Recent Travel Office Changes:

- The US Bank Travel Card is now available to eligible Fermilab employees and may be used to charge travel-related expenses such as lodging, registration fees, visas, passports, meals, and other approved miscellaneous expenses. The Travel Card may also be used to obtain cash advances from ATM's and member banks worldwide.
- December 1, 2012, the Travel Office will no longer guarantee hotel reservations.
- December 1, 2012, the Travel Office will no longer provide travel advances for employees who do not have a Fermilab US Bank Travel Card.
- A US Bank Visa Travel Card will be required for foreign travelers renting a car.
- The Visa Travel Card is optional.
- DOE recently issued updated conference reporting and spending requirements for both domestic and foreign travel. DOE must approve conference attendance before costs related to the event can be incurred.
- You will be notified as soon as the Travel Office receives approval from DOE.
- As of November 2012, all domestic and foreign conference attendance requests must be submitted to the Travel Office no later than 70 days prior to the conference start date. If you have an unexpected, last minute travel request, please work with your Admin. They will help with expediting your request for approval.
- Local travel (under 50 miles) is no longer excluded for purposes of determining whether an event is a conference.
- DOE has been working on a conference database. This DOE database will serve as the central reporting location for all conference activities. This will be used by the lab Travel Office to report **ALL conference attendance - both domestic and foreign conference requests.** That data will be automatically aggregated by the Office of Science in real time across the Department of Energy.
- When the lab Travel Office begins using the DOE database, two important changes will occur – first, **ALL conference attendance** will be reported (i.e., each and every conference even at one attendee level), and second, a "lockout date" will be set for each conference in the DOE database, after which no additional attendees/costs will be accepted.

The Administrative staff can help with most questions related to local travel, conferences, training, domestic and foreign travel.

Mala is the contact person in the Travel Office and can be reached at seshadri@fnal.gov or ext. 8885.

Links:
Travel website:
http://bss.fnal.gov/travel/conf_travel.html
US Bank Travel Request Form:
http://bss.fnal.gov/travel/onsite/travel_card_request.pdf
US Bank FAQ's:
http://bss.fnal.gov/travel/onsite/travel_card_faq.pdf