



TRAVEL NEWSLETTER September 2003



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YEAR END EXPENSE REPORTS SUBMISSIONS & TRAVEL REIMBURSEMENTS

Your efforts to get expense reports submitted by tomorrow will be greatly appreciated. We must close out the Travel for FY2003 by 2pm on October 1st. It would be helpful to get as many expense reports processed by then as possible to avoid having to accrue the expenses. With the hurricane closing us down for 3 days we know how much there is to do. We want to thank you in advance for making this a priority.

CHECKS: The final check run for FY2003 with Travel expense reimbursements will be **Friday, September 26**. There will be a check run for **Stipends** on Monday, September 29. The next check run for Travel will be **Friday, October 3**.

FY2004 PER DIEM CHANGES EFFECTIVE OCTOBER 1, 2003

The FY2004 lodging per diem rates for the majority of the designated destinations will remain the same as FY2003. The meals, incidental and entertainment (MI&E) per diem rates will change for all locations. The incidental portion will increase from \$2.00 to \$3.00 for all locations. For example:

Location	FY2003	FY2004
Newport News	\$42.00	\$43.00
Washington, DC	50.00	51.00
Standard CONUS	30.00	31.00

There will be no change in the meal deduction amounts for domestic travel.

The WBTA was updated with the new rates on 9/25/03 and will be effective for travel starting on or after 10/1/03.

REMINDER: When filing an ER for a traveler whose TA was **submitted prior to 9/25/03**, but who's travel ended on or after 10/1/03 be sure to add the \$1.00 to the per diem rate that appears on the TA. **Travel that starts before 10/1/03 but ends on or after 10/1/03 will have 2 per diem rates.** Also double check the lodging rates on those TA's submitted prior to 9/25/03, there weren't many changes but I did notice some in CA like SLAC went from \$150 to \$105. The decreases are being attributed to the Federal Premier Lodging Program (FPLP).

COORDINATOR ROUNDTABLE RECAP

The Travel Coordinator Roundtable was held on September 4, 2003. Comfort Inn provided refreshments and told us about their Newport News property. There was a discussion on expenses incurred on foreign travel trips that have not received final approval. Briefly: No expenses, airfare or registration fee, can be incurred prior to final approval for foreign travel unless the Division is prepared to charge the cost to the discretionary account should final approval of the foreign trip be denied.

The rest of the meeting time was taken up with a Coordinator Refresher Training. The topics discussed were:

- * Foreign Travel Request preparation,
- * Travel Authorization submissions,
- * Expense Report processing.

This training is mandatory for everyone who prepares any of these documents, including students.

During the training suggestions were made and problems identified.

- 1) The JRT Form has been added as a link on the Travel Web page
- 2) Request for Foreign Travel is being reviewed: box #22 will be fixed, we will add page numbers to the form.

FOREIGN TRAVEL PROJECTION DEADLINE EXTENDED

Due to Hurricane Isabel the deadline for projections has been extended. There are only a few individuals who have sent in their projections. Please check with your departments, update the spreadsheet you received and submit it no later than 10/3/03. Foreign Travel Projections are used by the Lab and DOE to identify how many attendees are expected from JLab. Having this information can get your foreign travel paperwork approved faster by the Lab Director and may avoid re-submission of the paperwork to DOE for approval if the conference is declared MAJOR after Lab approval has been obtained. MAJOR Conferences (30 or more DOE attendees expected) must be approved by the Office of Science program office of DOE.

COORDINATOR REFRESHER TRAINING

If you did not attend the Roundtable or the training session on 9/27/03 there is one more chance. The final Refresher training will be on 10/3/03 (changed from 9/26/03 due to Hurricane Isabel). If you have not received notification that you are to attend that session but have not been to the 2003 refresher training please contact Carol. The session should be on your JLAB Calendar. Please RSVP on your Calendar or send an email to Carol so we know you will attend.

TRAVEL WEB PAGE ADDITIONS

Job Related Training (JRT) Form

DATES TO REMEMBER

October 3, 2003

Coordinator Refresher Training

VARC, 47

10:00am