

JLAB TRAVEL INFORMATION

EMERGENCY PHONE NUMBERS

Omega World Travel 1-888-527-1279
Email: jlab@owt.net

Business hrs: M/F 8:00-6 Eastern

After hours Emergency - Int'l. (See Itinerary) or email

JLAB-Report an Accident Jennifer Logan 757-269-7027
757-310-4195 (cell)

Insurance Carrier:

Rental Car- Hartford Insurance	Policy#10UUNHV2026	Exp. 10/01/19
Domestic Injury or Illness- Hartford Insurance	Policy#10WBAP9435	Exp. 10/01/19
Int'l Injury or Illness- CHUBB Insurance	Policy#PHFD38389105005	
Foreign National Reseachers	Policy#GLMN 01060909	
Foreign National Grad Students and Postdocs	Policy#GLMN 0117308A	

JLAB-Travel Supervisor Jenita Everett 757-269-7438
JLAB-Accounting Mgr. Ray Barber 757-269-7269

US Bank (USB) - Travel Card Information

VISA Customer Service 800-847-2911
USB Customer Service (Worldwide) 1-800-344-5696(press 0 for op.)
USB Customer Service or Outside US 1-701-461-2010 (call collect)

EXAMPLES OF NON-REIMBURSIBLE EXPENSES (Non-Inclusive)

Rental Car Ins. (In USA) * Personal related costs * Rental Car Upgrade
Refer to Travel Policy for more details and restrictions.

RENTAL CAR INSURANCE

Domestic travel - decline all insurance for business related travel days.
Foreign travel - accept personal damage or all if unfamiliar with types of coverage

TRAVEL POLICY

Travel Policy located in Section 402 on the Administrative Manual Web Page
http://www.jlab.org/div_dept/admin/HR/Admin_Manual/400/402.html

DATES TO REMEMBER

Domestic Travel - Expense Report due 10 days after return from trip.
Foreign Travel - Expense Report due 20 days after return from trip.

Revised 10/02/2018