



TRAVEL NEWSLETTER  
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[In this Issue:](#)

Ground Transportation

**GROUND TRANSPORTATION**

Nicholas Travel has arranged ground transportation through several local companies. Reservations should be made through Nicholas Travel since the direct bill is between them and the individual companies. We do not get billed directly from each company. When making reservations be sure to inform NT the name of the traveler, where the pick-up will be if at the Lab (Res. Fac., Cebaf Center, etc), date and time of airline departure and preferred time of pick-up, using the Request Form on their website will ensure all information needed will be supplied. Since NT will pass the charges on to Jlab you must give them a trip number. On the TA the charges should be on the Jlab direct bill side. (Something to consider, although Orange Peel is more expensive than Airport Express, based on past history, they are more reliable.)

From/To	Carey/VIP	Orange Peel Transportation	Airport Express	Executive Limousine	
				Sedan	Van
Jlab - Richmond Airport (RIC)	\$113	\$217		\$139	\$178
Jlab - Washington Dulles (IAD)		\$480		\$349	\$452
Jlab - Norfolk Airport (ORF)	\$68 * * \$42 - within 5 mi. radius of Jlab.	\$63	\$39	\$68	\$90
Local Hourly Rates	\$48	\$50		\$46	\$60

All quotes are one-way fares. Wait times and tolls are not included in base rates. Gratuity is included.

Rates are effective starting June 1, 2004

Recently there have been invoices received from Airport Express (AE) for ground transportation arranged by the Residence Facility. Apparently AE feels if they pick up a fare at Jefferson Lab or the Res. Fac. it was to be a direct bill to the Lab. This has caused several problems, mostly with students that have come to conferences and stayed at the Residence Facility.

To clarify the misconception, Airport Express has been informed they are not to accept a direct bill reservation from anyone at Jefferson Lab that does not appear on the JLAB Direct Bill Authorization List (travel coordinators, Nicholas Travel consultants and myself). As an added precaution we asked the Residence Facility not to make ground transportation reservations for traveler's. They can supply the traveler with the phone number for AE so the traveler can make their own pick-up arrangements. This way the traveler will be asked to pay the transportation cost when they are dropped off at their destination.

If you would like to have ground transportation arranged for a visitor please contact Nicholas Travel. They will be happy to make the arrangements for you. That way we know the rate will be according to our

agreement and it will be direct billed to the Lab.

If you want the traveler to pay for their ground transportation be sure Nicholas Travel is informed the charges are not to be billed to the Lab, but the traveler is to pay the transportation charge. **Ground transportation requests through NT can be made on the SURA/JLAB Request Form on the Nicholastravel.com homepage.** Also be sure the traveler is aware that the Lab is not paying for their transportation. You might want to be sure the traveler knows how much the transportation will cost so they have enough US dollars on them to cover the expense.

#### **DATES TO REMEMBER**

Repeat Coordinator Refresher Training  
Final Coordinator Refresher Training  
Coordinator/Travel Services Roundtable

Sept. 1, 2004 3 – 4:30pm VARC, 47  
Sept 9, 2004 2 – 3:30pm VARC, 47  
September 22, 2004 10 – 11:30am CC, L102/104