



TRAVEL NEWSLETTER February 2003



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SUMMARY OF COORDINATOR ROUNDTABLE

The Winter Coordinator Roundtable, originally scheduled for Jan. 23, was rescheduled until Feb. 6, due to snow. Our host, Days Inn Oyster Point, generously provided refreshments (bagels, pastries and donuts). Michele Massey, the Director of Sales and Marketing for Days Inn, did a short presentation on the location and amenities at their property. She reminded us of their extremely competitive room rate and offered a courtesy upgrade to our special guests. A tour of the property is available to those who are interested.

J.T. Kelly gave a brief status report on the Expense Report Subcommittee. They have just started meeting again and should have the Requirements Document completed before the next Roundtable. He urged Coordinators to contact any of the subcommittee members with suggestions, requests or comments. The members are: Nicole Brown-Sinkler, Julie Oyer, Cela Callaghan, Linda Ceraul, Christine Hummel, Heather Ashley, Geoffrey Barth and Bobbie George.

A "Critique of Prior Meetings" was given to each Coordinator to complete and turn in before they left the meeting. We then discussed the meeting format for future Roundtables. There was 2 requests, one to continue with the meeting host idea and one to ask Staff Services to do a presentation at a future meeting. Heather asked about the status of the Stipend field on the TA. Response: It is on the list of things to be done when Geoff's time can be allotted to Travel again.

We also discussed;

- 1) Conference Worksheet in conjunction with the TA,
- 2) Christoph's name being typed on the Approver Page of the Request for Foreign Travel,
- 3) Requests for a registration fee cash advance before travel requires a copy of the traveler's credit card statement showing the charge and credit card payment due date,
- 4) Tuition payments, where there are no travel expenses claimed, should be submitted directly to Accounts Payable on a Cash Disbursement Request form after getting the JRT signed.
- 5) Employee's who rent vehicles and have a spouse drive the vehicle must have the spouse as an additional driver on the rental agreement. JLab insurance does not cover the spouse. Travel should provide adequate insurance coverage for the spouse as necessary. Ivy asked about new employees with a spouse here for the house-hunting trip or during relocation. (John Kelly to be consulted).

- 6) Airline e-ticket receipts should be picked up and given to the traveler prior to departure. The traveler should be encouraged to carry the receipt in case there is a problem during travel that may require proof of ticket purchase. The receipt also has the 24 hour travel agency service phone number and Warwick Travel's phone number should they need to make charges in their travel accommodations.

SPOUSE AS ADDITIONAL DRIVER ON RENTAL CAR

At the Coordinator Roundtable on Feb. 6, Ivy Thomas asked about the rental car requirements for the spouse here with a new employee. Per John Kelly, the Lab's Risk Manager, the spouse should be added to the Rental Agreement as an additional driver. If there is a charge for an additional driver it is an allowable cost. The employee is not required to provide insurance for the spouse. Under the circumstances, as stated above, the Lab's insurance would cover the spouse. Ivy, thanks for asking, we are now all better informed.

TAKING A LAPTOP OR EQUIPMENT ON FOREIGN TRAVEL?

At the September 19, 2002 Roundtable Kris Burrow's reviewed the necessity for preparing the proper paperwork to accompany any JLab property through Customs. A Pro Forma Invoice must be submitted to the Material Control office before the traveler departs for the trip. You should allow 30 days for the paperwork to be prepared by the Material Control office. More information on the subject can be found in the September 2002 Newsletter. The Pro Forma Invoice form is included in the Request for Foreign Travel paperwork on the Travel web page. If you print out the entire document you will find the Pro Forma Invoice located immediately after the Signature Approval page. The form, independent of the other paperwork, is available by notifying Carol.

WHAT HAPPENED TO TRAVEL ON THE WEB?

The Travel web page is not gone, it has just moved. Our new location is:

http://www.jlab.org/div_dept/cfo/travel/index.html

To reach us from the Index, click on "T", then click on "Travel Department" at the bottom of the list.

OR, click on "C", then click on "CFO", then "Accounting Services", and finally "Travel". OR, just bookmark us using the above URL.

GOVERNMENT RATES FOR LODGING

We know this is a repeat but there appears to be need to remind everyone about obtaining Government rates for Lodging. When making reservations please be sure to ask for the Government rate. Also, remind your traveler's they are responsible for verifying they have received the Government rate for lodging. Other discounted rates available to schools or corporations may sound good but are actually higher than the Government rate. If the lodging facility does not offer a Government rate be sure to check with other properties in the immediate area. The Federal Premier Lodging Program (FPLP) offers a listing of properties which guarantee last room availability at Government Rates. Their website is:

<http://www.gsa.gov/fplp>

RENTAL CAR PERSONAL CALCULATION

When a vehicle is rented for Lab business as well as personal business the calculation used to determine the Lab's cost is: total number of rental days (hour charges should be counted as one day) divided into the total rental car charges (less any elected insurance coverage & the tax on the insurance coverage), multiplied by the total number of business days.

Example: Rental car was from Sat. 9am thru Sat. noon the following week. (8 days)
Business travel was Sun. thru Sat. when the car was returned. (7 days)
Total car rental, included insurance of \$105.00 + 8.40 tax on insurance, was \$604.63. Subtract the insurance from the total of 604.63 - 113.40 = \$491.23/8 = \$61.40 per day, \$61.40 x 7 = \$429.80 is the business related portion of the rental, the difference of \$174.83 is personal.

If the rental car is a direct bill to the Lab, the personal portion of the rental car should be deducted on the expense report under minus "Personal Expenses". If the rental car has been paid for by the traveler the personal portion should be deducted from the total and only the business portion should be shown on the expense report. (Please always send your calculations as back-up and note in the explanation section that the personal usage for the rental car was deducted).

DATES TO REMEMBER

June 5, 2003

Coordinator Roundtable

Location TBA