



TRAVEL NEWSLETTER #9



MAY 2002

PER DIEM CITIES

There have been more travelers who have trips taking them to one key city for business but are booking their lodging in another key city. Often this information is not known until the traveler returns. Some locations, although only a few miles away from the business location, carry a different per diem rate. The business location is where the traveler will be conducting their business, the lodging location is where they are spending the night. Per diem is based on the lodging location (Examples: San Francisco city, \$150/46 but Berkeley is in Alameda County \$118/38; Albuquerque, \$65/38 while Los Alamos is \$71/34 and Santa Fe is \$99/46). Please check the lodging receipt to identify the city where the lodging facility is location. If different then the business location city indicated on the TA take the time to verify the per diem rate.

PER DIEM RATES IN SELECT CITIES HAVE CHANGED

Effective 5/15/02 the following cities per diem rates changed. Please check your submitted trips to any of the locations listed below. The WBTA was updated with the new rates on 5/21/02. Either prepare an addendum, which will update the rates, or make a handwritten notation of the change for when you prepare the expense reports.

- **Montgomery, AL** (Montgomery County). Changed from \$61 Lodging and \$38 Meals and Incidentals to \$57 Lodging and \$38 Meals and Incidentals.
- **Memphis, TN** (Shelby County). Changed from \$70 Lodging and \$38 Meals and Incidentals to \$75 Lodging and \$38 Meals and Incidentals.
- **Baltimore, MD** (Baltimore County). Changed from \$110 Lodging and \$42 Meals and Incidentals to \$137 Lodging and \$42 Meals and Incidentals
- **Lexington Park/LeonardTown/Lusby,MD** (St. Marys and Calvert)
Changed from \$66 Lodging and \$34 Meals and Incidentals to \$72 Lodging and \$34 Meals and Incidentals

Be sure you calculate per diem on the expense report using the correct rates.

LOCAL COMMERCIAL TRANSPORTATION

We are receiving inquiries from local cab companies, limo and shuttle services interested in providing local commercial transportation service to JLAB travelers requiring transportation to the airports, other work locations within driving distances, etc. If you feel there is a need here at the Lab for such services please respond by email to kinsey@jlab.org. Identify the subject as "Local Commercial Transportation". Your input will determine if we pursue negotiations with these commercial services.

COORDINATOR ROUNDTABLE IN JUNE

We are trying a new format at the next Roundtable. The meeting time will be divided into 3 parts. Thirty (30) minutes for Coordinators to share thoughts, ideas, suggestions, concerns, etc. and 30 minutes for Travel Services to provide travel updates, tips, WBTA changes and developments, etc. The last 30 minutes will be for our guests. There will be a meeting Sponsor (one of the local lodging establishments will provide refreshments and give a brief [5 min] overview of their facility and amenities.) The finale of the meeting will be a Guest (yet to be determined.) This portion of the meeting will take up approx. 20 minutes. We will then have brief closing remarks and end our meeting as usual at 11:30am.

Please start preparing. Let me know if you have a topic you would like to discuss. We do not need to know what you want to speak about just that you are interested in floor time. Depending on the number of responses we will allow 5 – 10 minutes per Coordinator.

We hope this format will provide a little more excitement and encourage more two-way communication between the Coordinator's and Travel Services. Let us know what you think about this format! If you have a format you would like tried, let us know that, too.

TSA LIFTS BAN ON SOME CARRY ON ITEMS

By Annalise Bomenblit

MAY 01, 2002 -- The Transportation Security Administration on Tuesday issued a revised list of both permitted and banned items for travelers to carry onboard an aircraft. Travelers now are permitted to bring onboard nail clippers, nail files, tweezers, safety and disposable razors, eyelash curlers, medically needed syringes, insulin delivery systems and walking canes or umbrellas. These items were reinstated based on the TSA's experience, said TSA spokesperson Paul Turk. "This list is dynamic, and we're constantly assessing it." Meanwhile, travelers need to continue to ship their golf clubs ahead. A number of sports-related items remained on the banned list as of this week. That lengthy list also includes a thorough list of weapons as well as corkscrews, metal scissors with pointed tips and disabling chemicals or sprays, including mace and the more innocuous baseball and cricket bats, ski poles, BB guns and compressed air guns. A civil penalty of up to \$1,100 per violation still remains in effect. This amount has not changed with the revised list. The TSA will be reviewing the list periodically and any changes to the list will be posted on the agency's Web site at www.tsa.dot.gov.

FOREIGN TRAVEL ADVISORY - RUSSIA

The following information was provided by the US Embassy Office in Moscow. Please disseminate to DOE employees planning travel to Russia.

ALL TRAVELERS MUST HAVE CUSTOMS DECLARATION STAMPED ON ENTRY - EVEN WITH DIPLOMATIC OR OFFICIAL PASSPORTS. Please note that there are continuing problems with the Russian Customs. Many travelers are having all of their money confiscated upon departure from Russia, since they are not in possession of stamped customs forms. Everyone, including those with diplomatic or official passports, must go through the Red Line at Customs and have their form stamped. If you do not and you try to take out money, it will be confiscated. Do not let the Customs people wave you by if you have a diplomatic or official passport (as they often do): INSIST that they stamp your form.

Embassy Warden Message: Skinhead Groups. Over the last month, reported attacks by extremist "skinhead" groups in Russia have increased significantly. Historically, during the months of April and May, in particular, "skinheads" have become more aggressive, especially around the time of Hitler's birthday, April 20. The Embassy remains concerned about the safety of Americans in Russia, and urges them to exercise caution and to avoid large gatherings and areas frequented by "skinhead" groups. Americans may want to review safety information contained in the Consular Information Sheet for Russia, which may be found on the Department of State website at <http://www.travel.state.gov> .

→ There has already been one incident here at the Lab a couple of weeks ago. One of our Armenian visitors was returning home and had a connecting flight through Moscow. He not only had his money taken away but he was detained for several days by the Russian authorities.

DATES TO REMEMBER

Travel Card Orientation	May 30, 2002	11:00am	VARC, 47
Travel Card Orientation	June 12, 2002	2:30pm	VARC, 47
Coordinator Roundtable	June 20, 2002	10:00am	CC, L104

Have a happy and safe Memorial Weekend!