

## TRAVEL NEWSLETTER #2

October 25, 2001

### CORRECTION TO PREVIOUS NEWSLETTER

The Foreign Travel Trip Report Template now available on the Travel webpage was created by Gayle Sundeen-Coleman. Thank you, Gayle.

### URGENT - GROOME TRANSPORTATION SERVICE

Effective 12:01am on November 1, 2001, Groome Transportation will no longer be providing service to Norfolk or Richmond Airports from the Peninsula. The Norfolk Airport has awarded the contract to Brown Airport Sedan Service. Linda Waynick, at Warwick Travel, has spoken with Brown and has set up a program for us. Warwick Travel **must** book the transportation for us. Unlike Groome, Brown will require a traveler to have advanced reservations if they are catching the shuttle from the airport to the peninsula. Brown will have their shuttles parked outside the baggage claim area. Warwick Travel will invoice the Lab on a direct bill each month. Any questions can be directed to Linda or me.

### WARWICK TRAVEL SERVICE CHARGE

Beginning October 1, 2001 Warwick Travel started adding a \$10 service charge to each original ticket issued on that day forward. Please do not rely on the ticket receipt to expense out the airfare. Instead look at the Sub-total or Credit Card Charge on the itinerary to determine the total airfare. Remember, if the ticket is a reissue of a previously canceled ticket the Sub-total will have deducted the previous ticket cost (less cancellation penalty/fees) from the total of the new ticket. You must include the canceled ticket cost + penalty/fee + additional charge for reissued ticket to get the total ticket price.

### PREMIER LODGING PROGRAM (PLP)

If you have trouble locating lodging in a specific geographical area consult this web site. The government contracts with lodging properties, which guarantee rooms at a set rate within the established per diem.

[www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/plp/plphp.html](http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/plp/plphp.html)

There is also a link to this and other lodging website from the

[www.dtic.mil/perdiem/lodging.html](http://www.dtic.mil/perdiem/lodging.html)

## CHANGING PREPARER (CREATOR) on TRAVEL AUTHORIZATION'S

When the individual who prepares a new TA moves from one area to another there is usually someone else responsible for getting that individual traveler's travel arrangements, addendums and expense reports. When this occurs you can email me at [Kinsey@jlab.org](mailto:Kinsey@jlab.org) and let me know who is now responsible for the Traveler. Once confirmed with the new Coordinator or the Supervisor the preparer's name can be changed in the WBTA system.

This will eliminate you receiving emails for travelers who are no longer part of your group and get them directed to the proper Coordinator.

## PER DIEM RATES FOR 2002

GSA publishes updates to the Domestic Per Diem rates once a year. These rates go into affect on October 1<sup>st</sup> of each year. The new Domestic rates have been updated in the WBTA system. To print a copy for your records go to the Business Services/Travel webpage and click on the link for GSA Per Diem Rates.

## DOE SPONSORED BOX

The DOE Sponsored box is a new field on the TA form. When you have a traveler attending a conference or seminar you need to identify whether it is sponsored by DOE. If you are unable to tell from the paperwork consult the traveler or call/email the Conference coordinator. We are researching a website that will identify all DOE Sponsored Conferences and hope to forward that on to you with the next newsletter. This will make the identification easier and faster. Currently, we are required to file a quarterly report on all Non-DOE Sponsored Conference activity. We hope we can obtain the information needed from the WBTA system.

## THRIFTY CAR RENTAL CENTRAL BILLING OPTIONS

Thrifty has offered us the option to continue using their Central Billing Credit Vouchers or switch to the new Authorized Billing Program. With the new Billing Program we make reservations as always, through the central reservation 800 number or our Travel Agent. Instead of a voucher the traveler is given a reservation number. This means the traveler doesn't have to keep track of another piece of paper, and if they have a printed ticket they don't even need their reservation number when picking up the rental car.

With the Authorized Billing Program an Authorization Code, unique to JLAB, is presented at the time the reservation is made. The traveler need only present a valid driver's license to rent a car. If they are using E-tickets they would need their Thrifty reservation number, which would be included on their itinerary if the reservation is made through Warwick Travel. This new system will be available November 5, 2001. Please let me know, via email, which program you would prefer by October 31, 2001. Full details will be presented at the Roundtable on November 28.

## TRAVEL ADVISORY FROM GSA

Following the tragic events of September 11, 2001 GSA published a new Travel Advisory. You may want to print it out and post on a bulletin board for your group to read.

[www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/traveladvisory-4.htm](http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/traveladvisory-4.htm)

## COORDINATOR ROUNDTABLE

At the last roundtable we established the best time to hold our meeting and the format that would be followed. We had a wonderful response with 16 Travel Coordinators, the entire Travel Department Staff, Representatives from MIS and a few other observers in attendance. If you found the session productive and well worth your attendance, please encourage other Coordinators to attend in the future. The next Coordinator Roundtable will be held on November 28, 2001. In preparation we would like to ask for your input on topics for discussion. Please email me with any suggestions you may have.

## YEAR END CLOSE

The 2001 fiscal year has been closed. Our thanks for your cooperation and patience during our most stressful time of year. We have a few issues from 2001 that need to be cleaned up and will be in touch with some of you for help. For the most part, however, everything in Travel is current and our clean up of prior travel years will be completed by the end of the 2001 calendar year.

## WBTA SYSTEM CHANGES – *as of 10/22/01*

If a project or org is missing from the drop down menu that was previously available it is because it has been closed to travel submissions by the Division Administrator or Cost Accountant.

Increased width of Miscellaneous Costs field to allow for 8 characters. This will mean you can now enter a minus amount up to - 9999.99 and it will not cut off the last digit of the cents.

We are now moving onto the next phase which includes the expense report and electronic signature. You may be asked to provide input by Geoff Barth or Kari Heffner.

## NEWSLETTER INPUT

If you have a topic you would like covered in our next newsletter do not hesitate to let me know. Additionally, if you want to share travel tips, streamlined processes or any other travel related item with the other Coordinators we will be happy to include it in our newsletter. Feel free to

email a document to attach to the newsletter or an article to include. We look forward to your contributions.

### DATES TO REMEMBER

Travel Card Training	October 29, 2001	2:30 – 3:00pm	VARC 47
Travel Newsletter #3	November 30, 2001		
Coordinator Roundtable	November 28, 2001	10:00 – 11:30am	CEBAF L104
New Coordinator Orientation*	January 10, 2002	10:00 – 11:30am	VARC 47

\*Requires advance sign-up to ensure enough materials are available.