



TRAVEL NEWSLETTER SEPTEMBER 2004



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FINAL TRAVEL NEWSLETTER

This will be the final Travel Newsletter. Starting in October all travel information will be distributed through web announcement. You can subscribe to an mailing list to receive an electronic email whenever there is an update posted to the Travel webpage.

How to subscribe to a Mailing List:

Send a single line message:

to:majordomo@jlab.org

subscribe *travel list*

Information that requires action within one business day will be distributed via priority email to the Coordinator's.

YEAR END

Today is the final day for FY04. Finance is extremely busy getting all vendor invoices and expense reports approved and posted for the year end. Pam Turk will be performing the year end process on Saturday morning, so we have until 2pm on Friday to get everything done. Our thanks to all who got expense reports prepared, signed and over to us for processing. Your efforts are greatly appreciated.

PER DIEM RATES FOR FY2005

Effective 10/1/2004 the CONUS per diem rate changes go into affect. The Meals, Incidental & Entertainment (MI&E) rates did not change this year in the U.S. However, many lodging rates did change. Those that will affect Jefferson Lab the most are:

- The CONUS standard lodging per diem rate for all states will increase to \$60.

- Newport News (including Williamsburg) lodging per diem rates and effective dates have changed:

1/1 – 3/31	\$ 79.00
4/1 – 8/31	\$ 101.00
9/1 – 12/31	\$ 79.00
- The lodging rates in most major cities actually decreased. Washington, DC for example went from \$150 to \$143 for FY2005.
- The lodging rates at most of the other Laboratories also changed, many decreased.

FermiLab	DuPage County	\$ 83
Argonne	Cook County	149
SLAC	Santa Clara County	111
Berkeley	Alameda	100
Brookhaven	Suffolk County	126
Oak Ridge	Other	60

The FY2005 per diem rates will be available in the Travel Authorization system on 10/1/2004.

CONFERENCE DETAIL

The conference detail section of the TA is now available. Effective with DOE and NON-DOE conferences that start on or after October 1, 2004 the TA will require you to complete this section. We have a fix that is currently being tested to NOT require the completing of the conference information for TRAINING. As soon as it is thoroughly tested we will move it to the active TA screen (hopefully by the end of next week). In the meantime, **if you are entering a trip for training you can enter NO in the conference box.** That way you will not receive the conference detail section.

If a Conference Worksheet or website abstract was submitted with a TA prior to October 1, 2004 the conference detail will be entered by Travel Services. However, if Travel Services did not receive either of these documents you will need to go into the TA and update this section for all conferences in FY2005.

TRAVEL CARD DISTRIBUTION

Approximately 150 of the Lab's 250 travel cards expire today, September 30, 2004. Over the past 2 weeks distribution areas were set up at CC, MCC, ARC, and VARC. There are still about 50 cards to distribute. The scheduled distribution times will be:

Tuesday, October 5	VARC Lobby: 9:30 – 10:30
Wednesday, October 6	Test Lab, 204: 3:30 – 4:30
Thursday, October 7	CC Lobby: 11:00 – 12:00

AIRLINE PASSENGER RECEIPTS

At the request of the Coordinator's, airline passenger receipts for travel starting on or after October 1, 2004 can be picked up in Travel Services starting today. An information email will be sent to Coordinators when passenger receipts are received from Nicholas Travel or Warwick Travel and can be picked up in Travel Services during normal business hours except lunchtime (12pm – 1pm). A "Travel Document Control" procedure was sent to each Coordinator's on 9/29/04. A copy can be emailed by sending a request to kinsey@jlab.org.

FINAL ROUNDTABLE MEETING HELD

The final Roundtable meeting was held on September 22, 2004. Coordinator's were informed about the per diem rate changes, as described above. The Airline Passenger Receipt request was discussed and an agreement was reached, see notification above. Lakeia Garrett, Nicholas Travel Primary Contact talked with the Coordinator's about National Car Rental and some other matters that were being worked on. Chris Nicholas, President of Nicholas Travel, did a presentation that covered the following topics:

1. Why aren't fares guaranteed for 24 hours?
2. Why are there two profile systems and how do we use them?
3. When you give us exact flights, why do we give alternatives?
4. Fly America Act – What is it and what does it mean to you?
5. Consolidator Tickets – What are they and how do we use them?
6. What methods are available for making reservations?
7. Emergency Calls – Who does what?
8. How and why do airlines control seat charts?
9. Cars – Insurance Coverage
10. At A Glance Items
11. Per Diems – Where is the traveler staying?

His presentation will be available on the Travel webpage next week.

Then Janet Smith, Jlab's Payroll Supervisor, discussed the taxation of Stipends and the Lab's decision to absorb the tax on Stipends, at least through the end of FY2005. If you would like more information you can contact Janet at ext. 7503.