

Monthly Travel Meeting

August 2018

Topics:



PPPL Travel Office & Graycar



PPPL Travel Policies



Foreign Travel Requirements



Upcoming Major Conferences



Counterintelligence Briefing



Concur

PPPL Travel Office & Graycar

- Travel Manager position had been eliminated
- Travel & Conference Compliance Officer
 - Review travel requests to ensure compliance with PPPL Travel Policies, PU Travel Policy, DOE Foreign Travel Order, FTR... etc.
- Graycar Travel- PPPL contracted travel agency that books and confirms travel reservations when requested
- Renew contract with Graycar

PPPL Travel Policies

- PPPL Travel Manual
 - Pertains to PPPL official business travel in general
 - Incorporates PU Travel Policy and Federal Travel Regulations (FTR)
 - Any PPPL funded travelers (researchers, admins, students, visitors... etc) are expected to travel by the most efficient and economical modes of transportation within mission requirements

PPPL Travel Policies

- PPPL Foreign Travel Policy
 - Pertains to PPPL official foreign travel
 - Follow the DOE Foreign Travel Order 551.1D - incorporated in our Prime contract
 - Paperwork will not be processed by the Travel Office until all of the following is submitted:
 - Completed TAF approved and signed by accurate cost center approver
 - Completed FTMS TR form approved and signed by Department Head
 - FTMS TR entered in FTMS online
 - Additional approvals needed:
 - Overage of 2:1 business vs. non-business days
 - Late submission justification (30 nonsensitive, 40 sensitive)

Foreign Travel Requirements - country specific

- France
 1. Traveler completes a Travel Approval Form and submits to applicable cost center authorized signatory for review and approval - attach any relevant documentation (registration, meeting agenda, invitation letter...etc).
 2. The approved Travel Approval Form gets submitted to the Travel Office for processing.
 3. The Travel Office notifies the traveler to contact Graycar to book travel arrangements.
 4. Traveler books travel with Graycar - and completes the FTMS form, including all confirmed travel info and required info, and submit to authorized departmental admin to input in online FTMS.
- China
 - CI Briefing prior to submitting FTMS

Upcoming Major Conferences

- IAEA - Ahamedabad, India / October 22-27
 - Approved travel dates are October 19-28
 - Tom Egebo sent a reminder email this morning for TAF & FTMS
 - Visa process:
 - Pre-register via link @ the Help Desk
 - Receive an email from IAEA local organizers:

Important visa information:

Please make sure below steps are completed by 31 July 2018:

1. receive a visa support letter from the IAEA
2. receive an invitation letter from the local organizers
3. register on the [FEC2018 Local website/Visa Information](#) through the link entitled 'Click here to submit your details for visa assistance and photo for the conference ID'
4. receive, complete and return the DAE ER Format (Department of Atomic Energy/External Relations, see attached) to the local organizers fec2018@ior.res.in

- 3rd week of Aug: Receive notification from local organizer that they can now apply for a visa (applications should not be made before this notification has been received)

Upcoming Major Conferences

- APS- Portland, OR / November 5-9
 - Approved travel dates are November 4-9
 - PPPL will arrange small room block (80 rooms) @ Crowne Plaza
 - Walking distance to the Convention Center
 - Complimentary round trip - airport shuttle
 - First come first serve
 - Travelers are free to book other hotels at or under per diem rate (tentative \$182/night)
 - They will have to arrange their own transportation to/from airport (allowable cost)
 - PPPL will arrange group shuttle from PPPL to EWR / back
 - TAFs & completed registration forms must be submitted to the Travel Office by cob September 21.

Counterintelligence Briefing

- Counterintelligence will brief IAEA travelers on September 11 @ 10AM in Auditorium
- CI Foreign Travel Briefings are required for:
 - Travels to sensitive countries (ie. China, India, etc)
 - 10+ business days to France
 - Major conferences
 - When CI Officer sees the need for briefing
- CI Briefing to admin staff on September 12 @ 11AM in Business Ops Conference Room

Travel System



CONCUR!!

Travel System cont'd

- We are looking into Concur to be our end-to-end Travel System
 - Trip Approval
 - Booking
 - Expense
- Built-in GSA per diem
- Built-in, in-policy indicators for eligible flights, hotels, and cars
- System warning and red flags to help enforce travel policies
- Automated pre-trip approval by cost center
- Tentative contract award date: October 1, 2018

Questions? Comments?