

JLAB TRAVEL INFORMATION

The traveler is responsible for seeking assistance during a travel emergency

- * Contact CI Travel
- * Cancel or change hotel reservations not made through CI Travel
- * Cancel or change rental car reservations if not reserved through Ci Travel

EMERGENCY PHONE NUMBERS

CI Travel - Lisa Gelhaar 757-269-7269
After hours Emergency - Domestic 1-800-876-4992
Give Agency ID - VPD
After hours Emergency - Int'l (See Itinerary) or
Website: CITravel.com M/F 8:30am - 5pm 757-461-0022

Insurance Carrier: Hartford Insurance Co Policy #14UUNTB9201 Exp. 10/1/2011

Foreign Country Assistance: In US/Canada 800-401-2678
AIG Assist Outside US/Canada +01(713)260-5508
Policy # WR10001499

See: http://www.jlab.org/div_dept/cfo/travel/index.html for more JLab insurance information

BofA Travel Card Information

VISA Customer Service 800-847-2911
BofA Customer Service Within US 800-300-3084
BofA Customer Service Outside US-call collect 1-602-597-4438

Jefferson Lab -

Report Accident or Injury Joe Scarcello 757-269-7027
Travel Supervisor Carol Kinsey 757-269-7519
Accounting Manager Pam Turk 757-269-5370

EXAMPLES OF NON-REIMBURSIBLE EXPENSES (Non-Inclusive)

Rental Car Ins. (In USA) * Personal related costs * Tips over 20% * Over one reasonable personal call home per day * Rental Car Upgrade * Refer to Travel Policy for more details.

Domestic travel - decline all insurance for business related travel days.

Foreign travel - accept personal damage or all if unsure of types.

Travel Policy located in Section 402 on the Administrative Manual Web Page
http://www.jlab.org/div_dept/admin/HR/Admin_Manual/400/402.html

Domestic Travel - Expense Report due 5 days after return from trip.
Foreign Travel - Expense Report due 20 days after return from trip.
Foreign Travel - Trip Report due 20 days after return from trip.

Revised: 1/25/2011