Authorized</b>	\$1,074.00			
<b>Cash Advance Requested</b>	500.00			
<b>Cash Advance need by:</b>	02-Sep-2011			
<b>Traveler a foreign national?</b>	No			

Select trip from menu – Select VIEW trip – Click Expense Report

# Expense Report Form

## Travel Authorization

- Header Info
- Dest. & Start/End Date
- From Start/End Date
- Personal Car # Miles
- Jlab paid expenses
- Traveler paid expenses
- Total Estimated Cost
- POA's

## Expense Report Form

- Traveler Info
- Destination & dates
- Continuous dates, one per line
- Personal Car # Miles
- First line
- Distributed by type of exp
- Total to be Expensed
- Charge Codes