



TRAVEL NEWSLETTER  
December 2002



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TRAVEL MILEAGE RATE CHANGE

The POV mileage rates will decrease from .365 to .36 per mile, effective January 1, 2003. The WBTA will be updated so the change will show up on TA's created on or after January 2, 2003. **Note: If you open an existing TA on or after 1/2/03 that is for travel starting prior to 1/1/03 the mileage rate will still be calculated at the .365 per mile rate. However, if an existing TA is opened for travel starting on or after 1/1/03 the mileage rate will be recalculated at the new rate of .36 per mile.**

LODGING RESERVATIONS

When making lodging reservations be sure to check the FPLP website for facilities that guarantee Government per diem rates (see November newsletter for URL). If that does not work check the on-line services: Orbitz.com; Travelocity.com; Expedia.com; Hotels.com; Hoteldiscounters.com; and Quickbook.com. If you are trying to make reservations in the Washington, D.C. area try using Capitolreservations.com. Based on personal experience they have the best rates, even better than per diem in some cases.

ADVANCED AIRLINE TICKET PURCHASES

We recommend airline tickets not be purchased until the Lab Director has approved a travelers Request for Foreign Travel. With the change in airline cancellation policy on all airlines you could find it necessary to expense an airline ticket because a Foreign Trip was not approved by the Director. Please keep the following in mind:

- 1) When a ticket is canceled the flight must be rebooked before the departure time of the original flight or the ticket is null and void.
- 2) Tickets are only good for one year from date of purchase.
- 3) A ticket purchased for travel outside the U.S. can only be reissued to a foreign destination in the same hemisphere as the original ticket (Eastern, Western, etc.)

## AIRPORT CHECK-IN

With the new measures being put into place by the Transportation Security Administration (TSA) to eliminate secondary security screening at the gate, several airports have made it mandatory that all passengers passing through the airport security checkpoint have their boarding passes in hand. Showing your ticket receipt may not get you through security to the gate. Passengers are being asked to return to the check-in agent area and obtain a boarding pass. The first two Coordinators to call us, after reading this sentence, will receive a Holiday basket from Travel Services. Needless to say this doesn't go over very well after standing in the security checkpoint line for a while only to be told you cannot pass through security without a boarding pass.

**Suggestion:** Alert your travelers that many airports are putting this policy into practice and strongly recommend they obtain their boarding pass before heading for the security area and their departure gate. The major airlines are in the process of adding additional electronic kiosks but they require a credit card. Boarding Passes are available at ticket counters and at curbside check-in. Northwest and Delta customers can request their boarding pass on-line up to 4 hours prior to flight time.

## DATES TO REMEMBER

Travel Committee Meeting	January 15, 2003	10:00am	ARC, 428
Coordinator Roundtable	January 23, 2003	10:00am	CC, A110