TRAVEL TIPS FOR JILA TRAVELERS (who are NIST Employees)

NIST Travel

As a government employee there are strict rules and regulations which you must abide by for travel. All of your travel must be processed through the NIST travel personnel in A231. NIST employees must travel with Travel Orders created prior to the departure date of the trip and be reimbursed by NIST through processing of a Travel Voucher.

Travel notes

Flight reservations:
- Do NOT purchase on your own! You will not be reimbursed. David Auerbach must reserve your flight.
- Airfare must be processed and direct billed to the federal government. (If you decide to travel with someone, always have your reservation created first.)
- Federal regulations require a specific contract carrier to be used for flight to each individual airport. A link to the City Pairs website (http://apps.fas.gsa.gov/citypairs/search/index.cfm?ft) shows who the contract carrier is to your desired location. Only in special circumstances with justification to support the need can a non-contract carrier be used.
- Federal regulations also require the flight to be fully refundable. Again, only in special circumstances with justification to support the need can a non-refundable ticket be purchased.

Rental Car:
- Do NOT upgrade your rental vehicle. The only time a vehicle can be upgraded is when there are several Federal government employees traveling together. Prior approval on the travel authorization is necessary.
- Do NOT purchase insurance on any rental car. Government rental rates include insurance.
- Do NOT purchase a fuel program for your rental car. Always fill up at a gas station prior to returning your rental car.
- You will need to obtain a rental car receipt that shows actual itemized charges, not estimates, and proof of payment.
- Please submit your gasoline receipts that pertain to the rental car.

Assistance in Kind (AIK)/Reimbursement:

During your trips you can NOT have your hotel, registration, transportation or meals paid directly to you by anyone. If the sponsor, university or conference insists on paying directly (some do), Assistance-In-Kind paperwork must be processed in 4-8 weeks prior to your travel. The AIK paperwork is quite extensive. This means you will need to provide your NIST travel personnel (A231) with a great deal of information so we can process this AIK paperwork in a timely fashion. This paperwork must be approved before you can accept this AIK (direct payment of any kind). Under no circumstances can you accept cash or a refund to your credit card.

Do NOT have any of your travel expenses including meals paid for you. There can be no implication of impropriety. If a conference, sponsor or university wishes to reimburse you after
your trip that is acceptable but this must be approved prior to your trip as well. If you know a host will be reimbursing any part of your travel, let your NIST travel personnel know as soon as possible. Again, paperwork and the approval process are extensive. After travel is complete, we provide the host with your receipts and they will issue a check payable to NIST or you. You are always reimbursed by NIST. The check from the conferences, sponsor or university is deposited to NIST (you sign it over if it’s made payable to you).

**Travel Expense Reimbursement:**

Upon returning from your trip, please provide your travel person with original receipts for hotel, registration, rental car, gas, parking, etc. Note: meal receipts would be required if your host is reimbursing this part of your trip. Your travel voucher should be processed within 5 days from your return. Once the Travel Voucher is signed and processed, you will usually get your reimbursement direct deposited in 3-7 days.

**Additional Tips:**

- Know what your per diem for meals is during your trip. You can find this on your travel orders. You will only be reimbursed for the amount of your per diem for that specific location. The 1st and last days of travel are ¾ of the location per diem. The GSA website can be used to view per diem rates for your destination: [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287). If the specific town/city is not listed, go by the county the location is situated in. If the town/city or county is still not found, the default continental U.S. rate would apply. Foreign per diem rates can be viewed here: [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp).

- Get an original detailed receipt for all expenses (except meals). A credit card slip is not acceptable. Original detailed receipts are required for NIST to reimburse you.

- Carry your travel orders with you on your trip. Hotels and car rental companies periodically ask to see them.

- Let your travel person know about a trip as soon as possible. Also please provide as much information as you can. Additional information that is helpful (or required) is:
  - A letter of invitation from the host.
  - A contact at the host organization if AIL or reimbursement is offered.
  - Is any annual leave going to be taken during the trip?
  - How will you travel to/from DIA?
  - How will you travel once at your destination (public transit, taxi, car rental)?
  - If presenting a talk or poster, what is the title?
  - Is there a registration fee? How much? Was it waived?

- **Destination Information.** The US government provides information on travel warnings ([www.state.gov/travel](http://www.state.gov/travel)) and the World Health Organization provides health alerts ([www.who.int](http://www.who.int)).
AdTrav is the official travel agency for NIST

Business Hours: 7:00am to 4:00pm (MST)
Additional fee after 4:00pm (MST)
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