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# Travel Manual

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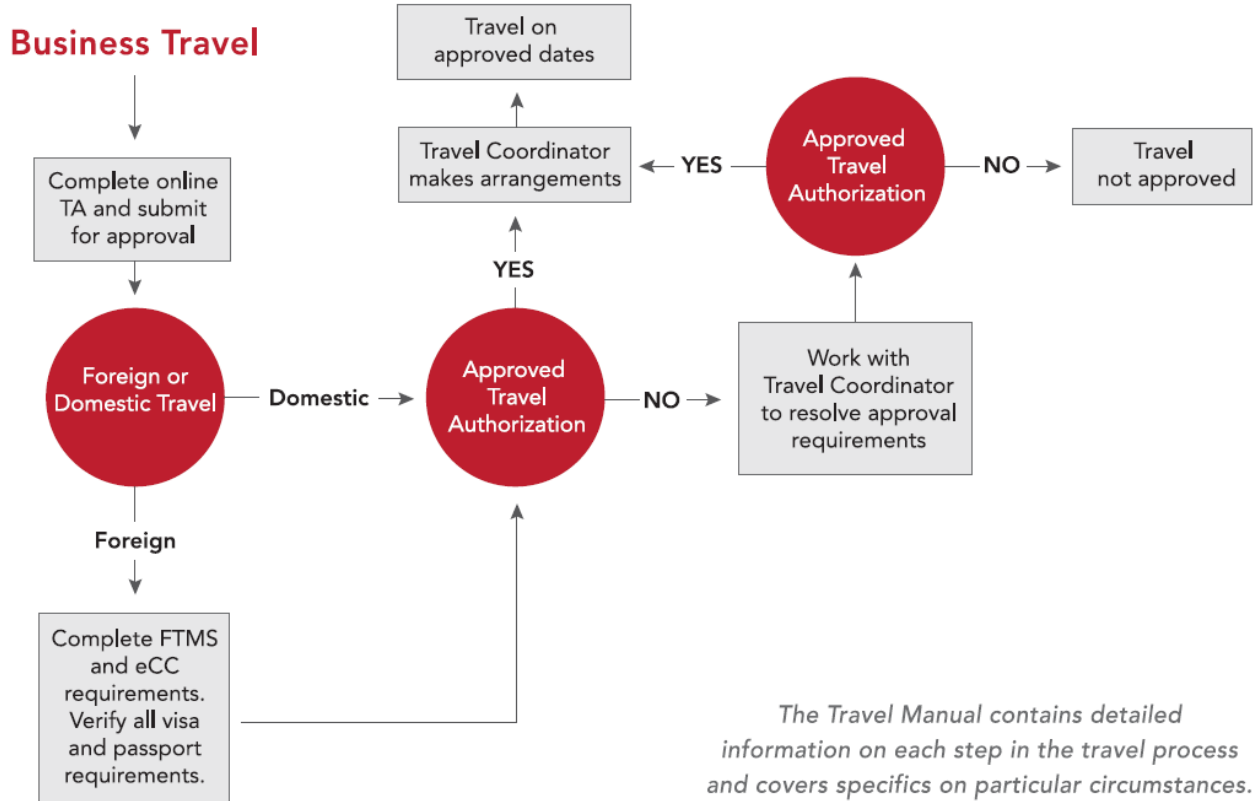
Jefferson Science Associates, LLC, a joint venture between Southeastern Universities Research Association, Inc. and PAE Applied Technologies, manages and operates the Thomas Jefferson National Accelerator Facility, or Jefferson Lab, for the U.S. Department of Energy's Office of Science.

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**Note: The contents here constitute the travel procedures portion of Jefferson Lab's Travel Policy, which can be found in the Administrative Manual.**

# TRAVEL PROCESS



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## Travel Procedures Manual

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# JSA Travel Manual

## 1.0 Travel Types and Procedures

Jefferson Lab employees, consultants, and guests travel in support of the Jefferson Lab mission for many different reasons. These include:

- Local, national, and international meetings and conferences
- Continued learning and professional development
- Field work
- Long-term assignments, foreign or domestic, that exceed 30 consecutive days
- Recruiting
- Relocation

Standard modes of transportation include:

- Air
- Rental cars
- Privately owned vehicles
- Government-owned vehicles
- Trains

Air travel is considered the most effective mode of transportation. **Travelers must always use U.S. Flag Air Carriers for air transport**, unless granted specific approval of an exception by Travel Services, and then only in cases where U.S. carriers are not available. Alternate modes of transportation for long-distance travel require a comparison of cost savings, with price differences clearly iterated.

All travelers must comply with the JSA Travel Policy and its procedures. Specifically, travelers must:

- Submit travel requests in a timely manner and in advance of commencing travel
  - Foreign travel requests must be submitted at least 30 days prior to travel
- Obtain supervisor's signature and project manager approval on a completed TA prior to travel
- Review receipts received in transit (hotel, rental car, etc.) to confirm they are within TA constraints and consistent with approved reservations
- Provide required receipts and electronically sign expense reports promptly upon return from travel
- Provide any follow-up trip reporting that may be required by JSA or DOE



## 1.1 Travel Authorizations

All business travel must begin with an approved, signed TA. The TA is an essential business record that documents why travel is needed to accomplish the Jefferson Lab mission. Explicit management approval, through a TA signed by designated management personnel, is required. (TA preparation, completion and submission details are contained in **Appendix A, Travel Authorization Instructions**.) Except for emergency travel, employees traveling without an approved TA are personally responsible for any travel costs incurred.

As soon as a travel requirement is known, the traveler or Travel Coordinator initiates the TA through Jefferson Lab's Travel Authorization System (TAS). TAS is Jefferson Lab's online system for pre-authorization of trips. The system assigns a trip number to each trip for tracking purposes, including those with no cost to Jefferson Lab. It also estimates pending/committed costs which are then allocated to projects/organizations for accountability. To use TAS, the traveler's profile must be loaded by the Human Resources Office into the Central Information System and appear on the Jefferson Lab Information System Toolkit (JLIST).

Travelers are required to select the project which most accurately represents the reason for the business travel and use it consistently on all Travel Authorizations, Expense Reports and Timesheets.

The travel objective must be clearly documented on the TA. Upon TA completion, the traveler signs and submits the TA electronically to their supervisor for approval. Examples in **Appendix A, Travel Authorization Instructions** item 4.

Supervisors review the TA to ensure the travel is valid and necessary. Only the traveler's immediate supervisor, or another member of line management with

appropriate delegated authority, may approve the TA. The approved TA is then forwarded to Project Managers for cost approval and Travel Services for validation.

Travel Services will review the TA for completeness and compliance with Jefferson Lab policy. Once Travel Services emails confirmation to the traveler and/or Travel Coordinator, the traveler is authorized to incur costs in order to finalize specific travel arrangements (e.g., purchase airline tickets through the Travel Agency, register for conferences, etc.).

### 1.1.1 Authorization for Special Circumstances

JSA's travel agency will notify Travel Services in the event requested arrangements do not meet policy. Travelers may be required to provide additional information to Travel Services to support out-of-policy exceptions. This may result in delays. Additional authorization by Travel Services is required for specific issues or circumstances. These include:

- Use of a foreign air carrier
- Travel by ship
- Other than coach-class service
- Use of reduced fares for group or charter arrangements
- Rental car other than mid-size or smaller

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- Acceptance of payment from third parties (external to Jefferson Lab) for travel expenses
  - Payment of actual expense vs per diem allowances
  - Lodging that exceeds per diem allowances
  - Travel expenses related to emergency travel
  - Circumstances related to an employee's medical requirements

Requests for exceptions to travel policy must be emailed — with applicable supporting documentation — to Travel Services ([travels@jlab.org](mailto:travels@jlab.org)). Travelers must allow five days, in advance of travel, for review, approval and processing. Travel Services will notify the traveler and Travel Coordinator of approval or denial of the TA.

## 1.2 Medical Accommodations for Travel

An employee's medical requirements may affect or restrict the ability to travel for Jefferson Lab. Additional travel costs will be authorized for employees when they are necessary to accommodate employees with a physical or psychological need that is substantiated, in writing, by Jefferson Lab's medical officer or approved by the Jefferson Lab Director.

## 1.3 Emergencies During Travel

Emergencies while traveling are defined as:

- The traveler becomes incapacitated by illness or injury
- The death or serious illness of a member of the traveler's immediate family
- A catastrophic occurrence or impending disaster, such as fire, flood, or act of God which directly affects the traveler's home

If emergencies occur while on authorized travel (domestic or foreign), the traveler must contact a supervisor as soon as possible. Supervisors are responsible for providing guidance to employees during travel emergencies and / or seeking guidance from Travel Services as needed. The supervisor may involve Jefferson Lab's Occupational Health Department in the event of medical concerns. Supporting documentation from an attending physician or from Jefferson Lab's Occupational Health Department will be required from the traveler for any health concerns.

## 1.4 Accidents During Travel

A business traveler who is in an accident involving a personal, government, or rental vehicle shall report it as soon as possible to:

- The police department that has jurisdiction in the given state or county, or a local or federal jurisdiction, where the accident occurred
- Their immediate supervisor, who shall notify JSA/Jefferson Lab's legal counsel and the JSA/Jefferson Lab Risk Manager
- Their personal insurance agent (as applicable)
- The rental car agency as required by the rental agreement



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Employees are responsible for seeking guidance from their supervisor and Travel Services as needed during travel emergencies.

A traveler who is in an accident in their Personally Owned Vehicle while on business travel shall disclose their personal auto insurance information as needed. Travelers who are in an accident in a Lab vehicle may disclose that insurance is provided by JSA. However, **policy limits must not be disclosed, nor must any admissions be made concerning liability for the accident.**

## 1.5 Foreign Travel

Foreign travel is any travel outside the United States, the Commonwealth of Puerto Rico, Guam, and the Northern Mariana Islands and the territories and possessions of the U.S., excluding the Trust Territories of the Pacific Islands.

### 1.5.1 Authorizations for Foreign Travel

Travel outside U.S. boundaries requires federal government authorizations in addition to the approved TA. All foreign travel requests must be processed at least 30 days prior to travel.

Key points regarding foreign travel include the following:

- The traveler is responsible for ensuring all foreign document requirements, such as passports and visas, are obtained prior to traveling.
- International travel requires DOE approval in the FTMS as well as State Department consent in the eCC.
  - Travel Coordinators will submit foreign travel requests within the FTMS. The travel objective documented on the TA will be used within the DOE FTMS approval process. It must clearly demonstrate that the travel is a benefit to the Jefferson Lab mission.
  - Travel Services will submit eCC requests and review the TA for completeness and compliance with Jefferson Lab policy.
- Project Cost Account Managers will review and approve the TA to ensure the estimated travel costs are appropriate and within the scope of project funding

### 1.5.2 Foreign Travel Management System (FTMS)

Travel will not commence prior to FTMS approval and the receipt of any required country clearances. (See **Appendix B, Key FTMS Fields** for details on completing information in key fields.)

Foreign travel will not commence until FTMS approval has been received.

FTMS is a DOE-wide centralized system for recording, tracking, and securing approvals of all foreign travel conducted by DOE federal employees and contractors. Travel Coordinators must submit required information into the FTMS system at least 30 days prior to the start of the trip.

FTMS approval and an approved JSA TA are required for Jefferson Lab-related business regardless if Jefferson Lab is paying for the trip. The FTMS request and the TA must align in trip details and purpose.

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- A PDF printout of the screen from FTMS showing the initial routing date must be uploaded to the Travel Authorization.
  - In the event submission is not accomplished 30 days prior to the start of the trip, an explanation must be added to the Travel Authorization detailing the reasons for the late submission. See FTMS Justification Form for Late Submissions on [Travel Services webpage](#).
  - Travel Authorizations without either confirmation of timely submission or an explanation for late submission will not be approved by Travel Services.

### 1.5.3 Electronic Country Clearance (eCC)

U.S. government policy requires that country clearances be obtained for business travel to a foreign country. Individuals traveling in an official capacity for DOE must receive a country clearance from the U.S. embassy in each country to be visited.

Foreign travel will not commence until country clearance has been received.

Travel Services will submit the eCC request to the required U.S. embassy. Approval is issued by the U.S. embassy via email to the requesting program element through Travel Services.

### 1.5.4 Sensitive-Country Travel

Because sensitive-country travel approvals may add time to FTMS approval requests, requests must be submitted as early as possible, but no later than 30 days before travel. Travel arrangements must **not** be made until each of following are received:

Travel funding must not be accepted from any country of risk.

- eCC approval
- FTMS approval
- Travel Services email notification to the traveler

JSA employees and vendors must not accept travel funding or payments from any country of risk as identified by the DOE Counterintelligence Office.

### 1.5.5 Non-Sensitive Country Travel

Non-sensitive country travel approval requests must be submitted as early as possible, but no later than 30 days before travel. Upon TA release by Travel Services, travel arrangements may be made. However, travel must **not** commence until each of following are received:

- eCC approval
- FTMS approval
- Travel Services email notification to the traveler

### 1.5.6 Training for Foreign Travel of 30 or More Days

When travel to a single foreign country is 30 days or more in duration, the traveler is required to complete Serving Abroad for Family and Employees (S.A.F.E.) training. The traveler must

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contact the JSA Foreign Travel Administrator in Travel Services for instructions on registration for training.

### 1.5.7 Visas

When a visa is required to enter a foreign country, travelers must contact JSA International Services to arrange for the appropriate visa. International Services submits the visa application after FTMS approval. The Jefferson Lab Chief Operating Officer (COO) must approve exceptions to process visas concurrently with FTMS approval. Travelers going to foreign countries, other than DOE-designated Countries of Risk, may submit a TA concurrently with their FTMS submission.

### 1.5.8 Passports

The traveler is responsible for obtaining a passport. Travelers are reminded to review their passport status to ensure it is current, will not expire within six months, and that it was not issued before their 18th birthday. If any of these conditions are not met, the traveler must contact JSA International Services for assistance.

### 1.5.9 Approvals

Travelers must work with their Travel Coordinators to confirm that all necessary approvals — FTMS, eCC, sensitive country, visa, passport, etc. — are in place prior to traveling. **Employees who travel without proper approvals in place will be responsible for all costs incurred and will be required to use leave time to cover the trip duration.**

## 1.6 Conference Travel

JSA is required to maintain controls over conference attendance by Jefferson Lab staff and sponsored guests. Some conference costs may be subject to caps imposed by DOE.

Travelers must consult the sponsoring organization or Travel Services if there are any questions on the nature or status of a conference.

### 1.6.1 Conference Approval

DOE-sponsored conferences are defined as: a meeting, retreat, seminar, symposium, or event that usually involves attendee travel, often includes a registration fee, a published substantive agenda, multiple speakers or discussion panels, that has been funded by DOE. DOE-sponsored conferences are subject to increased scrutiny and additional restrictions. JSA/Jefferson Lab-sponsored conferences may be attended by Jefferson Lab staff and guests as approved by DOE. JSA is responsible for accumulating, tracking, reviewing, reporting, and submitting all projected conference information, including attendance and planned costs, via the DOE Conference Management Tool in accordance with DOE Conference Guidance.

Before granting Jefferson Lab conference-travel approval, management must consider the following:

- The benefit to Jefferson Lab of attending the event

- The number of Jefferson Lab attendees necessary to achieve Jefferson Lab’s purpose for participation
- The impact to Jefferson Lab’s objective if fewer people attend
- The location of the conference related to sensitive countries
- The contribution made by each traveler attending, including rationale for participation
- The appropriateness of the funding source(s) used for the traveler’s participation
- The appropriateness of personal time requested in conjunction with conference attendance

For all DOE sponsored conferences (hosted by Jefferson Lab or by others): at least six months prior to the start date of an event, Jefferson Lab is required to report all planned conference support, including student and early career funding support, attendance, and estimated costs (excluding labor by Jefferson Lab employees) as qualified events into the DOE Conference Management Tool per the requirements of JSA’s prime contract.

### 1.6.2 Travel Services Oversight and Responsibilities for Conferences

For all conferences (in-person or virtual), Travelers and employees are not authorized to make travel arrangements or incur any costs, including deposits, registration fees, student or early career support, or airline tickets until Travel Services approves the Travel Authorization unless specifically approved by the CFO. To ensure the appropriateness of Jefferson Lab’s participation in conferences, Travel Services will:

The Travel Authorization system will notify the traveler via email when the conference Travel Authorization is approved.

- Monitor the Jefferson Lab travel event and projection databases for event updates
- Review lockout dates in the DOE Conference Management Tool to assure Jefferson Lab attendance is included prior to that date
- Communicate early lockout information to potential interested parties via email and the Conferences Requiring Approval spreadsheet
- Confirm that a foreign travel request, with a completed abstract, is in the FTMS for each approved attendee traveling outside the United States before it is routed to DOE for foreign travel approval
- Confirm that the DOE, JSA, or Jefferson Lab logos have not been publicly displayed
- Validate all TAs; place those waiting conference approval determination or an approval waiver on hold with a status of “Waiting Approval” in the JList web tool
- Confirm foreign country clearance approval is obtained, if applicable
- Confirm foreign travel has been granted to a sensitive country, if applicable

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- Enter Jefferson Lab cost and planned attendance information for DOE-sponsored or contractor-sponsored conferences into the DOE Conference Management Tool to meet conference guidance requirements
  - Enter all relevant actual cost data into the DOE Conference Management Tool by the DOE required deadline when requested by DOE
  - Confirm that monetary support of a non-DOE-sponsored conference by Jefferson Lab does not exceed \$10,000
  - Monitor non-DOE-sponsored conference projected attendance and costs to ensure DOE costs remain below \$100,000
  - Institute an approval process for any amounts over \$100,000:
    - Submit paperwork to the CFO to either obtain internal approval for attendance and costs or to lower attendance and costs
    - If final costs are still over \$100,000, submit paperwork to Jefferson Lab Director or Chief Financial Officer (CFO) for approval
  - Notify Travel Coordinators that the event is closing once final costs are at \$90,000, so proper approval can be obtained
  - Change the status of the Travel Authorization to “Submitted” once the DOE-sponsored or DOE contractor-sponsored conference is approved for attendance
  - Notify Division Coordinators once the status of the conference TA changes to “Submitted”

## 1.7 Guests

All foreign nationals must provide passport, visa, and U.S. Citizenship and Immigration Services (USCIS) information to the JSA [International Services Department](#) in Human Resources for entry into JLIST. These procedures are necessary to verify identity, verify work authorization in the U.S. (when appropriate for activities involved), and ensure the foreign national is currently eligible (in lawful immigration status) to be in the U.S.

Payments to or on behalf of foreign visitors are only permitted when the visitor is traveling under the appropriate visa which permits such payments. Depending on an individual’s visa type and work authorization status, he or she may be prohibited from receiving payments, from receiving reimbursements, or from having payments made on his or her behalf by JSA.

Before offering honoraria or reimbursement of travel expenses to invited foreign national guests, Jefferson Lab Departments must understand the restrictions, specifically the following:

- Visitors must meet with Jefferson Lab International Services to verify visitor visa status prior to any payments being made to or on behalf of the foreign visitor.
- Payment of bona fide business expenses may be prohibited by immigration restrictions.



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See **Appendix C, Matrix of Eligible Visa Types** for more information on visas.

### 1.7.1 Honoraria

Jefferson Lab offers honoraria payments to guests who are U.S. citizens as well as to eligible foreign national and exchange guests for lectures, invitational events, or other approved activities. All honoraria must:

- Be approved by an Associate Director
- Be paid at the rate of \$400 per day up to \$2,400 per calendar year, including travel time to and from meetings. Travel time shall be estimated to the nearest ¼ day (6 hours), not including stopover time for other business

### 1.7.2 Stipend Payments

Foreign national and exchange guests traveling on a J-1 visa are eligible, with written approval by the visa sponsor as well as Jefferson Lab departmental approval, for a fixed periodic stipend. These payments:

- Must not exceed the maximum per diem rates established by the Federal Travel Regulation (adjusted seasonally as rates change)
- Are paid only to foreign exchange guests holding visas which allow for direct monetary payments to them

Sponsors must contact Travel Services before approving stipends.

### 1.7.3 Reimbursement of Advance Payment of Registration Fees

Registration fees will only be reimbursed once the expense is incurred by the employee if it is not possible for Jefferson Lab to pay the fees directly. Proof of payment must be provided. Official registration forms, schedules, invoices, etc. are required for Jefferson Lab to pay these fees. Payments are made through Travel Services.

### 1.7.4 Cash Advances

If all travel and reimbursements are administered by another organization, the traveler will not receive a travel advance, nor will other advance payments be made by JSA/Jefferson Lab. **Note: A TA is required, even if payments are being made by another organization.**

Cash advances for visitors are not encouraged. When required, cash advances may be provided to guests visiting Jefferson Laboratory under the following conditions:

- The cash advance has been requested and fully approved via a TA form
- A cash advance will not exceed \$100
- The visitor has physically checked into Jefferson Lab at the Support Services Center front desk

## 1.8 Shared Funding



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Shared funding is when another organization reimburses all or a portion of the costs associated with a business trip. Regardless of how funding is provided, if travel and reimbursements are administered by JSA/Jefferson Lab, the traveler shall:

- Include a letter of intent, a purchase order, or other authorizing document with the TA indicating which, if not all, expenses will be covered by the organization or personally by the traveler.
- Indicate on the TA those expenses to be billed to the other organization and provide an invoice mailing address for the organization including contact name, email address and telephone number. Travel Services will invoice the other organization for these expenses.
- Endorse over to JSA/Jefferson Lab any funds provided directly to the traveler by the other organization for expenses already paid by JSA. Upon receipt, the traveler must forward reimbursed amounts directly to Travel Services.

### **1.9 Refunds, Credits or Coupons**

Any refunds, credits or coupons received by a traveler for or while on a business trip resulting from overbooked or cancelled flights, or similar situations, shall be made payable to JSA/Jefferson Lab. Any such refunds, credits, or coupons which are made payable to the traveler shall be endorsed to JSA/Jefferson Lab and submitted to Travel Services.

### **1.10 Ticketing or Other Reservation Issues**

Travelers must contact the Jefferson Lab Travel Agent to resolve reservation issues prior to or during travel. Travel Coordinators are available to assist the traveler as needed.

### **1.11 Consultants**

Consultants will be reimbursed for travel costs according to the terms of their subcontract or purchase order.

### **1.12 Direct Deposit / Wire Transfers**

Visitors must provide direct deposit or wire transfer information to expedite receipt of payments.

### **1.13 Recruiting Travel**

Prospective regular and term employees whose expected term of employment is not less than 12 months and who reside at least 50 road miles one way from Jefferson Lab are eligible for reimbursement for travel costs during the interview process.

#### **1.13.1 Requirements**

Travel expenses of prospective employees selected for interview must be limited to the minimum reasonable number of days necessary to accomplish the interview and shall be paid

only for distances more than 50 miles one way. Considerations for reimbursing a prospective employee or interview candidate include the following:

- A TA Form must be prepared and submitted to Travel Services before travel arrangements are made for each interviewee
- All recruitment and interview travel arrangements must be made through the Division Travel Coordinator
- No cash advance payments will be provided to interviewees
- All personal expenses will be the responsibility of the interviewee

## 2.0 Transportation

Travel in private aircraft or on motorcycles while on business travel is prohibited.

Commercial air transport is the preferred method of non-local or long-distance travel when it is practical and cost-effective. If automobile travel is required or requested, the cost of the lowest-price coach airfare will be compared to the cost of the automobile transport to determine economic feasibility. If

automobile travel is determined to be the most economical, the traveler may request use of a government or state-owned vehicle from Facilities Management. Use of a government or state-owned vehicle is not required.

Travelers must **not** travel in private aircraft or on motorcycles while on business travel.

### 2.1 Domestic Travel by Air

Air travel must be conducted using coach-class service, unless other than coach-class service has been specifically authorized by Travel Services. The traveler must select the lowest changeable and non-refundable airfare offered.

All Jefferson Lab travelers must purchase business travel airline tickets through the JSA-designated travel agency. Travel booked through the designated agency will be billed directly to Jefferson Lab.

#### 2.1.1 Designated Local Airports

All outbound air travel must originate from airports considered local to Jefferson Lab:

- Newport News / Williamsburg International Airport (PHF): 3 miles distant
- Norfolk International Airport (ORF): 30 miles distant
- Richmond International Airport (RIC): 65 miles distant

Travel originating from airports other than those listed above require specific approval by Travel Services. The use of an alternate airport must be documented and justified on the TA. The travel booking agent will notify Travel Services to request approval of different airports.

#### 2.1.2 Choosing Air Carriers

Considerations when preparing for air travel:

- Dates for purchasing tickets:** To obtain the best possible airfare, every effort must be made to get flights ticketed two full weeks prior to the departure date.
- Packages:** Airfare that is bundled as part of a package deal, that contains other services such as rental cars, conferences, or lodging, is prohibited.
- Coach Class Seating:** Additional fees for preferred coach class seating assignments are not reimbursable, unless specifically authorized by Travel Services in advance. Use of other than coach-class fares will only be authorized under certain circumstances:

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- Disability or other physical / medical need (certified by Jefferson Lab Occupational Health)
  - No coach-class accommodations are reasonably available
  - Other than coach class results in a cost savings (must be demonstrated in advance)
  - Under circumstances noted in the Foreign Travel by Air section below

### 2.1.3 Foreign Travel by Air

Travelers must always use U.S. Flag Air Carriers for air transport to the extent that service by those carriers is available. Specific approval by Travel Services is required for use of other than U.S. Flag Carriers.

- Fly America Act:** All travelers taking a domestic flight as well as flights over the water to an International destination must fly a US Flag carrier airline or one that is part of a US alliance. Travelers must always use U.S. Flag Air Carriers for air transport, unless granted specific approval for exceptions by Travel Services, and then only in cases where U.S. carriers are not available.
- Open Skies Agreements:** Flights on non-US carriers that are part of the Open Skies Agreement must meet all requirements. This documentation must be provided to the Travel Program Administrator (TPA) by the subcontracting travel agency. Cost cannot be the primary factor for using a non-US air carrier.

### 2.1.4 Upgraded Seat Class

Advanced planning for long trips is important. Flight length alone is not the sole determining factor in providing other than coach-class travel. If adequate pre-planning could have provided a rest period at a lower cost, the lack of planning will lead to denial of upgraded seat class. However, travelers are entitled to either a rest period or an upgraded seat class when all the following conditions are met:

- The origin and/or destination are outside the continental United States
- The traveler's transportation costs are paid in full by JSA
- Travel is by a direct or usually traveled route
- The traveler is required to report for duty the following day or sooner
- Scheduled flight time, including non-overnight stopovers and change of planes, exceeds 14 hours. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports

## 2.2 Travel in a Privately Owned Vehicle (POV)

POVs can be used for local business travel within a 50-mile radius and may be reimbursed from home or work to the business location, whichever is less. POV used for non-local business travel is permissible when:

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- Travel by private vehicle allows the traveler to make the best use of work time
  - The traveler is authorized to combine personal travel with a business trip
  - The cost of driving is less than the cost of the lowest-available airfare

A cost comparison, attached to the TA and demonstrating cost savings, is required when travel is outside a 300-mile radius of Jefferson Lab.

### 2.3 Travel by Rental Car

Rental car reservations must be made through the JSA-designated travel agency which may be accessed through the Travel Services [web page](#).

Travelers may be reimbursed for rental car expenses when reservations cannot be made through the JSA Travel Service. However, justification must accompany the expense report and the cost shall not exceed the applicable standard mid-size rate for rental cars that are billed directly to Jefferson Lab. In addition:

- Rental cars must be returned to the rental agency at the end of the Jefferson Lab-sponsored travel period.
- Drivers are responsible for all expenses related to traffic violations (such as traffic tickets) in rental cars provided or funded by Jefferson Lab.
- The standard size for rental car reservation shall not exceed "mid-size." Specific approval from Travel Services is required for other than mid-size vehicles.

#### 2.3.1 Multi-Person Rental Cars

Individuals traveling together must share rental cars whenever possible. The traveler whose name appears on the receipt will include the rental car expense on the submitted expense report, as well as any related expenses such as gasoline, parking, etc.

Travelers may use larger, commercially rented vehicles when more than two individuals are traveling together. However, the cost of the larger vehicle must reflect cost savings compared to the cost of renting more than one vehicle at the rate for a mid-size automobile.

For insurance purposes, all drivers must be listed on the rental agreement.

#### 2.3.2 Additional Expenses for Domestic Rental Cars

Travelers are not authorized to purchase the extra collision or liability insurance coverage offered by U.S. rental car agencies for a rental car used on a domestic business trip and must DECLINE the insurance. If a Traveler elects to take the insurance, it will not be reimbursed.

Rental of a Global Positioning System (GPS) device and toll passes are authorized when on business travel. **Other optional equipment upgrade costs are the sole responsibility of the traveler and are not eligible for reimbursement.**

### 2.4 Transportation by Government or State-Owned Vehicle



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Employees who drive government or state-owned vehicles will use the credit card assigned to the vehicle to purchase gas, oil, and other allowable necessities. Original credit card receipts shall be turned in to the Facilities and Logistics Department.

Incidental expenses greater than \$75.00, such as tolls and parking fees, are reimbursable and must be included on the traveler's expense report with original receipts.

## 2.5 Foreign Travel Car Rental

Travelers who rent a car in a foreign country must ACCEPT full insurance coverage through the rental agency. If coverage has not been included, the traveler **must purchase ALL insurance**, the cost of which will be assumed by JSA.

Insurance procedures, terminology, and minimum insurance limits vary somewhat from country to country. **If it is unclear which insurance option provides damage coverage, accept all of them.**

## 2.6 Travel by Train

The traveler may arrange domestic or foreign rail transportation without the assistance of the JSA-designated travel agency. The traveler must submit rail transportation charges for reimbursement on the expense report.

Requirements for train travel include:

- Non-local rail travel must be approved in advance on the TA.
- Reimbursement shall not exceed the lowest applicable coach-class airfare if a trip exceeds 150 miles in distance from Jefferson Lab.
- If travel is cancelled, unused tickets must be reported to Travel Services within two business days. Lost or stolen tickets shall be reported immediately to Travel Services and to the issuing carrier. Travelers are liable for the cost of lost or stolen tickets that are not reported to Travel Services.

## 2.7 Guest Transportation

The assistance of a Jefferson Lab Travel Coordinator is required for guest travel arrangements.

Key considerations include:

- Originating and return air travel:** Travel may originate from any reasonable airport near the guest's location at time of departure.
- Guest arrival and return travel:** Guest travel must be to/from one of Jefferson Lab's designated local airports. However, special circumstances connected with the guest's travel may necessitate arrival at a non-local airport with alternative travel to Jefferson Lab. Jefferson Lab sponsors must consult with Travel Services to obtain advance approval for such arrangements.
- Personal Costs:** Traveler is responsible for all personal costs.



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## 3.0 Travel Expenses

Lodging and per diem expenses while on travel are reimbursed in accordance with the Federal Travel Regulation (FTR), Chapter 302. The JSA Travel Services Office is responsible for reviewing expense reports against established rates by location as well as ensuring JSA policy compliance. Once approved, Travel Services transmits approved expense reports to Accounts Payable for payment.

### 3.1 Expense Reports

Expense reports must be submitted within 10 business days from the completion of a domestic trip and 20 business days from the completion of an international trip. Travel Coordinators will assist travelers with completion of their expense reports as requested; however, travelers must review and electronically sign their own expense reports.

Expense reports filed later than 45 days from the end of travel will not be reimbursed without CFO approval.

Expense reports which have not been filed within 45 days from the end of the travel will not be reimbursed, unless the CFO approves extenuating circumstances.

Before a traveler can be reimbursed, Travel Services will review expense reports for completeness as well as compliance with JSA policy.

- Expense reports that exceed estimated costs by more than 25%. These are routed to Project Cost Account Managers for additional review and approval.

### 3.2 Receipts

Travelers are required to provide original receipts with their expense reports. Receipts must be submitted for:

- Airfare (e-receipt with full itinerary)
- Lodging expenses (itemized receipt)
- Rental car expenses (itemized receipt)
- Other expenses exceeding \$75 each (itemized receipt)

Travelers must review receipts received in transit (hotel, rental car, etc.) to confirm they are within TA constraints and consistent with approved reservations. Travelers are liable for the cost of lost or stolen tickets (e.g., airline or train tickets) that are not reported to Travel Services.

### 3.3 Lodging Expenses

Travelers must make lodging reservations through the JSA-designated travel agency which will confirm and guarantee rates in advance, including tax. (Note: tax is part of the total cost of the trip but is a separate reimbursable item that is not part of the per diem limits.)

Travelers who expect to remain in the same location for more than 2 weeks must request lodging at weekly or monthly rates, as applicable.

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Prohibitions regarding travel lodging include the following:

- Lodging that is bundled** as part of a package deal that contains other services such as airfare, rental cars or conferences **is prohibited and will not be reimbursed.**
- Airbnb and other similar services are **prohibited and will not be reimbursed.**
- To ensure allowability of lodging costs, effort must be made to **stay within published rates for the business or lodging location.** Travelers must consult the Travel Services website for information on where to find current rates.
- Lodging will be reimbursed at the standard single room rate.** Any lodging that exceeds per diem rates must be identified on the TA via the Actual Lodging Form (Form 402-6) and attached to the TA.
- Itemized receipts for all lodging expenses (foreign or domestic) are required.** Without original receipts, the traveler will not receive reimbursement for lodging expenses.

### 3.3.1 Meals and Incidental Expenses

The Meals and Incidental Expense (M&IE) per diem rate covers meals and miscellaneous fees and tips associated with meals and lodging. Travelers are not required to submit actual receipts for expenses covered by the M&IE per diem rate. This includes miscellaneous fees and tips associated with meals, lodging and other incidental expenses.

Additional expenses (reimbursable with any required receipts) not covered by the M&IE include:

- Passports, passport photographs, visas, inoculation charges and work permits
- Traveler check fees
- In-room wi-fi, room service, valet parking, late checkout/early check-in fees
- Laundry, dry cleaning, and valet service when travel exceeds four business days
- Baggage handling, storage, transfer and checking fees, except tips for personal baggage handling for non-disabled travelers
- Reasonable costs of professional, business related reference materials (must be authorized in advance)
- Reasonable costs of incidental materials required to conduct the business for which the traveler was sent, e.g. film to photograph fabrication processes, etc.

For maximum per diem rates by location, see the Travel Services website. Rates are based on the business location. If the published rates do not address the specific location, the traveler must consult their Travel Coordinator.

### 3.3.2 Adjusting Per Diem Reimbursement

Per diem or actual expenses are payable for travel outside 50 miles of the traveler's official duty station at Jefferson Lab or if overnight lodging is required.

If meals are provided at the business location or as part of an event, the traveler shall disclose the meal and the M&IE will be adjusted. See **Appendix E, Expense Reports**.

Lodging and per diem expenses in-route are reimbursed in accordance with the Federal Travel Regulation (FTR), Chapter 302. Partial travel days are pro-rated as follows:

When travel is:		Your allowance is:
12 Hours or less		No per diem allowed
More than 12 but less than 24 hours		75% of the applicable M&IE rate for each calendar day during travel
24 hours or more	The day of departure	75% of the applicable M&IE rate
	Full days of travel	100% of the applicable M&IE rate
	The last day of travel	75% of the applicable M&IE rate

### 3.4 Travel Advances

Frequent travelers are encouraged to obtain a Jefferson Lab travel credit card. (See **Appendix F, Travel Credit Cards**.)

Cash travel advances are available for infrequent travelers (one trip per year or less). Key requirements regarding travel advances include the following:

- All advance requests must be initiated through the TAS
- Advances must not exceed 75% of the expected M&IE per diem for the trip
- Any cash advance received shall be for business purposes only
- Any cash advance received more than reimbursements due to the traveler must be returned with the trip expense report
- Travelers will not have more than one cash advance outstanding at any given point in time
- Cash advances must be returned immediately if a trip is cancelled or delayed for more than one week
- Non-refundable deposits (e.g. hotel, rental car) are not eligible for advance payments unless approved by Travel Services prior to the costs being incurred

### 3.5 Other Travel Funding

JSA employees and vendors may accept travel funding/payments from other institutions or countries if they:

- Disclose funding on the TA/FTMS

- 
- Remit payments to JSA accounting immediately upon receipt if being reimbursed for JSA paid travel
  - Return unused tickets to Travel Services within two business days if travel is cancelled
  - Report lost or stolen tickets as soon as possible to Travel Services and to the issuing carrier. Travelers are liable for the cost of lost or stolen tickets that are not reported

**JSA employees may not accept travel funding or compensation from any DOE designated Country of Risk without advanced DOE approval.**

### 3.6 Communications

Expenses related to personal cell phones calls when used on business travel are not reimbursable. Travelers must check with their cell phone providers for provisioning their cell phones for travel outside their service areas and in foreign countries. JSA will reimburse up to \$10 per day for such provisioning. Frequent or foreign travelers can contact the Jefferson Lab Telecommunications Division within the IT Department to request a loaner Jefferson Lab cell phone, if available. (Some foreign countries, such as Russia, require a cell phone number as a contact while in country.)

Communications charges shall be itemized in the miscellaneous section of the expense report. Expenses for communication are reimbursable as follows:

- Business-related, fax, internet access, copying and postage costs
- Domestic landline telephone calls at \$4 per day or \$12 per week
- Outside the United States (OCONUS) landline telephone calls and personal cell phone plan provisioning for foreign service: \$10 per day. Actual receipts or verification of cell plan addition must be provided. JSA will only reimburse for one or the other for any given day
- Emergency personal calls may be reimbursable provided an explanation is given on the travel expense report
- All costs related to phone landline access, surcharges, taxes, etc.
- Business-related long-distance landline calls must be made first by direct distance dialing (station to station), and second, via operator-assisted calls
- Wi-Fi service-provider charges are allowable during flights that last two or more hours, or when lodging providers do not include Wi-Fi in their room rates

### 3.7 Parking and Baggage Expenses

Travelers who park their personal vehicles at airport lots will be reimbursed at actual expense, up to a maximum daily dollar limit of \$17.

Payment for excess baggage (more than one bag or beyond what is included in the airfare) requires specific approval from Travel Services in advance of travel.

### 3.8 Mileage Expenses

Reimbursement is determined by the most updated mileage rate published on the IRS website: <https://www.irs.gov/tax-professionals/standard-mileage-rates> Distance traveled is shown in standard highway mileage guides such as MapQuest, Rand McNally and Google Maps.

Payment is not allowed for transportation expenses between a traveler's home and Jefferson Lab, including commuting in connection with overtime and irregular workdays, unless authorized by the CFO in connection with safe work practices. Local travel claims will be reimbursed (via petty cash) only for:

- Mileage
- Parking
- Public transportation
- Taxis
- Rideshares
- Other expenses directly related to local travel claims

If multiple travelers share the same POV, mileage is payable to one traveler only.

Reimbursable expenses in addition to mileage allowance (examples)	Non-reimbursable expenses included in the mileage allowance (examples)
Parking fees; ferry fees; bridge, and tolls on roads and through tunnels	Charges for repairs, grease, oil, antifreeze, gasoline, depreciation, replacements, towage and similar expenses, insurance, state taxes and federal taxes

### 3.9 Emergency Expenses

In the event of emergency, Travel Services may pay for an incapacitating illness or injury, for a reasonable period (generally 14 calendar days). Additionally, emergency expenses may include:

- Per diem at the location where the emergency occurred or where the traveler was treated
- Transportation and per diem expense for travel to an alternate location to receive medical treatment, with transportation and per diem expense to return the traveler to the official duty station
- Transportation costs of a necessary medical attendant

### 3.10 Other Reimbursable Expenses

Other reimbursable expenses include currency exchange fees and baggage: **JSA will reimburse up to two bags for foreign travel.** (Any baggage included in the airfare counts towards the two authorized bags.)



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## Appendix A - Travel Authorization Instructions

The Travel Authorization System (TAS) is Jefferson Lab's online system for pre-authorization of trips. The system allocates estimated costs to projects/orgs for accountability and budget control. The estimated costs are downloaded to Web Reports where they represent pending/committed costs.

**Travelers are required to select the project which most accurately represents the reason for the business travel and use it consistently on all Travel Authorizations, Expense Reports and Timesheets.**

The system is available online to coordinators and travelers within Jefferson Lab. To use the system, the traveler must be loaded into the Central Information System and appear on JList.

### 1. How to Access the Travel Authorization System

- Open a web browser
- Go to the Jefferson Lab Travel Services home page
- Select Travel Authorization System or enter <https://mis.jlab.org/mis/apps/travel/>
- At the TAS menu:
- Enter a new authorization OR
- Edit an existing authorization

### 2. How to Complete a Travel Authorization

- Verify the traveler's name. The system user currently signed on to the terminal will have their name displayed in this space automatically. To change the traveler's name, click CHANGE.
- Enter the traveler's last name or up to 3 letters of the last name and hit TAB.
- Allow a few seconds for the names to be loaded. Then click on the drop-down menu arrow.
- All names meeting the above criteria will be displayed.
- Click on the desired name. The selected name will automatically replace the previously displayed traveler's name.

### 3. Project/Org/Account (POA)

- From the drop-down menus, select a project, an organization, and an account.
- Click ADD POA.
- If there are multiple POAs, repeat the above step for all POAs.
- To delete a POA, click REMOVE.



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#### 4. Purpose

- Enter the purpose for the trip.
- Be as specific as possible and include the name of the conference, vendor, etc.

##### Purpose Examples

- Example 1
  - The traveler has been invited to participate in the Stream Readout IV meeting hosted by the Istituto Nazionale di Fisica Nucleare (INFN)
  - The traveler and other meeting participants will discuss topics related to the implementation of novel data-acquisition techniques for the proposed U.S. Electron-Ion collider experiment. No formal paper will be presented
- Example 2
  - The traveler will attend the 10th International Particle Physics Conference (IPAC) hosted by the Australian Nuclear Science and Technology Organization (ANSTO)
  - The traveler will present a paper titled “Design of a Proof-of-Principle Crabbing Cavity for the Jefferson Lab Electron-ion Collider”
  - The Jefferson Lab design for an electron-ion collider (JLEIC) requires crabbing of the electron and ion beams to achieve the design luminosity. This paper summarizes the electromagnetic design of the cavity and its HOM characteristics
- Example 3
  - The traveler will attend the Workshop on Lepton Interactions with Nucleons and Nuclei cosponsored by Jefferson Lab and the INFN
  - The traveler will give an invited talk titled, “Universal Analysis of PDFs and FFs”
  - The talk addresses nucleon structure functions from global fits and is presented on behalf of the Jefferson Lab Angular Momentum Collaboration.

#### 5. Training

- If the travel is Job Related Training (JRT), change the TRAINING box to YES using the drop-down menu, or type Y to change the default answer to YES. **Note:** Put JRT Form # in the box on TA.

- **Note:** If this box is checked, the Travel Authorization Form must be forwarded to Training and Development for approval before submission to Travel Services.
- Also, a second POA will be required. The valid training account number is 44-003 located on the drop-down menu.

**6. Travel Dates**

- Enter the beginning and ending dates for the travel.
- This can be in dd/mm/yy or mm-dd-yy format, or it can be separated by a hyphen or a slash, or the month can be written using the 3-character abbreviation (23-Jan-01).
  - **Note:** If this is not the first or only destination, the beginning date will default to the ending date of the previous destination.

**7. Personal Days**

- Indicate the number of personal days being taken in conjunction with this trip.
- Use the drop-down menu to enter the number of days.
- If no personal days are being taken, leave the default of 0 in the box.

**8. Destination Country**

- If this trip is outside the USA, change the destination country.
- Otherwise, proceed to the State.

**9. State**

- Using the drop-down menu, change the state abbreviation to the first or only state destination.
  - **Note:** Washington, D.C. is DO on the menu
- Allow a few seconds for the city/region to be loaded for that state

**10. Conferences**

- Using the drop-down menu, select one of the following:

Option	Meaning
NO	This traveler is not attending a conference.
DOE NOT TRNG	Reg Fee Acct Code 55-003. Attendance to a conference meeting that <b>is</b> sponsored by DOE or a DOE Contractor and <b>is not</b> training related. See DOE Sponsored conference listing.
NON-DOE NOT TRNG	Reg Fee Acct Code 55-003. Attendance to a conference, meeting, etc. that <b>is not</b> sponsored by DOE or a DOE Contractor and <b>is not</b> training related. See Non-DOE Sponsored conference listing.

Option	Meaning
DOE TRNG	Reg Fee Acct Code 44-003. Attendance to a conference, meeting, etc. this IS sponsored by DOE or a DOE Contractor and <b>is</b> training related.
NON_DOE TRNG	Reg Fee Acct Code 44-003. Attendance to a conference, meeting, etc. this <b>is not</b> sponsored by DOE or a DOE Contractor and IS training related.

### 11. City / Region

- Using the drop-down menu, select the city, county or region that best describes the travel destination.
- If the city, county, or region does not exist, use the OTHER city/region rate from the drop-down menu.

### 12. Distance

- If the trip is not an overnight, indicate (using the drop-down menu) whether the trip is less than or equal to 125 miles or greater than 125 miles.
- If the trip is less than or equal to 125 miles, another question will be asked: More than or less than 12 hours? (This determines payment of per diem.)

### PAUSE AND SAVE

**When information has been entered and any errors are resolved, a SAVE button will be available. Once saved, a trip number will be assigned.**

**It is suggested the form be saved at this time (wait, read on and recalculate the form first).** Once saved, entry can be continued, or it can be updated later through the “Edit Travel Authorization” main menu option.

To save, go to the bottom of the form. Click on Recalculate Form. Check for errors.

**Note:** Fatal errors (those that are numbered in red) must be corrected or only the header information and trip number will be saved. Any entry made in the Travel Requirements section or beyond may be lost if there are fatal errors. (Warning errors are denoted with an asterisk (\*). The system will accept a warning error and update all entries).

After correcting all fatal errors, click on Recalculate Form at the bottom to see if all errors have been eliminated. Once all errors are eliminated, click SAVE. Clicking DONE will take you to the Summary Page. You can now enter a Cash Advance request, split out the POA, and submit the authorization. OR, if the session is to be ended, click MAIN to go back to the main menu. At this point you can start a new **trip, edit an existing trip, or exit.**

### Complete Only if Applicable

#### 13. Registration Fee

- Enter Registration Fee, if any, for this destination.
- Be sure to indicate whether the fee is being paid by Jefferson Lab directly or the traveler
  - **Note:** When entering a registration fee, there must be a second POA just for the registration fee.
- The account for a Registration Fees without training are 55-003; for Registration Fees with training, it is 44-003.

#### 14. Meals Provided

- This area must be completed if the registration fee includes any meals.
- The drop-down menu shows the number of meals provided with the value of each meal.
- The per diem deduction for meals will be calculated automatically based on the entries made here.
- Skip if there are no meals being provided with the registration fee.

#### 15. Relocation Fee: *Used by Travel Services Only*

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**16. Excess Baggage**

- If there is excess baggage being carried that is trip-related materials, an extra charge might be assessed by the airline, taxi, shuttle, etc.
- Enter the estimated amount of this charge here.

**17. Meeting Room**

- If there is reason to rent a meeting room to conduct a meeting at the trip destination, the charge for that room must be entered here.

**18. Clerical Services**

- If it is necessary to contract an establishment for clerical services during the business trip, the charges must be entered here.

**Note:** The fields above must be completed on the TA if they are applicable. If any of these fields are not known until after the trip is complete, provide the information in the fields when known and the system will add an Addendum to include them on the TA before the costs can be claimed on an Expense Report. Re-send the TA for approval.

Click on "RECALC" to calculate the above entries and calculate the Total Estimated Cost of the trip.

**Note:** Look at the bottom of the form for any errors that may appear. Errors must be corrected before saving the form or no entries made since the last save will be retained.

If there are errors and the form has not been saved, all newly entered data will be lost except the header information, trip number, and previously saved data.

**19. Prepayments/Deposits****a. Registration Fee**

- Enter the date the fee is to be mailed or picked up.
- The amount (must agree with the amount entered in the Jefferson Lab payment registration fee portion above) and to whom the fee is to be paid.
- Also provide an address and any other information necessary if the check is to be mailed.

**b. Deposits**

- Enter the date the deposit is to be mailed or picked up.
- Enter the amount and to whom the deposit is to be paid.
- Provide an address and any other pertinent information necessary to have the check delivered properly.

**20. Notes / Comments**

- This is a free-form section. Include any additional information that may be helpful to the traveler, the Travel Coordinator, or the Travel Auditors.
- The TA system will automatically complete this section for an ADDENDUM by showing what was deleted and any resulting cost increase.

**PAUSE AND SAVE**

At this time, recalculate the form again to guarantee the request has been updated and no errors exist.

Option	Effect
Add Destination	<ul style="list-style-type: none"> <li>▪ Brings up a new form.</li> <li>▪ The trip number will carry over and this form will be Itinerary #2 and so on if there are more than 2 itineraries.</li> <li>▪ Enter additional destinations just like the first; add or remove POAs as necessary.</li> <li>▪ If the same POA is being used no additional entry is required.</li> <li>▪ The POA has carried over from the first itinerary.</li> </ul>
Done	<ul style="list-style-type: none"> <li>▪ When finished with all destinations. The DONE button performs a final save of the form and displays the Summary Page.</li> </ul>

**21. Deleting a Travel Authorization**

- To delete an existing — but unsubmitted — trip, click Main at the bottom of the screen.
- Choose the Edit a Travel Authorization Form menu option.
- To the right of the traveler/trip information there is a DELETE function.
- Click DELETE, and a query will appear to confirm deletion of the Travel Authorization form.

**22. Changes Required to a Travel Authorization Prior to or During Travel**

- If the Traveler changes
- If the duration of travel changes by more than one day
- If the cost increases more than 25%
- If the Project or Org are changed



- 
- If one or more destinations are added
  - If the registration fee changes
  - If the conference flag changes
  - If the conference / event changes
  - If personal days taken changes

### 23. Summary

- On the Summary page, verify all entry, dates, destinations, and charge codes. Request a cash advance if there is one.
- Be particularly cautious about the Project/Org/Account (POA). If there is more than one POA, the program will automatically split costs equally between all POAs listed. The split for each POA can be overwritten by changing the dollar (\$) amounts on each POA.
- Once changed, be sure to click on SAVE POA COSTS.

**Warning:** Whenever an edit is being done of a destination that has a split POA, the program will automatically recalculate the split on a 50-50 basis (making the assumption the costs have changed). The user will have to overwrite the split again on the Summary page.

- Cash Advance Requested:** Enter the Advance being requested. This cannot exceed the cash advance authorized on the line above.
- Cash Advance Need By:** Enter the date the cash advance is needed. For convenience, the trip start date is being displayed next to the date field. The cash advance date is usually 4 or 5 days before the trip begin date. However, some circumstances may require this to be sooner. No error will occur if the date is not within the expected period.

**NOTE:** For cash advances: See Travel Guidance Q&A on website: [https://www.JeffersonLab.org/div\\_dept/cfo/travel/news.html#advances](https://www.JeffersonLab.org/div_dept/cfo/travel/news.html#advances)

- Click **SAVE** to save the form with a cash advance request.

### 24. Final Steps

To preview a copy of the form, click **PRINT**. Examine it for additions or changes. If any additions or changes need to be made, click the underscored Trip Number at the top left of the screen. The page will return to the first or only destinations form.

- If any changes are made, be sure to **SAVE** again before continuing.
- Click **SEND FOR APPROVAL**. This will send e-mails to the traveler and the traveler's supervisor.

- 
- To enter or edit another Travel Authorization, return to the Web-Based Travel Authorization System main menu by clicking the box at the top right of the screen. To exit the section, close the window. (This will also close the browser.)

## **25. Modifications, Deletions and Additions**

### **25.1 Edit vs Addendum**

- The Travel Authorization can only be edited if it has not been submitted. Once the trip has been submitted, changes must be processed through an ADDENDUM.
- When the ADDENDUM button is clicked, the system will place the word ADDENDUM in the Notes/Comment field. From that point, any additions/changes will also be automatically recorded in the notes section of the form.
- Whether Edit or Addendum is used, be sure to follow the instructions for completing the form, to include SAVE, DONE and SUMMARY changes.
- Always SUBMIT the form once it has been completed. Only a submitted form is considered complete.

### **25.2 Delete vs Cancel**

- As long as the trip has not been submitted, it can be deleted. However, once a trip has been submitted, it is considered to contain committed costs such as airfare, registration fees, cash advances or a hotel deposit. These trips must be cancelled.
- When canceling a trip, always indicate the reason for the cancellation in the NOTES section.
- Also indicate whether prepaid items such as airfare and registration fees will be refunded or saved for use until later. If saved for use at a later date, indicate the expiration date for their use. Zero out all cost except the prepaid items.
- For airline tickets, ask Travel Services if the use-by date is unclear or uncertain. Some airlines honor tickets for one year after issue, while others are two years. Indicating the airline name and use by date in the NOTES section can save time later.

### **25.3 Adding a Destination**

- The addition of a destination can be accomplished once the initial destination is created and saved.
- To add a second destination, simply click on the ADD DESTINATION button at the bottom of the form. Follow the instructions used to create the first or previous destination.
- Once entered, SAVE the second or next destination. This will create an identity of "Destination 2 of 2" "3 of 3" and so on, at the top of the page.
- The per diem will change on the first and any previous destinations when a new destination is added.

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## Appendix B - Key FTMS Fields

The DOE has monitors foreign travel across all national labs. The Department oversees Jefferson Lab travel through FTMS, the system-of-record for all DOE foreign travel.

Travel Coordinators play a critical role in the integrity of the Jefferson Lab travel process and in preparation of supporting documentation. Travel Coordinators must accurately enter information into the FTMS, and staff will be trained so that the required key field information is accurate and complete and travelers must electronically sign the TA.

This appendix focuses on just a few of the crucial fields in the FTMS. These are the key fields most scrutinized by the federal government since they are the basis of the Jefferson Lab process to authorize foreign travel, expend government funds, and demonstrate control of sensitive information.

Note: FTMS processors are federal government personnel (DOE) not intimately familiar with Jefferson Science Associates or the Jefferson Lab mission, the information presented in FTMS is intended to be understandable by non-experts.

This direction supersedes previous guidance and is effective immediately. For those fields not addressed here, existing guidance is adequate and remains unchanged.

### 1. Field 28 | Benefit to Government

- This field requires a short statement of why the travel benefits the DOE. This must not be confused with the purpose of the trip explained in Field 41. In almost all cases, the following statement is adequate for Field 28:
  - “Participating in the [conference, meeting, symposium. . . ] advances the research and development mission of the Thomas Jefferson National Accelerator Facility by maintaining a vibrant relationship with the international research community to enhance the intellectual vitality and relevance of our work and bring the best possible capabilities for mission success through these partnerships and dissemination of results.”

### 2. Field 30 Comments

- If the employee is returning to a location different from the departure point, the reason must be explained here.

### 3. Field 35 | Equipment

- Will the traveler be taking DOE or Jefferson Laboratory owned equipment on this travel?* If the traveler will leave the U.S. with any DOE or Jefferson Laboratory owned equipment including computers or cell phones, this field must be marked YES.

JSA policy prohibits employees from leaving the U.S. with DOE or Jefferson Laboratory-owned equipment without prior approval as documented in FTMS. International transport of certain

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Jefferson Lab equipment or information may constitute a violation of export control regulations and expose JSA and the traveler to significant fines and penalties.

**4. Field 36 | TR Itinerary**

- Is this part of a TR associated with a conference? (YES/NO).* If the purpose of the official business described in Field 41 is a conference, Field 36 must be YES.

**5. Field 37 | Destination Country-City**

- Enter the country and city where the official business described in Field 41 will take place.

**6. Field 38 | Start Date**

- Enter the date when official business (that is, the working purpose of the trip) described in Field 41 begins.
- If the official business begins more than two days after the start of travel (Field 24), enter a date two days after start of travel since this is the maximum start delay allowed by FTMS, and then explain the delay in Block 41 (normally this will be Personal Leave and require checking Field 40c YES).

**7. Field 39 | End Date**

- Enter the date when official business (that is, the working purpose of the trip) described in Field 41 ends.
- If the official business ends more than two days before the return trip home (Field 24) enter a date two days before the start of travel home since this is the maximum return delay allowed by FTMS, and then explain the delay in returning home in Block 41 (normally this will be Personal Leave and require checking Field 40c YES).

**8. Field 40a | Select One or More Primary Purposes**

- Select the primary purpose that best describes the reason for the trip. Only select "Other" if none of the 11 reasons describes the purpose.
  - **Note:** Personal leave is never a primary purpose of business travel and must not be selected as Other.

**9. Field 40b | List Other Primary Purpose**

- Populate this field only if none of the options listed in Field 40a apply. Do not use this field to report planned use of personal leave.

**10. Field 40c | Personal Leave**

- Select YES if the traveler will take vacation between the day travel starts and ends in Field 24. Include the dates of the planned vacation days in Field 41 as described below.

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JSA employees on official business travel are required to take vacation on any regularly scheduled workday when they are not engaged in official business. Official business is the purpose of the trip in Field 41.

While JSA does not restrict the number of vacation days an employee may take while on official business travel, any vacation must:

- be incidental to the primary business purpose of the trip
- not increase the cost of the trip
- be approved by the supervisor on the TA
- be properly noted on the TA and FTMS

### 11. Field 41 | Justify Purpose of Trip

- This field requires a brief statement of the objective of the trip. This field must include the following information:
  - The full name of the conference or workshop and its sponsor or the full name of the organization hosting the meeting. Spell out acronyms
  - Nature of the work the traveler will be doing at the conference, workshop, or meeting (attending, presenting, chairing etc.)
  - If a paper or talk is being presented, include the title of the paper or talk
  - The scope of the TJNAF technology the traveler will presenting or discussing at the conference, workshop, or meeting
  - If personal leave (vacation) will be taken during the trip these days must be included in a separate line following the purpose following this example:
    - The traveler will be on personal leave from mm/dd/yy to mm/dd/yy

Some examples of acceptable Purpose of Trip justifications:

- Example 1
  - The traveler has been invited to participate in the Stream Readout IV meeting hosted by the Istituto Nazionale di Fisica Nucleare (INFN)
  - The traveler and other meeting participants will discuss topics related to the implementation of novel data-acquisition techniques for the proposed U.S. Electron-Ion collider experiment. No formal paper will be presented
- Example 2
  - The traveler will attend the 10th International Particle Physics Conference (IPAC) hosted by the Australian Nuclear Science and Technology Organization (ANSTO)
  - The traveler will present a paper titled "Design of a Proof-of-Principle Crabbing Cavity for the Jefferson Lab Electron-ion Collider"



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- The Jefferson Lab design for an electron-ion collider (JLEIC) requires crabbing of the electron and ion beams to achieve the design luminosity. This paper summarizes the electromagnetic design of the cavity and its HOM characteristics
  - Example 3
    - The traveler will attend the Workshop on Lepton Interactions with Nucleons and Nuclei cosponsored by Jefferson Lab and the INFN
    - The traveler will give an invited talk titled, “Universal Analysis of PDFs and FFs”
    - The talk addresses nucleon structure functions from global fits and is presented on behalf of the Jefferson Lab Angular Momentum Collaboration

## Appendix C - Matrix of Eligible Visa Types

### VISA TYPE MATRIX FOR HONORARIA AND EXPENSE REIMBURSEMENT

Visa Type (1)	Visa Description	Honoraria (Service Payments) Allowed?	Direct Payment of Expenses Allowed?	Note
A-1 (Diplomatic)	Foreign Diplomatic Personnel	No	No	
B-1 (or WB)	Visitor for Business	No	Yes	
B-2 (or WT)	Tourist	No	No	
E-3	Australian Temporary Worker	Yes. Provided written permission of the E-3 sponsor has been obtained and is not a DOE employee or DOE contractor employee	Yes	
F-1	Student (CPT and OPT)	Yes. If not a DOE employee or a DOE contractor employee	Yes	Provided written permission the F-1 sponsor has been obtained
H-1B	Temporary Worker in a Specialty Occupation	Yes. Provided written permission of the H-1B sponsor has been obtained and is not a DOE employee or a DOE contractor employee	Yes	
J-1	Exchange Visitor (short-term scholar, professor, researcher, or specialist)	Yes. If not a DOE Employee or a DOE Contractor employee	Yes	Provided written permission of the J-1 sponsor has been obtained

Visa Type (1)	Visa Description	Honoraria (Service Payments) Allowed?	Direct Payment of Expenses Allowed?	Note
J-2	Dependent of J-1 Exchange Visitor	Yes. If not a DOE Employee or a DOE Contractor employee	Yes	Provided J-2 has valid Employment Authorization Document (EAD) card
O-1	Person of Extraordinary Ability	Yes. Provided written permission of the O-1 sponsor has been obtained and is not a DOE employee or a DOE contractor employee	Yes	
TN	Canadian/Mexican Temporary Worker	Yes. Provided written permission of the TN sponsor has been obtained and is not a DOE employee or a DOE contractor employee	Yes	
LPR	Legal Permanent Resident Green Card	Yes. If person is not a DOE employee or a DOE contractor employee	Yes	

### **Notes**

- While these are the most seen visa types of foreign national guests, some individuals may have visa types not listed above.
- Before offering to pay an individual an honorarium or travel expenses, please contact the Jefferson Lab International Services Office for more information.

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## Appendix D - Personal Time on Business travel

Jefferson Lab Employees may be permitted to take personal leave time while on business travel with advance approval. However, it is critical that employees review and abide by the procedures outlined below.

**Personal Day:** A personal day is defined as any scheduled day off, vacation, credit time, or flex time before, during, or after business while on Lab funded travel which is not required to accomplish the objectives of the business travel. Examples of personal days:

- a Traveler has business travel required Monday through Friday which would require a return trip on Friday at the conclusion of business, but stays Saturday and Sunday before returning. Saturday and Sunday constitute personal days.
- a Traveler has business travel Monday through Friday, but takes a vacation day on Wednesday and is not working. Wednesday constitutes a personal day.

### 1. Approval

- Travelers are responsible for **ensuring all personal time is included** in their TA with supporting airfare cost comparison for business travel (costs in excess of the business only travel will be the traveler's responsibility). See below, **Section 6, Cost Comparison for Personal Time**.
- TAs received without supporting documentation will be rejected by Travel Services.
- Travel including personal time without approval will result in denied reimbursement.

### 2. Expense Reimbursement

- If personal travel is taken in conjunction with official business travel, all expenses relating to the personal portion of the trip are the responsibility of the traveler. Jefferson Lab will not, under any circumstances, pay for personal travel expenses.

### 3. Transportation

- If a traveler plans in advance to take an outgoing or return flight requiring extra days attributable to personal time, or if routing is for personal preference (e.g. airport other than PHF, ORF, RIC, or use of POV vs. flying), the traveler is responsible for AL additional costs (e.g. lodging, per diem, rental car, etc.).
- These costs are not netted against any cost savings from the airline ticket costs.

### 4. Per Diem

- Travelers are not entitled to per diem on personal days.** Per diem will only be paid on days of official business.
- For personal days taken in conjunction with an official business trip, the day of return will receive per diem at the standard 75% of the local rate only. There is no

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allowance for additional per diem if a flight is delayed or other circumstances occur that delay return travel.

- For example, if a traveler is on business Monday through Wednesday, and is expected to return on Thursday, but takes Thursday and Friday as personal time and returns on Saturday, per diem is not entitled on those personal days.
- In this example, if the flight is delayed and arrives Sunday, the delay does not constitute a further travel day for per diem purposes as the normal travel day would have been Thursday.

## 5. Deductions

- Personal expenses incurred will not be reimbursed.** When costs are pre-paid by Jefferson Lab, deductions from the traveler expense report **will** occur. Examples are as follows:
  - Airfare — Increasing the duration of a business trip for personal time results in a higher airfare cost.
  - To substantiate allowable from non-allowable airfare costs, an airline cost comparison — not including the personal days of travel — must be provided with the TA. The comparison must be dated the same day as the actual airline ticket purchased if possible (see Cost Comparison for Personal Time).
  - Rental Car — Charges will be pro-rated for the days of personal usage (e.g., total rental days = 7, cost = \$560. Two of those days are personal. Personal deduction would be  $(2/7) * 560$  or \$160).

## 6. Cost Comparison for Personal Time

- The traveler will be responsible for any amount that exceeds the business-only itinerary. The excess amount will be deducted from the expense report for the trip and the employee will be responsible for paying any amounts not covered.
- TAs with personal time will not be approved by Travel Services without the business-only itinerary.
- Cost comparison must be performed and attached to the TA. A business-only air itinerary (showing cost) is required as a cost comparison for travel involving airfare when personal time is included on the TA.
- The business-only itinerary must reflect the lowest-available airfare to meet the business need.
- A copy of the business only itinerary must be attached to the TA. The cost of the business-only itinerary will serve as a not-to-exceed maximum for airfare reimbursement.
- Actual travel must be booked as soon as possible after obtaining the business-only itinerary, but no later than 3 business days afterwards. If the 3-business-day period



crosses over an extended holiday (3 or more calendar days), or a Jefferson Lab shutdown period, a new business-only itinerary will be required.

- The traveler will be solely responsible for all additional costs incurred due to combining personal and business travel. For example:

Cost	Business Only	Proposed (w/ Personal Time)
Airfare	\$500	\$800
M&IE	\$200	\$200
Lodging	\$600	\$600
Rental Car	\$100	\$150
Airport Parking	\$50	\$50
Totals	\$1,450	\$1,800
Traveler will owe \$350 for the difference: \$300 in airfare plus \$50 for the rental car.		

In the event that a business-only itinerary has not been properly obtained (e.g. personal time not identified on TA) or tickets not purchased within the time limit, the cost of the airfare will be pro-rated between the Jefferson Lab and the traveler based on the percentage days of business and personal travel. For example:

Total number of days: 10	Business Days: 7	Personal Days: 3
Jefferson Lab would pay 70% and the traveler would pay 30% of the cost of the airfare.		

**7. Rental Car Insurance**

- During personal time in conjunction with business travel, the traveler may elect to purchase the additional rental car coverage at their own expense.

**8. Visitors**

- Visitors (including interviewees) who wish to augment their visit to Jefferson Lab with personal days must:
  - Settle any hotel stay for the Jefferson Lab portion of their travel and make separate arrangements for their personal time
    - Exception: certain visitors at the Jefferson Lab Residence Facility may have separately negotiated agreements
  - Return any rental car to the rental agency, then re-rent the car under their own name
  - Pay any difference in airfare costs before travel

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## Appendix E - Expense Reports

**Travelers are required to select the project which most accurately represents the reason for the business travel and use it consistently on all Travel Authorizations, Expense Reports and Timesheets.**

### 1. Certification

When submitting an expense report, the traveler is certifying that:

- The report reflects a true statement of the expenses incurred for business travel
- The report is not claiming unallowable costs such as alcohol or entertainment
- Reimbursement for expenses is not being sought from any other party
- All provided meals (e.g. from conferences) have been disclosed and deducted

Expense reports must be electronically signed by the employee/visitor traveler who incurred the expense either to [travels@jlab.org](mailto:travels@jlab.org) or the Jefferson Lab Expense Report System.

### 2. Expense Reports

Travel Coordinators will assist travelers with completion of their expense reports as requested. Expense reports must be reviewed and electronically signed by the traveler.

Receipts are required to be submitted with the expense report. Receipts are required for:

- Airfare (e-receipt with full itinerary)
- Lodging expenses (itemized receipt)
- Rental car expenses (itemized receipt)
- Other expenses exceeding \$75 each (itemized receipt)

Deductions for meals per diem, such as other business travel or vacation time, must be documented on the expense report when submitted.

### 3. Personal Expenses

Personal expenses incurred will not be reimbursed when personal leave is combined with business travel.

When costs are pre-paid by Jefferson Lab, deductions from the allowed out-of-pocket expenses will occur. Examples are as follows:

- Airfare — Increasing the duration of a business trip for personal time results in a higher airfare cost

- To substantiate allowable from non-allowable airfare costs an airline cost comparison — not including the personal days of travel — will be provided with the TA
- The comparison must be dated the same day as the actual airline ticket purchased if possible (see Cost Comparison for Personal Time)
- Rental car — Charges will be pro-rated for the days of personal usage (e.g., total rental days = 7, cost = \$560. Two of those days are personal. Personal deduction would be  $(2/7) * 560$  or \$160)

#### 4. Reimbursable Expenses

Aside from per diem, only out-of-pocket expenses will be reimbursed and only when specified on the TA form. These include:

- Registration fees paid by the traveler
- Fares for travel by rail or ocean vessel in lieu of airfare (not to exceed the lowest applicable coach class airfare)
- Business-related expenses incurred on intervening Saturdays, Sundays, holidays, and standby days are reimbursable

#### 5. Receipts

Original receipts are required for items over \$75. Receipts are required to obtain reimbursement for the following expenses:

- Airfare: E-receipt with full itinerary
- Car rental: Itemized receipt from rental agency
- Lodging: Itemized receipt (presented at check out)
- Other expense items exceeding \$75 each: Itemized receipt

Travelers are responsible for obtaining their receipts. Receipts must be attached to the completed expense report and submitted to Travel Services for processing.

#### 6. Lost or Missing Receipts

If an original receipt is lost or not received, the traveler shall be responsible for proving acceptable verification of the amount to be reimbursed. Such verification would include:

- Written confirmation of the travel expense from the travel agency, airline, car rental agency, hotel, or other vendor (direct billings to JSA/Jefferson Lab are also acceptable)
- Itemized written verification of charges that make up the amount being claimed accompanied by:
  - Cancelled check
  - Credit card charge receipt

- Credit card statement

In the absence of acceptable verification as listed above, the traveler shall be personally liable for costs incurred. Special circumstances shall be explained in writing on a Request for Reimbursement of Missing Original Receipt (Form 402-7) signed by the traveler and authorized for exception to this policy by the Accounting Manager.

## 7. Submission Timeline

- Expense reports shall be completed, approved, and submitted to Travel Services with all required receipts within 10 working days for domestic trips, or 20 working days for foreign trips, after the travel is complete unless expenses are ongoing.
- Ongoing expenses shall be submitted every two weeks when the length of visit is greater than 30 days.
- Expense reports for payment of expenses associated with an extended assignment are to be submitted monthly.

## 8. Expense Reports Approvals

Approvals are required by the traveler's Division Associate Director or official designee when:

- Actual cost of a non-conference related trip exceeds the approved Travel Authorization amount by more than 25%
- The duration of the trip increased from that approved on the Travel Authorization
- The expense report includes one or more destinations which were not approved on the Travel Authorization
- The expense report includes expenses for an employee paid airfare, train, rental car, lodging and/or per diem, when one or more of these expenses were not approved on the original Travel Authorization
- The project or organization on the expense report differs from that on the Travel Authorization

When the expense report does not require additional approvals, the expense report will forward to Travel Services. Travel Services will review expense reports for completeness and compliance with JSA policy.

- Expense reports that exceed estimated costs by more than 25% are routed to Project Cost Account Managers for additional review and approval. This includes reimbursement of actual expenses on a DOE-sponsored conference related trip exceeds the limit of the amount authorized for the conference by DOE
- Travelers will not approve payments or credits to themselves

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## Appendix F - Travel Credit Cards

Jefferson Lab procedures for use and administration of the Travel Credit Card Program are established with minimum administrative requirements for using the travel card. This includes charging goods and services, tracking transactions, and reconciling statements. Any other use of the card must have documented approval of the responsible line manager. Strict adherence to these procedures by the Approving Official (AO) and cardholder minimizes misuse or abuse.

### 1. Eligibility

- Jefferson Lab employees who travel frequently on official business may apply for a Jefferson Lab Travel credit card. The primary purpose of the Travel Card is to provide the Jefferson Lab employee a means to pay for the usual and authorized expenses incurred during a trip.
- The cardholder's credit limit is set by his/her supervisor. It is recommended to be no less than \$2,500 and no greater than \$4,500.

### 2. Requirements and Restrictions

Employees must only use the Travel credit card for Jefferson Lab-approved or authorized expenditures. Only expenses that either directly or indirectly benefit Jefferson Lab are authorized.

- The Travel Card will only be used to pre-pay a registration/training fee or hotel deposit, and expenses incurred during the travel duration.
- All charges are subject to the strict application of “reasonableness and minimum need.” This includes the principle that if the charge does not meet the travel-duration criteria, it is not an authorized Travel Card expenditure.
- A written exception may be granted by the Jefferson Lab Director to those with discretionary fund signature authority accounts to use the Travel Card to purchase meals that are associated with Jefferson Lab business, other than travel.
- All charges incurred on the Travel Card are subject to audit. Card charges may be audited to ensure the card is not being used for other than business-related travel expenses by the cardholder.

**Reasonable and Minimum Need** are central considerations when charging an expense to the Travel Card:

- Reasonableness:** When applied to travel, reasonableness is defined as those charges which benefit Jefferson Lab either directly or indirectly and are needed for successful completion of the travel objective.
- Minimum Need:** A purchasing term that defines the amount (number and cost) of goods to be purchased. When there is no actual job or operational need, the minimum need may be zero. Simply put, minimum need is the actual amount needed to accomplish the task and to meet the trip’s needs.



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### 3. Source Documents

Source documents include:

- Terms and requirements of the Prime Contract, under which travel will be taken
- Federal Acquisition Regulations and Federal Travel Regulations (as applied by the JSA/Jefferson Lab Prime Contract with DOE)
- Procedures and other official Jefferson Lab guidance that are issued to administer and control the Travel Card program
- Materials received with the card upon issuance

### 4. Accounting Manager

The Accounting Manager will appoint an individual in Travel Services to:

- Ensure new cardholders complete the on-line orientation. The orientation is available on the web at [http://www.JeffersonLab.org/div\\_dept/cfo/travel/training.html](http://www.JeffersonLab.org/div_dept/cfo/travel/training.html)
- Provide guidance to cardholders about proper use or misuse/abuse of the Travel Card
- Control, issue and destroy all Travel Cards
- Maintain a current list of cardholders on the Jefferson Lab website
- Maintain a good working relationship with the issuing bank's Travel Card point-of-contact
- Review issuing bank reports each month to identify misuse/abuse
- Notify cardholders by e-mail of issues resulting from the monthly review
- Assist in resolution of disputes between the issuing bank and the cardholder as needed

### 5. Approving Official

The AO shall ensure compliance with the procedures outlined herein and other guidance issued by JSA/Jefferson Lab regarding the Travel Credit Card program and:

- Establish the credit limit for each individual cardholder based on their travel expectations at request time and over the effective term of the card
- Approve the Request and Authorization form for issuance of a Travel Card
- At the request of the OPOC, verify that transactions were made for necessary goods or services in accordance with this policy
- Counsel the cardholder if notified by the OPOC via email that there is unauthorized use of the card, and notify the OPOC of any resultant interactions

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- Work with the cardholder to determine when a past due account will be paid, and notify the OPOC of any resultant interactions
  - If necessary, identify with Human Resources the appropriate disciplinary action for misuse of the card

If there is any question about potential Travel Card charges, contact the AO or the Jefferson Lab OPOC before charging an expense to the card.

## 6. Cardholder

The cardholder shall ensure compliance with the procedures outlined herein and other Travel Card policy guidance issued by JSA/Jefferson Lab. Key requirements:

- Charge only Jefferson Lab business-related travel expenses to the Travel Card, with the exception noted above in the **Requirements and Restrictions** section
- Obtain cash advances only during the effective duration of a trip (associated ATM service fees for up to two cash advances during a trip are reimbursable to the traveler up to 2.5% of the advance amount with a maximum of \$3.50 per ATM transaction). Each advance must not exceed the estimated out-of-pocket expenses to be incurred and cannot exceed 20% of the individual cardholder's credit limit during the statement period, plus any applicable fees
- International use: International transaction fees are charged by the card's issuing institution when a foreign currency transaction is presented for payment. This 1% charge appears on the credit card statement and can be reimbursed to the traveler when submitted on the original expense report.
- Understand and abide by credit limits
- Reconcile monthly credit card statements to ensure all transactions were authorized
- Remit payment to bank in accordance with the statement due date
- Safeguard the security of the credit card, account number and PIN at all times, and preclude their use by anyone other than the person to whom the card was issued
- Coordinate all disputes with the bank and/or the OPOC until resolved
- Immediately report lost or stolen cards to the banking institution and/or the OPOC

## 7. Request and Authorization

- The requesting cardholder must complete and sign the Request and Authorization for the Jefferson Lab Travel Credit Card using the form available at: [http://www.jlab.org/div\\_dept/cfo/travel/credit.html](http://www.jlab.org/div_dept/cfo/travel/credit.html)
- The AO will be required to complete the credit limit amount that is recommended at between \$2,500 and \$4,500. The AO will then sign the form and forward it on to the OPOC in Travel Services.

## 8. Bank Request

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- Upon receipt of the Request and Authorization for the Jefferson Lab Travel Credit Card form, the OPOC will ensure that all information has been provided, including the credit limit, and that the requesting cardholder and his/her AO have both signed the form. Then, within five business days, the OPOC will process the request using the bank's online credit card system.

## 9. Card Issuance

- Travel Services maintains the interface between JSA/Jefferson Lab and the bank which issues the Travel credit cards.
- Once the card is received by the OPOC, orientation can be taken using the on-line web presentation located at:  
[http://www.jlab.org/div\\_dept/cfo/travel/training.html](http://www.jlab.org/div_dept/cfo/travel/training.html)
- Upon completion of the orientation, the cardholder will receive his/her card and be asked to read and sign the bank agreement (See the attachment, below).
  - **Activation:** The cardholder, at his/her earliest convenience, will activate the Travel Card by calling the toll-free number placed over the face of the card.
  - **Disputes: All disputes must be coordinated with the banking institution until resolved. The cardholder, using a dispute form, will identify each dispute. Dispute forms must be obtained from the bank.**
    - Once completed, the form must be forwarded directly to the bank with a copy sent to the OPOC in Travel Services.
    - Bank transactions (retail credit or debit adjustments) that result from a previously disputed transaction do not require completion of a dispute form.

## 10. Restrictions

The Travel credit cards must only be used to purchase goods and services or obtain cash advances associated with Jefferson Lab official business-related travel, with the exception noted above in paragraph 2, the Requirements and Restrictions section.

- The card must not be used for personal expenses.**
- Restriction or cancellation of an account will be used to resolve serious misuse/abuse or procedural violations. Any restrictive change to a cardholder's account will be coordinated with the cardholder and their AO.

## 11. Misuse and Liability

- Abuse or misuse of the Travel Card will result in suspension or termination of the card, and punishment up to and including termination of employment.
- Any use of the Jefferson Lab Travel Card in violation of established procedures is considered misuse/abuse. Employees who intentionally use the card for other than

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approved, business travel-related purchases will be subject to disciplinary action including, but not limited to, termination of employment.

## 12. Suspension/Termination of Privileges

- Individual Travel Card accounts will be suspended or permanently cancelled for failure to follow established procedures.

## 13. Causes for Suspension/Termination of Travel Card Privileges

- The following thresholds are established for disciplinary action, including suspension/ termination of Travel Card privileges. In aggregate, they are intended to protect Jefferson Lab funds and reduce the potential for abuse/misuse of the Travel Card. This list includes but is not limited to:
  - **Making personal charges:** Use of the Travel credit card is restricted to Jefferson Lab business travel- related business expenses and cash advances
  - **Making other Jefferson Lab purchases:** Intentional or repeated unintentional purchases which are intended for purchase cards. This includes Division discretionary purchases that will later be reimbursed (such as tuition-assistance charges)
  - **Continuous past due amounts:** Cardholders that receive notification of a past due account three or more times during any one year
  - **Allowing others to use the Travel Card:** The card is issued only to an individual Jefferson Lab traveler on official business. Any others are prohibited from accessing the card account

## 14. Process for Suspension/Termination of Privileges

- For a first offense, a written notification (via email) and warning of the offense will be sent to the cardholder and the supervisor. The cardholder must reply (via email) and provide comments routed through their supervisor. Serious abuse of procedures will result in immediate restriction and possible termination of privileges.
- For a second offense, a Travel Supervisor will evaluate the number of times within the last year where offenses have occurred. The ramifications:
  - A potential immediate 90-day suspension of Travel Card privileges
  - Notification to the traveler and the supervisor of the offense and any suspension of the card
  - Supervisors will reply to Travel Services to acknowledge they have discussed the situation with the employee
  - Possible (depending on circumstances) permanent termination of Travel Card privileges

## 15. Immediate Termination

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- For a third offense, there will be immediate termination of Travel Card privileges.**
  - To request reinstatement, the cardholder and the supervisor must present justification to the OPOC.
  - The Accounting Manager will notify the Human Resources Employee Relations Manager of the situation and make the final determination regarding reinstatement of the card.

**FORMS MAY BE FOUND ON THE TRAVEL SERVICES WEBSITE**

**<https://www.jlab.org/finance/travel>**



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## Appendix G - Extended Domestic Travel

Long-term assignments, foreign or domestic, are defined as Jefferson Lab assignments that exceed thirty (30) consecutive days. Standard travel policies and procedures apply to long-term assignments unless otherwise indicated.

### 1. Field Work Proposals

Extended-assignment travel will be identified explicitly in field work proposals (FWP) and be coordinated through the Chief Planning Officer and the Chief Financial Officer.

If the assignment exceeds one year but is less than three years, the FWP must include the following for each assignee:

- A justification for the assignment
- The initial start date
- A projected end date
- The cumulative additional (i.e., less regular salary and benefits) costs incurred due to the assignment up to that point in time
- An estimated cost to be incurred over the remainder of the assignment

### 2. Contractor Domestic-Extended Personnel Assignments

Contractor domestic-extended personnel assignments (CDEPA) are defined as any assignment of contractor personnel to a domestic location different than the normal duty station for a period expected to exceed 30 consecutive calendar days. This includes details to Washington, D.C. TAs are required prior to the start of domestic-extended personnel assignments. CDEPA requirements include:

- Coordination of travel in excess of 30 consecutive calendar days but less than three years must be approved by the Chief Financial Officer or designee (who will consult Human Resources and the Budget Office as necessary)
- Costs associated with salary premiums (if applicable), per diem, or lodging/other subsidies on domestic extended personnel assignments will not be reimbursed for costs incurred after three years
- Salary premiums that exceed 10% of the base salary are not reimbursable

### 3. Employee/Contractor Reimbursement

- Employees and contractors will be reimbursed the lesser of temporary relocation cost — Temporary Change of Station — allowances, or a reduced per diem — extended travel duty — if the extended assignment is known at the onset to be in excess of one year.
- Extended travel duty (reduced per diem method) reimbursement requires that the employee continue to maintain a household at the primary work site locale and not

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rent it out. En route travel will be paid at full per diem. Any temporary living allowances beyond one year are considered taxable income.

- Receipts are required to substantiate all lodging expenses and any other authorized expense greater than \$75 (except M&IE).
- Reimbursable expenses include:
  - **Lodging** — The first 60 days and last 30 days of the assignment will be at the lesser of actual cost or 100% of the federal per diem rate at the assignment location. The intervening days will be reimbursed at the lesser of actual cost or 55% of the federal per diem rate at the assignment location
  - **Meals & Incidental Expenses (M&IE)** — The first 30 and last 30 days of the assignment will be reimbursed at 100% of the Federal per diem rate at the assignment location. Intervening days will be reimbursed at 55% of Federal per diem for the assignment location as published by the General Services Administration (GSA)

#### 4. Home Visits

- Home visits will be authorized during the assignment when there is at least 30 days left on the assignment.
- For domestic extended assignments, round-trip transportation can be paid for once every calendar month with the completion of a travel authorization form.
- During a home visit, lodging will be paid at the business location only. No M&IE will be paid.
- Home visit payments are considered income and are taxable to the employee.
- Travel costs associated with the return to the permanent work location after the assignment is completed.

#### 5. Temporary Change of Station

Temporary Change of Station (TCS) is the relocation to a new official station for a temporary period while performing a long-term assignment, equal to or greater than one year but no more than 30 months, and subsequent return to the previous official station upon completion of that assignment.

- If the employee voluntarily terminates employment with Jefferson Lab within one year of extended assignment, they will refund relocation costs.
- An employee is eligible for TCS relocation costs when:
  - It is necessary to accomplish the mission of the DOE or Jefferson Lab effectively and economically
  - The employee is directed to perform a long-term assignment at another official station

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- TCS relocation costs are more economical than extended travel duty reimbursement methods

The TCS location distance between the employee's new workplace and their residence must be at least 50 miles farther than the distance between the employee's old workplace and their residence

Authorized TCS expenses are as follows:

- Travel, including per diem, for the employee and immediate family
- Per diem is subject to limitations as defined in the Relocation section of this manual
- Shipment of up to 15,000 pounds by the most economic method available
- Combined weight of shipment and storage of household goods cannot exceed 15,000 pounds
- Temporary storage of household goods for up to 45 days
- Extended storage when it is necessary and approved by the Jefferson Lab Associate Director and CFO, for the duration of the assignment
- Miscellaneous expense allowance \$500 for employee or \$1,000 for family
- Transportation of one privately owned vehicle
- Payments for increased employee income (at the published flat withholding rate for federal and applicable state rate as determined by JSA) and FICA taxes associated with the allowable reimbursable costs
- Other optional expenses agreed upon by the Division and CFO but are limited to reimbursement ceilings that are otherwise defined within the Jefferson Lab Administrative Policy

## 6. Expense Reports

- Expense reports for payment of expenses associated with an extended assignment are to be submitted monthly.
- Deductions for meals per diem, such as other business travel or vacation time, must be documented on the expense report when submitted.

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## Appendix H - Relocation Expenses

New and transferred regular and term employees whose term of employment is not less than 12 months and who reside at least 50 road miles (one way) from Jefferson Lab are eligible for reimbursement in accordance with the terms of the employee's offer letter. Domestic travel policies and procedures apply to relocation travel unless otherwise indicated.

### 1. Relocation Service

Relocation services are provided by a third-party contractor contacted via Jefferson Lab Travel Services. Upon completion of the relocation questionnaire, all arrangements will be handled by the relocation service.

### 2. Return Travel Expenses

Term and Post Doc employees who are eligible for relocation benefits will be reimbursed for return travel and moving expenses, excluding residential sale/purchase costs and lease cancellation charges, only if such reimbursement was a part of the original term appointment agreement or offer letter. If relocation reimbursement was included in the original term appointment agreement or offer letter, allowances (defined as types of expenses, not cost of reimbursement) for return travel and relocation shall not exceed those of the original travel.

Return-move reimbursements will be limited to the cost of returning to the point of origin of the original move or a lesser distance.

### 3. Post Docs

Post Doc employees on assignment of not less than 12 months who reside at least 50 miles one way from Jefferson Lab shall be eligible for relocation reimbursement benefits and associated requirements:

- Household goods and storage cost is limited to the dollar amount defined in the employee's offer letter and cannot exceed the limit of \$7,500
- Temporary lodging and subsistence are limited to 30 days unless otherwise stated in the employee's offer letter
- Miscellaneous Expense Allowance (MEA) is authorized up to the limit specified in the employee's offer letter but not to exceed:
  - \$500 – if no immediate family is being relocated
  - \$1,000 – when immediate family is relocating

There is no reimbursement for costs associated with the sale or purchase of a residence.

### 4. Income Taxes

The U.S. Treasury Department has ruled that relocation expense allowances paid to new employees, transferees, or to third parties on behalf of the employee, constitute income to the

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beneficiary and must be taxed and reported as other compensation on the annual W-2 form. JSA Payroll will generate W-2s for relocation costs as required.

## 5. House Search

- Eligible regular and term employees who reside more than 75 miles from their new work location may be reimbursed for expenses associated with one house search trip for the employee and spouse.
- Transportation, lodging and per diem can be paid for a maximum of three calendar days, excluding travel time to and from the new employment area.
- Reimbursable house-search expenses include:
  - Transportation
  - The cost of coach class airfare on U.S. Flag Carriers, plus associated transportation expenses, including the cost of renting a mid-sized automobile, and transportation to and from common carrier terminals
  - Mileage for driving a personal vehicle in lieu of flying, to be reimbursed at the current relocation rate (Internal Revenue Service [IRS] Pub 521), plus parking fees and tolls for the employee's personal vehicle for all mileage associated with house hunting activity
  - Actual lodging plus a per diem allowance for the employee and designated family member each day, not to exceed the applicable maximum allowances for the new location
- Personal telephone calls are not reimbursable house search expenses

## 6. Reimbursement Upon Accepting Employment

After reporting for employment, the travel and living expenses of the employee, spouse, and qualified dependents are reimbursed as noted in the sections below.

- One-way travel to the work site at coach class airfare on U.S. Flag Air Carriers, plus associated transportation expenses
- Allowance for driving one personal vehicle owned by the employee or a dependent in lieu of air travel
- Upon prior written approval of the Division's Associate Director or Office Head, reimbursement may be made for driving a second personal vehicle for purposes of relocation of dependents if such use of a second personal vehicle is cost effective and in lieu of one-way travel by air
- A Request for Approval of Designated Relocation Expenses (exhibit 402-12) shall be submitted with the Travel Authorization Form
- Under no circumstances shall relocation of more than two vehicles be reimbursed



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- Mileage shall be reimbursed at the current relocation POV rate published in the Internal Revenue Service (IRS) Pub 521. The mileage is based on actual mileage for the most direct route between authorized points. The mileage allowance includes all transportation costs (repairs, towing, tires, gasoline, oil, etc.) regardless of the number of passengers carried
  - Necessary tolls are allowed in addition to the mileage allowance

## **7. Temporary Lodging and Per Diem**

- Employees and qualified dependents are reimbursed necessary and reasonable lodging in accordance with prevailing federal limitations, plus a daily meal allowance (per diem), after arrival at the new work location until a permanent residence is occupied. Permanent residence is determined by the date of actual movement of household goods into a residence.
- While in route, lodging and per diem expenses shall be paid for the actual in route time or for an average of 300 miles per day (number of days equals total official mileage divided by 300), whichever is less.
- Lodging and per diem expenses in-route shall be reimbursed in accordance with the Federal Travel Regulation (FTR), Chapter 302.
- Upon reporting for employment, the travel and living expenses of the employee, spouse, and qualified dependents are reimbursed as follows:
  - A daily meal allowance shall be paid to the employee and each qualified dependent as prescribed in Chapter 302 of the FTR
  - The daily meal allowance is based on the local per diem rate at the new location and the relationship to the employee
  - Dependent children and accompanying spouse receive a reduced per diem
  - Per diem for the employee and all qualified family members is reduced after 30 days of temporary lodging and per diem subsistence. Per diem shall not exceed 45 days for each eligible family member, including advance house search time
  - Reimbursement of lodging expenses shall not exceed a total of 45 days, including advance house search time
  - Utilities are not a reimbursable relocation expense (does not apply to temporary change of station)

## **8. Moving Expenses**

Costs related to hiring or transfer of personnel shall be charged to the division directly concerned with these activities. Claims for reimbursement must be submitted as soon as possible after the transaction occurred. Employees must submit expense reports claiming relocation and moving expenses within one year of their employment start date.

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This one-year term can be extended for a period not to exceed one additional year for reasons beyond the employee's control and when approved by the Division Associate Director and the Chief Financial Officer. Approval must occur no later than 30 days after the expiration of the initial one-year period.

The following sections describe costs that may be reimbursed as part of an employee's moving expenses, with supervisor approval:

- **Vehicles**
  - If the employee elects not to drive their personal vehicle to the work site, the cost of shipping one automobile shall be allowed
  - Motorcycles are considered recreational equipment and must be shipped inside the commercial van or rental vehicle, but are subject to the limitations in the following section of this policy
- **Household Goods**
  - Reimbursement shall be allowed for transportation of household goods by a national carrier, as arranged by Travel Services, including:
    - 15,000 pounds maximum limitation, excluding automobile
    - Storage of household goods for up to 45 days
    - Packing and unpacking of household goods
    - The cost of packing materials, such as boxes, when substantiated by receipts
    - Recreational equipment transported inside a commercial van or rental vehicle (e.g. motorcycles, canoes, etc.) excluding any surcharge for such equipment
- **Self-Drive Trailers or Trucks**
  - In lieu of a national carrier, reimbursement is allowed for rental of self-drive trailers or trucks from commercial establishments for movement of household goods
  - The cost of truck or trailer rental. If such cost exceeds \$500 for a truck or \$200 for a trailer; then, the claim shall be accompanied by at least three competitive bids, and reimbursement shall be made at the rate proposed by the lowest bid
- **Mileage**
  - If an employee moves household goods in lieu of national carrier by towing a utility trailer with their vehicle, reimbursement will be for personal vehicle mileage at the current relocation rate published in the Internal Revenue Service (IRS) Pub 521 Regulations for each of the two vehicles
- **Sale or Purchase of Residence**

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- Reimbursement is allowed for the following costs associated with the sale of an existing residence that is more than 50 miles from the new work site where the employee and /or immediate family resides at the time the offer of employment is made by Jefferson Lab. The following expenses are reimbursable:
    - Reasonable and customary closing costs on the sale of an existing residence in the employee's former location, not to exceed 5% of the sale price
    - Real estate commission on the sale of the employee's existing residence at their former location, not to exceed 6% of the sale price
    - Reasonable and customary closing costs on the purchase of a new residence, not to exceed 5% of the purchase price, will be reimbursed when the employee's former residence is more than 50 miles from the new work site. A completely executed copy of the settlement statement must accompany the expense report to claim reimbursement for statutory closing costs and real estate sales commissions. The settlement statement must be signed by the employee and closing agent.
  - **Lease Cancellation Charges**
    - With the written approval (see Exhibit 402-12) of the Division Associate Director or Office Head, lease-cancellation charges may be reimbursed. A signed, executed copy of the lease stating lease terms and cancellation policy must accompany the reimbursement request.

## 9. Miscellaneous Expense Allowance (MEA)

Upon arrival at the new work site, an MEA can be paid to a new employee when they are relocating.

- The old and new residences must be at least 50 miles from each other and within reasonable commuting distance of the new work location.
- The MEA cannot be given in advance of the move.
- No supportive documentation is required when the amount does not exceed:
  - \$500 – if no immediate family is being relocated
  - \$1,000 – when immediate family is relocating
- Any expenses incurred by Jefferson Lab on behalf of the employee, such as temporary storage of a private vehicle, will be deducted from the MEA prior to payment.
- A request for additional MEA (Exhibit 402-12) submitted to the Division requires Chief Financial Officer approval.

## 10. Resignation

Employees who voluntarily resign within one year after their start date shall be required to repay JSA for the full amount of relocation expenses that have been paid to the employee.

## Appendix I - Roles and Responsibilities

The following table summarizes the roles and responsibilities of all participants who are involved in Jefferson Lab travel processes and procedures.

<b>Business and Finance Director</b>	Monitors process performance and makes perfective improvements. Reviews and adjudicates traveler disputes
<b>DOE Counterintelligence</b>	Conducts counterintelligence briefings with travelers as required for trips to certain sensitive countries (notably China)
<b>Human Resources</b>	Approves any job-related training forms applicable to business travel
<b>International Services</b>	Assists travelers with determining and preparing appropriate travel documentation required for international trips (e.g. visas, visitor insurance, etc.)
<b>Project Cost Account Manager</b>	Reviews requested travel and approves to confirm travel cost is within scope of project funding
<b>Security</b>	Oversees export control of materials and property (e.g. laptops, cell phones, etc.). Reviews purpose of trip and confirms subject matter is appropriate to share when traveling internationally
<b>Supervisor</b>	Reviews and approves requested travel and approve after confirming business need
<b>Traveler</b>	Initiates the request to travel in advance of travel, ensures TA includes appropriate details, and electronically signs request. Takes all required training and adheres to the Jefferson Lab Travel Policy. Provides required receipts for expense reporting in a timely manner, and electronically signs expense reports
<b>Travel Agency</b>	Jefferson Lab's designated travel agency: Provides travel reservation services within Jefferson Lab guidelines. Provides and maintains online booking tool. Complies with Fly America Act requirements. Alerts Travel Office if flights meet certain restrictions established by Jefferson Lab that require additional approval. Notifies Travel Services if requested arrangements do not meet policy requirements.
<b>Travel Coordinator</b>	Assists traveler with preparing Travel Authorizations, planning travel, securing reservations, and preparing expense reports. Takes all required training and adheres to the Travel Policy
<b>Travel Services</b>	Reviews TAs to confirm planned travel is within contract/Jefferson Lab-parameters and that required documentation/approvals are retained for all exceptions. Prepares eCC cables and monitors FTMS approval for foreign travel. Reviews expense reports for policy compliance. Transmits approved expense reports to Accounts Payable for payment



## Glossary

<b>Approving Official (AO)</b>	The AO is generally a supervisor who has direct control of one or more cardholders under his/her purview
<b>ATM Service Fees</b>	Fees charged for obtaining up to two cash advances from an ATM machine are reimbursable to the traveler up to 2.5% of the advance amount with a maximum of \$3.50 per ATM transaction
<b>Associate Director (AD)</b>	JSA contract positions: Chief Operating Officer, Chief Planning Officer, Physics AD, Accelerator AD, Environment, Safety, and Health AD, Computational Science and Technology AD
<b>Authorization</b>	The process of verifying that a purchase is within the established cardholder limit. The merchant, at the point of sale, does this authorization
<b>Baggage</b>	The traveler's personal items or equipment owned by Jefferson Lab or the U.S. government required to accomplish the objectives of Business travel <a href="#">See Excess Baggage</a>
<b>Business Expenses</b>	Expenses directly associated with the conduct of business. Several authorized expenses fall into both the business expense and personal expense categories. Other examples of business expenses are typing/clerical services, storage of business material/property, cost of traveler's checks, cost of currency conversion, passport/visa fees, and business-associated telephone calls
<b>Business travel</b>	Travel by JSA employees and guests conducted with advance approval of Jefferson Lab management and required to accomplish the Jefferson Lab mission
<b>Cardholder</b>	The individual Jefferson Lab employee to whom the Travel Card has been issued. The card bears the employee's name and can be used only by this individual to obtain goods and services while on official Jefferson Lab business travel
<b>Cash Advance</b>	Funds provided before travel to cover estimated out-of-pocket expenses during the duration of the travel
<b>CDEPA</b>	Contractor domestic-extended personnel assignments
<b>Credit Limits</b>	Financial controls which limit a cardholder's overall spending capability. Credit limits are approved by the cardholder's AO and established/maintained by the Organization Point of Contact (OPOC). The limit is enforced by the issuing bank through the merchant at the time of sale
<b>CFO</b>	Chief Financial Officer

<b>Coach Class</b>	The basic class of accommodations offered by an air carrier to passengers which includes a level of service that is available to all passengers regardless of the fare paid
<b>Conference</b>	A meeting, retreat, seminar, symposium, or event that usually involves travel by an employee or guest
<b>COO</b>	Chief Operating Officer
<b>Country Clearance</b>	Approval by the U.S. Embassy so that travelers may visit that country
<b>DOE</b>	U.S. Department of Energy
<b>Emergency Travel</b>	Business travel during which non-normal circumstances arise that cannot be managed through the standard travel process
<b>Employee</b>	A full- or part-time JSA employee
<b>EAD</b>	Employment Authorization Document
<b>Excess Baggage</b>	All baggage that exceeds the weight, number of pieces, or size that is carried free by the carrier
<b>Expense Report</b>	Electronic form used by travelers to claim reimbursement for expenses incurred upon completed business travel
<b>Federal Travel Regulations (FTR)</b>	Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by federal civilian employees and others authorized to travel at government expense.
<b>Field Work Proposal (FWP)</b>	A proposal with justification for the assignment of an individual to work that requires extended travel exceeding one year but less than three years
<b>Foreign Travel</b>	Any travel outside the United States; the Commonwealths of Puerto Rico, Guam, and the Northern Mariana Islands; and the territories and possessions of the U.S., excluding the Trust Territories of the Pacific Islands
<b>Foreign Travel Management System (FTMS)</b>	A required Department of Energy (DOE)-wide centralized system for recording, tracking, and securing approvals of all foreign travel conducted by DOE federal employees and contractors
<b>GPS</b>	Global Positioning System
<b>Guest</b>	A researcher or student who is not a JSA employee but traveling with JSA authorization and participating in research, education, or training activities covered by the contract
<b>International Transaction Fee</b>	Fee charged by the card's issuing institution when a foreign currency transaction is presented for payment. This 1% charge appears on the

	credit card statement and can be reimbursed to the traveler when submitted on the original expense report. (Contact Travel Services to obtain a copy of card transactions if necessary)
<b>IRS</b>	Internal Revenue Service
<b>JLIST</b>	Jefferson Lab Information System Toolkit
<b>Local Travel</b>	Business travel within a 50-mile radius of Jefferson Lab
<b>Long Distance Travel</b>	Travel more than 50 miles of an employee's assigned workplace
<b>Mid-Size Rental Car</b>	A term applied to a car with size-specific features and seating capacity. Rental car company class definitions may vary. For example, Enterprise Rental car refers to this class of car as standard, while National Rental Car refers to it as intermediate
<b>MEA</b>	Miscellaneous Expense Allowance
<b>Meals and Incidental Expense (M&amp;IE)</b>	The M&IE portion of the per diem which is determined by the government and may vary by locality visited. It includes breakfast, lunch and dinner for the traveler and any related taxes and tips. Also included in incidental expenses are fees and tips given to porters, baggage carriers, hotel staff and staff on ships
<b>Non-local Travel</b>	See Long Distance Travel
<b>OCONUS</b>	Outside the continental United States: the 48 contiguous U.S. states and the District of Columbia
<b>Organization Point of Contact (OPOC)</b>	The Travel Services individual who is the Travel Card Administrator: typically, the Travel Supervisor. This person also acts as the liaison with the issuing bank
<b>ORF</b>	Airport designator for Norfolk International Airport
<b>Per Diem</b>	A daily allowance for meals and incidental expenses, including fees and tips associated with lodging and meals, laundry, and dry cleaning (except when travel exceeds four business days), personal baggage handling and other incidental expenses
<b>Personal Day</b>	Any scheduled day off, vacation, credit time, or flex time before, during, or after business while on Lab funded travel which is not required to accomplish the objectives of the business travel.
<b>Personal Expense</b>	Expenses of a personal nature not related to the business purpose of the trip. Examples of a personal expense not authorized as a business expense are personal care items and pet care
<b>Personal Time</b>	Time taken for personal use while on business travel. <b>See</b> Personal Day

<b>PHF</b>	Airport designator for Newport News International Airport
<b>Prepaid Items</b>	Expense items paid in advance by Jefferson Lab to facilitate travel and minimize employee out-of-pocket expenditures, such as conference registration fees
<b>Privately Owned Vehicle (POV)</b>	Any individually operated vehicle — including automobiles, motorcycles, aircraft or boats — not owned or leased by Jefferson Lab and not commercially leased or rented by an employee under a Jefferson Lab-authorized rental agreement for use in connection with official business
<b>Qualified Dependent</b>	Any of the following named members of the employee’s household at the time the individual reports for duty at the new permanent duty station or performs other authorized travel involving family members:
	<ul style="list-style-type: none"> <li>• Children of the employee or employee’s spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. The term “children” shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee’s spouse; and any unborn child(ren) born and moved after the employee’s effective date of transfer</li> </ul>
	<ul style="list-style-type: none"> <li>• Dependent parents (including step and legally adoptive parents) of the employee or employee’s spouse</li> <li>• Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee’s spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support</li> </ul>
<b>Relocation Expense</b>	Expenses incurred in moving new/transferred regular and term employees to a residence near Jefferson Lab in accordance with employment offer
<b>Reasonable and Minimum Needs</b>	<p>Central considerations when charging an expense to a Jefferson Lab Travel/Credit Card:</p> <ul style="list-style-type: none"> <li>• <b>Reasonableness.</b> When applied to travel, reasonableness is defined as those charges which benefit Jefferson Lab either directly or indirectly. They are needed for successful completion of the travel objective</li> <li>• <b>Minimum Need.</b> A purchasing term that defines the amount (number and cost) of goods to be purchased. When there is no actual job or operational need, the minimum need may be zero. Simply put, minimum need is the actual amount needed to accomplish the task and to meet the trip’s needs</li> </ul>

<b>RIC</b>	Airport designator for Richmond International Airport
<b>S.A.F.E.</b>	Security training called Serving Abroad for Family and Employees
<b>Sensitive Country</b>	As provided by the DOE Office of Intelligence and Counterintelligence, a country that may appear on the sensitive country list for reasons of national security, nuclear proliferation, regional instability, threat to national economic security, or terrorism support
<b>Specific Approval</b>	Travel Services approval for travel policy exceptions
<b>TCS</b>	Temporary Change of Station
<b>Travel Advance</b>	A cash allowance provided an employee prior to departure on an authorized trip
<b>Travel Authorization</b>	Official documentation of approved travel
<b>Travel Authorization System</b>	The electronic system maintained by JSA/Jefferson Lab for the processing and approval of travel authorizations and expense reports
<b>Travel Coordinator</b>	Assists traveler with preparing Travel Authorizations, planning travel, securing reservations, and preparing expense reports. Takes all required training and adheres to the Travel Policy
<b>Traveler</b>	An individual authorized to travel on official JSA/Jefferson Lab business, including but not limited to employees, consultants, exchange visitors, interviewees, and invited guests
<b>Travel Cost</b>	Actual transportation costs that include, but are not limited to, airline/train/bus tickets, mileage, baggage charges, rental cars, gasoline, toll fees, taxi fares, limousine fees, among others identified in the Travel Policy Manual
<b>Travel Credit Cards</b>	Jefferson Lab employees who travel frequently on official business may apply for a Jefferson Lab Travel Credit Card that provides a means to pay for usual and authorized trip expenses. The cards must only be used to purchase Jefferson Lab business-related travel goods and services, or to obtain cash advances associated with that travel.
<b>TPA</b>	Travel Program Administrator
<b>Travel Services</b>	The JSA group tasked with the administration of travel policy and processing of travel authorizations and expense reports. This group is responsible for ensuring compliance with applicable policies and requirements. From necessary forms to general inquiries, Travel Services assists Jefferson Lab travelers, visitors, or coordinators through each phase of every business trip. Travel Services is responsible for



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	ensuring compliance with federal travel regulations, JSA/DOE contract requirements, and Jefferson Lab policies. Services include providing a contracted travel agency as a resource for the traveler; negotiating agency fees, lodging, and rental car rates; ensuring timely reimbursement of travel costs; and providing a variety of travel information and tips via the Jefferson Lab Travel Services <a href="#">web page</a> .
<b>United States (US) Flag Air Carrier</b>	Any air carrier holding a certificate issued by the United States — the 50 states, the District of Columbia and U.S. territories and possessions — under provision 49 of U.S. Code 41102, including aircraft holding a certificate under the Federal Aviation Act but excluding foreign aircraft operating under permits
<b>USCIS</b>	U.S. Citizenship and Immigration Service

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