



TRAVEL NEWSLETTER JULY 2004



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FLY AMERICA ACT

In 1974 Congress signed an order that became known as the “Fly America Act”. Basically it states that individuals flying on U.S. Government funds must use a U.S. Flag Air Carrier if available. What is a U.S. Flag Air Carrier?

Any air carrier who is holding a certificate issued by the United States under 49 U.S.C. 40102.

The Contract between TJNAF and DOE states, that unless otherwise specified we are to follow the FAR (Federal Acquisition Regulation) and/or FTR (Federal Travel Regulation). The FAR discusses the “Fly America Act” in shorter more simple terms than does the FTR.

47.403-1 Availability and unavailability of U.S.-flag air carrier service.

- 1) U.S.-flag air carrier service available at point of origin shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
- 2) When an origin or interchange point is not served by a U.S.-flag air carrier, foreign-flag air carrier service shall be used only to the nearest interchange point on a usually traveled route to connect with U.S.-flag carrier service.

You can read the FTR wording if interested. It is in section 301-10.135 thru 138.

http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/41cfr_301_R2JL1N_0Z5RDZ-i34K-pR.htm

TA CONFERENCE DETAIL ROLL-OUT

The conference detail pop-up on the TA has been completed and approved by all members of the committee established to design the addition. The roll-out will be September 15, 2004 and will be unveiled and discussed at the Coordinator Refresher Trainings to be given late August and early September. (See Dates to Remember below.)

PROGRESS OF PERFORMANCE MEETING WITH NICHOLAS TRAVEL

A special memorandum was sent to the Coordinators following the meeting with Nicholas Travel on June 29 explaining what transpired during the meeting. We wanted to update everyone on the progress to date.

Communications: NT added 2 new phone lines on July 7 and now has voice mail. You can leave a message with the individual on the line or ask to be transferred into Keia's voice mail if that choice is not offered.

Keia was at Jlab 3 days last week and will be returning Wednesday - Friday of this week. She will still be in the office of Sherri Powers-Moore, CC-A205. However, starting 8/2/04, and on Monday and Friday for the next 2 weeks, Keia will be in Sharon Parkinson's office, CC-A203. During that time we will try to find a more permanent place for Keia to call home here at the Lab. Currently we are anticipating having her on site at least 2 days a week for the next few months.

If you have future foreign travel to arrange you may want to visit with her and discuss the particulars. Also, if you know of an available cubby-hole, broom closet, copy room or even a real office (with a computer hook-to to the network) that Keia can use at least twice a week we would love to hear from you.

Suggestions for improvements from Coordinators have been completed:

1) Provide radio buttons or bookmarks to click on if you only want to book a car rental or hotel. This will bypass all the other requests and take you directly to that section of the request form.

At the top of the form you will find bookmarks for Air, Car, Hotel and Ground Transportation. Rather than scroll through the form to make a car only request you can click CAR at the top and go directly to the CAR rental section of the form. Each selection has a bar to Return to Top so another selection can be made such as HOTEL.

2) Create an auto-acknowledgement to the sender when the on line SURAJlab Request Form is submitted.

The form now asks for the requestor's name, email address and authorization number. When the submit bar is clicked an acknowledgement will be displayed on the screen. Additionally, an email acknowledgement is sent to the requestor with a copy of the completed form.

3) Include the service fee in the quoted ticket price on the itinerary. Also, add the tax rate for lodging on the itinerary.

The lodging tax rate can be found below the lodging booking information along with the lodging per diem rate as well as the MI&E per diem rate.

A follow-up meeting has been scheduled for July 29 to discuss the progress that has been made. Please contact one of the members [Susan Brown, Linda Ceraul, Ivy Thomas] with comments you would like to share. The notes from that meeting will be distributed to Coordinator's as soon as they are transcribed.

Please complete the attached critique and forward it to either Susan Brown (sbrown@jlab.org), Linda Ceraul (ceraul@jlab.org) or Ivy Thomas (ithomas@jlab.org). If you don't mind, it would be appreciated if a copy could be sent to Julie Leverenz (Leverenz@jlab.org) and Carol Kinsey (Kinsey@jlab.org).

TRAVELER NAME ON AIRLINE TICKET

Travel Profiles with Nicholas Travel need to be checked to ensure the traveler's name is their complete name as it appears on their passport or official state or Federal identification. According to our Security Officer, Kris Burrows: "If a traveler is going on foreign travel the name on their ticket must be EXACTLY the same as on their passport. If they are going on domestic travel the name on their ticket must match EXACTLY to the name on the document they present for identification (U.S. valid driver's license/ Government I.D. card/ Military I.D. card, etc.)."

This announcement appeared on the Jlab Bulletin Board on 6/30/04:

Travel Advisory

The U.S. State Department and Homeland Security advise travelers to ensure travel documents have the same names printed on all official papers and transport tickets. The names should be printed exactly the same as it appears on the official identification document. Examples are drivers license for domestic travel and passports for international travel. Please assist JLab administrators in helping you avoid unnecessary travel delays by comparing all documents (passports, drivers license, tickets, Export Control Certificate for hand carried property, etc.) before you depart JLab. (Kris A. Burrows < burrows@jlab.org >)



NATIONAL CAR RENTAL NAMED PRIMARY PREFERRED VENDOR

Effective August 1, 2004, National Car Rental will be the Lab's Primary Preferred rental car vendor. The agreement signed with National that went into affect on July 1, 2004 offers our traveler's much lower rates than our agreement with Avis. Avis has sent a proposal lowering their rate by \$1.00 on local area rentals, which can not compare with the rates offered by National. Visitor's coming to the Lab or traveler's renting a car from National Rental Car at Newport News or Norfolk airports will save \$6.00 per day on the rental rate. When taxes and airport concessions are factored in the savings is almost \$7.00 per day, a 14% savings. Similar savings in the Lab's top 10 rental cities apply. National has the same fleet of vehicles (GM cars) offered by Avis. They also have presence at all major airports used by Lab travelers. Nicholas Travel will be reserving cars from National for traveler's requesting a car rental for their travel.

We will still retain our agreement with Avis. They are the Lab's Secondary Preferred rental car vendor. If a request for an Avis rental car is sent to Nicholas Travel you will receive the Avis confirmation but will also see the daily rate you would have received from National.

VEHICLES FOR BUSINESS TRAVEL

Is your travel budget getting tight? Why rent a car when JLab already has several passenger cars available for staff business travel. Call Facility Management Administration at 7400 to reserve a car as soon as practical for your local and regional trips. Convenient fuel cards are available for these cars at most major gas stations throughout Virginia and neighboring states. (Also appeared on the Bulletin Board 6/30/04 from Kris Burrows)

CORRECTION – The new airline Independence hub is DULLES not DULLAS. Thanks, Bonnie for getting me straight on the spelling of John Foster Dulles's name.

DATES TO REMEMBER

Progress Meeting with NT	July 29, 2004 (talk with your Div. rep)
Coordinator Refresher Training	Aug 24, 2004 10 – 11am VARC, 47
Repeat Coordinator Refresher Training	Sept. 1, 2004 3 – 4pm VARC, 47
Final Coordinator Refresher Training	Sept 9, 2004 2 – 3pm VARC, 47
Coordinator/Travel Services Roundtable	September 22, 2004 10 – 11:30am (Tentative)