



TRAVEL NEWSLETTER #12



AUGUST 2002

PREPARING FOR FY2002 YEAR END

Please take a few moments during the next couple of weeks to check the Error Check menu option on the WBTA. See if there are any trips created by you that need attention (cancellation, expensing, submitting, deleting). We need to have all expense reports submitted, especially delinquent (15 days +) expense reports by October 1st in order to get them audited, posted and archived by the September month end close.

TRAVEL AUTHORIZATIONS FOR FY2003

When creating a trip for a long-term visitor that will start on or before 30 SEP and end after 1 OCT 2002 it will be necessary to create 2 trips in the WBTA. The first trip would have an end date of 30 SEP and the second trip would have a start date of 1 OCT. Also, check to see if you have any trips that meet this criteria already. If so, do an addendum and change the end date of the trip and the costs on that trip. Then create a new trip starting 1 Oct 2002 with the balance of the costs. The reason for this is to ensure we get all pending travel costs accrued to the correct fiscal year at year end, 30 Sept 2002. If you have any questions do not hesitate to contact Carol at x7519.

IT'S FOREIGN TRAVEL PROJECTION TIME!

Projections for participation in foreign conferences, workshops, seminars and similar events by Department of Energy Nuclear Physics - supported persons at JLAB are needed. This information needs to be collected by the Travel Department and forwarded to headquarters by September 20. Therefore, your information needs to arrive in our office no later than September 17. The information will be used to identify conferences which can be expected to be "major" (i.e., those which will have more than nine DOE supported participants). Advance approval is required for "major" conferences, therefore, it is essential that realistic plans be provided.

A form is being sent, under separate email, to Travel Coordinators and Division Administrators asking for the following information: traveler's name, conference/event dates, place and title of the conference/event.

Please make this a priority. Failure to have a traveler on the projected list could result in him/her being denied foreign travel approval. By: Bobbie George

COORDINATOR ROUNDTABLE SET FOR SEPT. 19

With everyone so busy with year end and some taking vacation in September we would like to know if you are planning to attend the Roundtable this quarter. Additionally, we need a Coordinator who will volunteer to plan and facilitate the 30 minute's allocated at the meeting to Coordinator directed discussion or activity. Please send your reply to kinsey@jlab.org no later than Sept. 10th.

TRAVEL CARD ORIENTATION

A year has passed since the cash advance policy was changed. Almost 200 employees have received a travel card during that time. We would like to thank all the Coordinators for their travel card recruitment efforts. Your enthusiasm and support has contributed greatly to a successful transition of the cash advances.

As you know, an Orientation is required before an employee can receive their JLab Travel Card. The first of September the Travel Card Orientation will be offered on-line. With only 2 – 3 requests for new cards being received each month this is certainly the most efficient way to obtain the information presented during the orientation. Of course, the Travel Supervisor, Carol Kinsey, will still be available, by phone or email, to answer any questions regarding the Travel Card Program.

The procedure will be as follows: Once a Request and Authorization form is signed by the Supervisor and submitted the employee can go to the Travel Department web page and take the orientation, anytime. The employee will be notified when their travel card arrives. Once orientation has been completed, they can obtain their card by visiting VARC - 5C, reading and signing the BOA Travel Card Agreement and completing a brief questionnaire about the orientation. A traveler can have their card ready to use on a trip or to obtain a cash advance within 48 hours of notification. The on-line orientation will also be resource, available to anyone who wants to learn about the program or refresh their memory.

LOCAL HOTEL RESERVATIONS

Do you make local lodging reservations that will be directly billed to the Lab? Will there not be a TA submitted because the traveler's expenses are being paid from other than DOE funds? If you answer yes to both of these questions you need to read on. Travel Services needs your help. Occasionally we receive direct bill invoices, or even worse statements without an invoice, for lodging that can not be identified. When this happens the source of the reservation must be located. Sometimes a TA will be sent over, however, there are times when these bills are for visitors who are here for purposes that are not associated with contract funds (paid by discretionary or SURA Corporate funds). We need to know when these reservations are made and who will be responsible for paying the invoice. That way when an invoice/statement arrives we can forward it on to the appropriate person promptly. Do you have any suggestions that will get this information communicated to Travel in an effective, timely way?

THRIFTY & WAL-MART SIGN RENTAL CAR AGREEMENT

Wal-Mart and Thrifty Car Rental recently signed an agreement to provide a flat rental rate of \$29.95 a day for compact cars and \$39.95 for intermediate vehicles through walmart.com. The flat rate will be available nationwide for both airport and non-airport locations and includes no mileage restrictions. We will speak with Thrifty to determine if our direct billing program can be used for this agreement.

DATES TO REMEMBER

Coordinator Roundtable	Sept 19, 2002	10:00am	CC, L104
Travel Committee Meeting	September 25, 2002	10:00am	ARC,428