

# **Monthly Travel Meeting**

## **January 2019**

# Topics:

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**Interview / New Hire Relocation Travel**



**PPPL Visitors**



**Personal vs Non-personal days**



**Foreign Travel Request Procedure**



**Travel Updates**

# Interview / New Hire Relocation

- PPPL looking to hire 100+ positions
- Relocation Travel (including Pre-relo)
  - Relocation Package Offer Letter **signed** by
    - **New hire**
    - **HR**
  - Completed TAF(s) **signed** by
    - **Hiring Department Head**
    - **Director of HR**
    - **Authorized Cost Center Signatory**

# PPPL Visitors

- If the traveler is a subcontractor, it must be identified on the TAF and the subcontract # needs to be indicated.
  - Subcontracts may contain specific travel limitations
  - Travel for subcontracts should not go through the Travel Office (with exceptions)
- If your visitor requests for any travel expenses to be prepaid by PPPL, host must indicate on TAF.

# PPPL Visitors

## Hotel:

- Sonesta ES Suites Princeton (ACH)
- Only room & tax charges are direct billed
- Travelers are personally responsible for any incidental charges  
(ie. Parking, wifi, food)

## The visitor/traveler must:

- Verify, prior to using services (i.e. during check in) that direct billing has been set up.
- Request all receipts for services used and submit them to the host / Travel Office.
- Review the receipts prior to check out to ensure all billing charges and details are accurate.

# PPPL Visitors

## Car Rental:

- Avis (ACH) *\*usually more expensive*
- Only car & tax / fees are direct billed (additional LDW for visitors)
- Satellite radios / GPS systems / Fuel Options are **unallowable**

# Personal vs. Non-Personal Days

- 2:1 ratio restriction only applies to foreign travel
- Overage of the allowable requires Deputy Director approval
- When personal travel occurs after the business, reimbursement for lodging and M&IE allowance will end on the last business day

# Personal vs. Non-Personal Days



1/1/19 Travel  
1/2/19 Business  
1/3/19 Business  
1/4/19 Business  
1/5/19 Personal  
1/6/19 Personal  
1/7/19 Travel



1/1/19 Travel  
1/2/19 Business  
1/3/19 Business  
1/4/19 Business  
1/5/19 Travel  
(the day the traveler would return if not extending for personal)  
1/6/19 Personal  
1/7/19 Personal



# Personal vs. Non-Personal Days



1/1/19 Travel  
1/2/19 Personal  
1/3/19 Personal  
1/4/19 Business  
1/5/19 Business  
1/6/19 Business  
1/7/19 Travel



1/1/19 Personal  
1/2/19 Personal  
1/3/19 Travel  
(the day the traveler would fly out if not extending for personal)  
1/4/19 Business  
1/5/19 Business  
1/6/19 Business  
1/7/19 Travel

# Foreign Travel Request Process

## General

### Traveler

- Completes TAF
- Completes FTMS
- Submits TAF and FTMS to cost center approver / Dept Head for review and approval
- Submits approved TAF and FTMS to Dept admin to enter into system

### Dept Admin

- Enters info provided by traveler into FTMS system
- Routes TR to Travel Office
- Forwards TAF and FTMS to Travel Office

### Travel Office

- Reviews TAF and FTMS for compliance
- Ensures info provided is sufficient
- Routes TR in FTMS to DOE and Dept of State for approval and country clearance

### Traveler

- **After** receipt of approval notification by the Travel Office, contact travel agency to make travel arrangements
- Commence travel
- Submits Travel Voucher within 30 days of return for reimbursement

# Foreign Travel Request Process

## France

### Traveler

- Completes TAF
- Submits TAF to cost center approver / Dept Head for review and approval
- Submits TAF to the Travel Office

### Travel Office

- Reviews TAF for compliance
- Sends authorization email to traveler to contact travel agency to make travel arrangements

### Traveler

- **After** receipt of approval notification by the Travel Office, contact travel agency to make travel arrangements
- Complete FTMS with confirmed travel information
- Register trip in STEP system
- Submits FTMS to Dept Head for review and approval
- Submits approved FTMS to Dept admin to enter into system

### Dept. Admin

- Enters info provided by traveler into FTMS system
- Routes TR to Travel Office
- Forwards paper FTMS to Travel Office

### Traveler

- Reviews FTMS for compliance
- Ensures info provided is sufficient
- Routes TR in FTMS to DOE and Dept of State for approval and country clearance
- Notify traveler of approval

# Foreign/Outside Entity Funding

- If an outside entity is funding any portion of a foreign trip, it must be indicated in FTMS
  - Non-DOE (i.e., Princeton University)
  - Foreign (i.e., ITER, ASIPP)
- Identify the name of the organization under “Title”

Primary Sponsor	Funding Type	Program Office	Project No.	Task No.	Funding Codes	Title	Estimated Airfare	Estimated Other
<input checked="" type="checkbox"/>	DOE	SC			YN0100000	Laboratory Direc	2400	1800
<input type="checkbox"/>	Foreign					ITER	650	900

# Travel Updates & Reminder

- 2019 Privately Owned Vehicle (POV) mileage reimbursement
  - **\$0.58 per mile**
- Any changes to an already approved TAF will need to be approved by the cost center approver
  - change in travel dates
  - increase of travel expenses
  - addition of travel line items
- Any changes to the itinerary made while traveling require an explanation and Department Head approval
- Travel Office must be notified in writing ASAP for any travel cancellations

# Travel Advisory

- Department of State issued a Level 2 travel advisory to **China**

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/china-travel-advisory.html>

- Government Shutdown = longer processing and approval time

**Questions? Comments?**