TRAVEL NEWSLETTER #8

APRIL 2002

THANKS TO EVERYONE who took the time out of their business schedule to attend the WBTA update training. We hope you found it educational and provided reinforced your existing knowledge base of the system.

AIRLINES ANNOUNCE ZERO-COMMISSION TO TRAVEL AGENTS

By now you have heard about the zero-commission policy change of all the airlines. Now, the rental car companies have announced they will no longer pay commissions on rental cars booked by travel agents. Warwick Travel has done everything they can to ensure the Lab's cost of making travel arrangements is kept to a minimum. Their new ticketing fee of $20 went into affect on April 8, 2002. Be sure when you are preparing an expense report to check the itinerary to see if the charge was $10 or $20. The $20 fee will be charged on all flights, Domestic and International (the $10 fee was Domestic only). There is also a $35 fee for exchanged tickets, in addition to the charge from the airlines of $100-Domestic and $150-International. If you have any questions on the fees please contact Carol in Travel Services.

PREPAID EXPENSES CHARGED TO TRAVEL CARDS

The individual travel cards can be used to charge registration fees and other prepayment's when it is the most expedient method of payment. However, when the event is 60 days or more in the future it is probably better to send a check or wire, if it is an acceptable method of payment.

When a group (10 or more people) is expected to attend an event the prepaid charges (registration fees, hotel deposits, etc.) should be paid by check, wire transfer or charged to the Lab's credit card. This effort should be coordinated through the Travel Supervisor from one point of contact within the Division authorizing the travel.

WEB TICKET PURCHASES BEING ADDRESSED

There have been several inquiries into the purchase of Web tickets. The matter is currently being address by Business Services and a recommendation will be made in the near future. In the meantime, please continue to use our contracted travel agent, Warwick Travel, phone number 599-3011, for your air travel requirements. If research has been done of a web fare let Linda Waynick at Warwick know so she can make every effort to meet or beat the fare or at least let the traveler know of any hidden restrictions and/or costs that may apply.

ELECTRONIC EXPENSE REPORT DEVELOPMENT

The expense report is now being evaluated for possible conversion to an electronic processing format . The sub-committee, chaired by J.T. Kelley, is currently looking into the existing expense report processes and requirements in order to make a recommendation to the Travel Committee. If you have any suggestions, recommendations, comments or concerns regarding the evaluation or development of the electronic expense report please contact J.T. or one of the sub-committee members (Christine Hummel, Julie Oyer, Nicole Brown-Sinkler, Bobbie George, Linda Ceraul, Heather Ashley, Kelly Hanifan, Geoff Barth).

DATES TO REMEMBER

Travel Card Orientation	May 14, 2002	VARC, Room 47
Coordinator Roundtable	June 11, 2002	TBA