

Summary of Travel Department updates as of October 24, 2011

- If you decide to stay at a foreign location longer than the original authorized business days, approval MUST happen before you return. An email from you DURING the travel, is needed and should be forwarded to Travel and cc your dept. Admin (Adrienne). The extended travel day(s) are not likely to be reimbursed if approval is not obtained **during the trip**.
- PPA business vs. personal days during travel still remains: "THE NUMBER OF PERSONAL DAYS MUST BE LESS THAN THE NUMBER OF BUSINESS DAYS"
- The 60 day rule for reimbursement: TAXED INCOME. You will be petitioned as to any legitimate excuse for the late submission of the TER, and Travel will determine its validity. If taxed, payroll will include it in the year end single W-2.
- Abstracts for foreign travel upon the submission of the TER are NO LONGER NEEDED.
- If you are asked to charge a trip to the PPA Program Support Number (PPA Director's Office), you must check with Adrienne first so she can verify the number.
- All the updated travel forms are on the Travel website. **Use THEM, please.** I recommend that you BOOKMARK this URL on your computer:
<http://www-group.slac.stanford.edu/ocfo/travel/forms.html>
- Per diem lodging: if it's the conference hotel, or conference website suggested hotel, per diem is OK up to 300% of allowed per diem. If the rooms are all booked, any hotel within walking distance is also 300% allowable. You will need to provide documentation of location with respect to the conference location site.
- These are the conditions that require you to get travel authorization: yes to any of these requires you submit a travel authorization. These are DOE guidelines.
 - A) Does the traveler work for SLAC?
 - B) Is SLAC paying for ANY part of the trip?
 - C) Is the traveler discussing anything to with work at SLAC?It doesn't matter if the traveler is traveling on host money, grants, or S.U. funds.
- Before taking ANY trip (even if you plan to pay for it yourself), please notify the dept. admin (Adrienne).
- Here's an interesting one:
If a SLAC employee is on a 24/7 project and can't get home to sleep, SLAC will pay for them to stay at the Guest House. This requires ALD approval. Working late and losing track of time doesn't count. Security does not allow sleeping at SLAC over night in your office.