

JLAB TRAVEL INFORMATION

EMERGENCY PHONE NUMBERS

CI Travel - Lisa Gelhaar 757-269-7269 (VARC ofc)
After hours Emergency - Domestic 1-800-876-4992
Give Agency ID - VPD

After hours Emergency - Int'l. (See Itinerary) or
Website: Cltravel.com

Business hrs: M/F 8:30-5 Eastern

JLAB-Report an Accident Joe Scarcello 757-269-7027

Insurance Carrier: Hartford Insurance Co Policy #14UUNTB9201

JLAB-Travel Supervisor Carol Kinsey-O'Neal 757-269-7519

JLAB-Accounting Mgr. Pam Turk 757-269-5370

757-584-5370 (Pager)

BofA Travel Card Information

VISA Customer Service 800-847-2911

BofA Customer Service (Within USA) 800-300-3084

BofA Customer Service (Outside USA) 1-602-597-4438 (Call Collect)

EXAMPLES OF NON-REIMBURSIBLE EXPENSES (Non-Inclusive)

Rental Car Ins. (In USA) * Personal related costs * Tips over 20% * Over one reasonable personal call home per day * Rental Car Upgrade * Refer to Travel Policy for more details.

RENTAL CAR INSURANCE

Domestic travel - decline all insurance for business related travel days.

Foreign travel - accept personal damage or all if unsure of types.

TRAVEL POLICY

Travel Policy located in Section 402 on the Administrative Manual Web Page

http://www.jlab.org/div_dept/admin/HR/Admin_Manual/400/402.html

DATES TO REMEMBER

Domestic Travel - Expense Report due 5 days after return from trip.

Foreign Travel - Expense Report due 20 days after return from trip.

Foreign Travel - Trip Report due 20 days after return from trip.

Revised 4/15/2008