



## TRAVEL NEWSLETTER

October 2002

### THANKS TO THE COORDINATORS

The Travel Services Staff would like to thank the Coordinators for working so diligently to clean up and clear up unresolved WBTA matters before the end of the fiscal year. Your efforts helped make the year-end process smoother for us. It has also made our October (usually taken up with researching problems that could not be resolved before year-end) easier and infinitely more quiet. Thank you again for taking the time from all your other duties to make this a priority.

### E-TICKET INFORMATION

We have been getting questions since Warwick Travel started issuing e-tickets.

#### **Should I take the Warwick Travel itinerary/receipt to the airport?**

Yes, you will need it if you want to proceed to the gate to get your boarding pass. It is always a good idea to have a copy of your receipt in case there is a problem with your ticket, the flight or the airline when you get to the airport. Additionally, the itinerary has important telephone numbers should you need to make a change in your flight schedule.

#### **Why can't I have a paper ticket?**

Paper tickets are only issued when an e-ticket is not offered by the airline. This occurs most often when there are multiple destinations, the flight is not to a major city usually in a foreign country, or you have been booked on multiple airlines for connections. If you request a paper ticket when an e-ticket is available there will be a \$20 - \$25 charge by the airline which the Division will have to pay out of their travel funds.

Any other questions can be directed to one of the staff in Travel Services. Carol at ext. 7519; Bobbie at ext. 7437; Jan at ext. 7192.

### UNITED & USAIR TO SHARE FREQUENT FLIER MILES

Effective November 1<sup>st</sup>, United and US Airways will allow you to earn one mile for either program when flying on either airline. Since a lot of our employees do travel United and US Airways this might be of interest to them. US Airway's airfares are usually lower than United, so when a Traveler asks to fly United because of their mileage plus program you can remind them of this new agreement and probably "fare" better with US Air. Remember, we are always to book the lowest possible fare unless there is a justification that has been approved in advance.

## CHANGE TO REQUEST FOR APPROVAL OF FOREIGN TRAVEL

With the changes taking place at the Dept. of State regarding issuing Visa's to foreign nationals and the recent situation regarding one of our employees there has been a change to the Foreign Travel approval process. The change is in Section I - Personal Information and the Review & Approval page.

**Added:** #13a Current nonimmigrant Visa type and expiration date: Enter appropriate Visa type (i.e., F, J, H, etc.) and the expiration date (MMM-DD-YYYY). You will also need to indicate whether you will require a new Visa to return to the U.S. If not on a nonimmigrant Visa, enter N/A in the Visa type space.

**Added to Reviews & Approvals:** "Other signatures include the traveler, *the international liaison manager (if a new Visa is required to re-enter the U.S., see 13a), . . . .*"

The International Liaison Manager (Clara Perdue) is to get the paperwork after it is signed by the Traveler but before it is signed by the Supervisor. Remember, however, this is only when a new Visa is required to re-enter the U.S.

The new form and instructions are currently available on the Travel web-page. Please be sure to update the documentation and form template you have stored on your computers. If you have any questions call Carol at ext. 7519.

## EXPENSE REPORT MANAGEMENT SYSTEM UPDATE

A presentation was made to the Chief Information Officer (CIO), Roy Whitney, outlining the results of our search for an outsourced commercial expense report package. The recommendation to resume the development of an In-House system was quantified and received approval from the CIO. Until MIS finalizes the scheduling of their staff on the highest priority projects we will not know when work will be resumed. In the meantime, the Travel Committee has been authorized to reconvene the Expense Report sub-committee. Their task will be to complete the requirements document and process flow charts by February 2003.

## LOCAL LODGING REVIEW

The review of the negotiated rates for 2003 with our local lodging facilities will be conducted in December. If you have any questions you would like answered please email them to Carol by the end of November. Included, as an attachment to this newsletter, is the JLab Coordinator List. Please review the list to ensure it's accuracy and completeness. This list is posted on our web-page and sent to the local lodging facilities. Only the individuals on the list can make direct bill reservations. If you have additions or changes they should be emailed back to Carol by the end of November.

## DATES TO REMEMBER

Local Lodging Rate Negotiations	Dec. 10, 2002 & Dec. 12, 2002		
Coordinator Roundtable	January 23, 2003	10:00am	TBA