



TRAVEL NEWSLETTER March 2003



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USING CREDIT CARDS IN JAPAN

There has been some concern over the use of our Visa Travel Card when visiting Japan. In February, 6 people from the Accelerator Division went to Japan. Here is a recap of their “money” experience.

If you are interested in more information on the subject, please refer to one of the following websites.

<http://www.japantips.com/tourists/creditcards.asp>

<http://www.jnto.go.jp/eng/GJ/EI/money.html>

FOREIGN TRAVEL TRIP REPORTS

A trip report must be completed and submitted to Travel Services within 20 days after return from foreign travel. Many traveler's have the misconception that if their trip is completed foreign funded they do not have to submit a trip report. Please educate your travelers so they are aware that a trip can not be closed out in the DOE's Foreign Travel Management System (FTMS) until the contents of a trip report are entered, including all costs incurred, regardless of who pays the bill. If a traveler has more than 2 foreign trips that are not closed out in the FTMS system, DOE may not approve another request for foreign travel until the old trips have been closed. They can refer to DOE Order O 551.1, Sections 4.g, 5.e.4, 5.e.5, and Attachment 3. These all discuss the Foreign Trip Closeout.

BEWARE OF ATM SCAMS WHEN TRAVELING

It could happen anywhere - thieves lurking around ATMs just waiting for the unwary - but recent reports come from abroad, and the pattern is this:

An unsuspecting traveler inserts a bank card into an ATM on a weekend. The machine asks for the PIN number. The traveler pushes the buttons, but the machine doesn't work. The traveler pushes the buttons again, perhaps several times, but the machine still doesn't work. Giving up, the traveler tries to retrieve the bank card, but the machine doesn't give it up. Someone approaches, explaining that the traveler should report the incident to the bank on Monday. As it turns out, the bank cannot retrieve the card, nor can the police help except to take a report. What happened is that the thief had inserted a thin, clear, plastic sleeve in the ATM slot, preventing the machine from reading the card, so it repeatedly asks for the PIN.

Meanwhile the thief watches to learn the PIN as the victim vainly attempts to get the ATM to respond. When the victim gives up and walks away, the thief returns. In seconds, the plastic sleeve with the card is removed, and the thief can drain the account.

You can foil this scam by running your finger over an ATM slot before inserting your card. The sleeve usually has prongs, so the thieves can remove it, and you should be able to feel them. (Covington Travel March 2003 Newsletter).

[NEW LIMO SERVICE TO NORFOLK INTERNATIONAL – GOODBYE BROWN!](#)

We have been notified by Warwick Travel that Brown Limo Service has lost the shuttle service to Norfolk International. Effective April 1, 2003 (no this is not an April fool joke, is it Linda?) LPR Limo Service will be providing the shuttle service to Norfolk. The direct bill has already been established. That is all the information I have at the moment. Linda, at Warwick Travel, should be getting rates and scheduling information soon. I'll let you know as soon as I have more information. In the meantime be assured if you call Linda to arrange shuttle service to the airport after March 31st she will make the necessary arrangements with LPR.

[CONFERENCE WORKSHEET](#)

As discussed at the last Roundtable, Travel has to report all Non-DOE conference attendance to DOE on a quarterly basis. It is very time consuming for Travel to gather the information being required for entry into the Conference Management system. This was the reason the Conference box was added to the TA last year. We had hoped to also add a detail pop-up box with the additional information we needed, with much of that information being populated from entry on the TA. However, with the MIS constraints put into place last Fall that addition did not happen. Consequently, until we are able to get something automated we will need the Conference Worksheet form completed by hand and submitted with each TA that shows the traveler is attending a conference. The worksheet was emailed to those of you who have the majority of conference attendees and especially to those who may be sending staff to PAC2003. The worksheet can be located on the Travel web page. Geoff will add a reminder message to the TA with a link to the worksheet as soon as we can get time approved for him to do this for us.

[DATES TO REMEMBER](#)

June 5, 2003

Coordinator Roundtable

Location TBA