



## TRAVEL NEWSLETTER April 2003



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### FAREWELL, BOBBIE

As I hope everyone knows by now, Bobbie George has left the Lab after 8 years. She and her husband will be moving back to Texas (their home state) next week. We hope everyone had an opportunity to say farewell to Bobbie at get together on Thursday, April 24<sup>th</sup>. Even though Bobbie probably won't see this newsletter I'd like to thank her for being such a wonderful teacher and an outstanding liaison for Travel Services. I'm sure everyone joins me in wishing Bobbie all the best in her "retirement" years. When she is back in the area visiting Courtney, her one daughter who is in Norfolk, we hope she will stop by for a visit.

### WELCOME, GLORIA

Travel Services was extremely fortunate to find a well qualified individual to take Bobbie's place. Gloria Daniel comes to us from the Virginia Marine Resources Commission where she has been part of the Finance Department since 1999. Prior to that time, she was at Riverside Health Services in Accounts Payable. Gloria's start date is May 19. Please join me in welcoming Gloria to our staff. If you don't have an opportunity to meet her before June 5<sup>th</sup> she will be formally introduced at the Roundtable scheduled for that date.

### SPOUSE AS ADDITIONAL DRIVER ON RENTAL CAR AGREEMENT

Anytime the spouse of a Lab employee traveling away from the Lab, or a visitor traveling to the Lab will be driving a rental car provided by the Lab the spouse must be added as an additional driver on the rental car agreement. It is also the responsibility of the traveler to verify their personal vehicle insurance will provide coverage for the spouse or obtain additional insurance for this purpose. The JLab insurance covers the traveler while they are on official Lab business but does not cover any additional drivers that are not traveling on behalf of the Lab. Please note in the February 2003 newsletter we addressed the matter of the spouse of a newly hired employee during relocation. Those rules do vary somewhat from the situations noted above. If further clarification is required you may contact John Kelly, Lab Risk Manager, ext. 7531.

### INFORMATION REGARDING SEVERE ACUTE RESPIRATORY SYNDROME

Mary Gibson, Medical Services

Jefferson Lab's Medical Services is distributing information to all travelers regarding Severe Acute Respiratory Syndrome (SARS), an infectious respiratory illness that began in Asia and has now appeared in several countries around the world, including the United States.

Medical Services' Support Program for Travelers involves the following steps:

1. A Jefferson Lab employee submits a travel request to any destination.

2. The Travel Coordinator preparing the travel request gives the employee this information sheet referring the traveler to Medical Services' home page for information regarding SARS: [http://www.jlab.org/div\\_dept/admin/medical/index.html](http://www.jlab.org/div_dept/admin/medical/index.html).
3. A travel request to a high risk area is approved.
4. The Travel Office forwards the traveler's name to Medical Services.
5. Medical Services contacts the employee for a brief telephone interview.
6. Medical Services sends further information to the traveler. (No Medical Services screening or approval is required for travel.)
7. Upon return from travel, the employee contacts Medical Services for an additional brief interview regarding: exposure, symptoms, precautions, and the latest information available on SARS.
8. An information sheet regarding SARS will also be distributed to the User community through the User Liaison office.

View the [presentation](#) (also available in [powerpoint](#) format) from Dr. Chandler's April 17th lecture on SARS.

Further information on SARS can be found at the Centers for Disease Control's SARS web site: <http://www.cdc.gov/ncidod/sars/> or on the CDC's home page: <http://www.cdc.gov>.

Information is also available on the homepage of the Business Travel Coalition: <http://www.btctravelogue.com/sars.htm>

For further information, please contact Medical Services at (757)269-6269.

If you are receiving this newsletter and wish to be removed from our mailing list please send a reply email to [kinsey@jlab.org](mailto:kinsey@jlab.org). If you review the mailing list and see someone should be added an email with that individual's name and email address will be greatly appreciated.

#### DATES TO REMEMBER

June 5, 2003

Coordinator Roundtable

Location TBA