

# TRAVEL ITEM UPDATES AS OF JUNE 2010

## DOE CAF = Conference approval forms

### *Estimated travel costs*

- a. Please use the current per diem rates found on the travel website:  
<http://www-group.slac.stanford.edu/ocfo/travel/perDiem.html>  
These should be calculated for the LENGTH of your trip, not the daily per diem rates.
- b. If the conference hotel (must be posted on website) is higher than the per diem rate, please specify to me that you are using the conference hotel rate, and send me the US dollar equivalent.

## Travel approval forms

### *After Hours information*

The traveler's international cell phone IS acceptable. Hotel information is no longer required. Please make sure you can be reached at the cell phone number provided in the event of an emergency.

## Travel expenses

### *Currency conversions*

Please use this link for a more accurate conversion rate:

<http://www.oanda.com/currency/classic-converter>

Remember to choose "Interbank rate +/- 2%"

You can use the link on the travel page:

<http://www.oanda.com/currency/converter/>

But be sure to take the rate from the section highlighted below, and not the one that appears at the top of the page.

GBP/USD Details

GBP/USD for the 24-hour period ending Sunday, June 27, 2010 22:00 UTC @ +/- 2% Typical Credit Card Rate

Selling 50.0000 GBP                      you get 73.7734 USD

Buying 50.0000 GBP                      you pay 76.8663 USD

Selling 73.7734 USD                      you get 47.9881 GBP

Buying 73.7734 USD                      you pay 50.0000 GBP

*It is helpful to print out the conversion page as you are looking it up and include this with your travel expenses.*

## Travel expense forms and registration fee reimbursement

*For "delivery of check" or "contact for check collection" please write:*

**Mail check to Adrienne Higashi, MS 95 when check is ready**