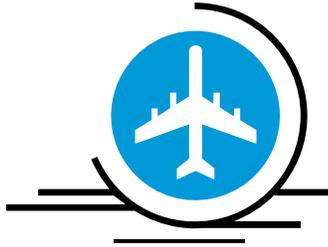


T.R.I.P.P. #2009-01



Comments? The periodic T.R.I.P.P. (Travel Regulations, Information, Policies, and Procedures) reports have been reinstated to bring to your attention changes in travel policies or regulations. Comments about current topics or suggestions about future topics in the T.R.I.P.P. should be forwarded to Emily Guffey at 865-576-9513 or e-mail at guffeye@oro.doe.gov.

GOV-TRIP CREDIT CARD VALIDATION:

Gov-Trip has instituted a credit card validation routine that is initiated by the approving official's stamping of the voucher for payment. If the travel card fails the validation, the approving official will receive a message indicating the card is invalid. It is important to let the Oak Ridge Financial Service Center (ORFSC) know about any changes in cards – number and expiration date. Northrop-Grumman, the owner of the Gov-Trip system, instituted the change so they can correctly bill and receive payment for use of the system, known as the TAV (Travel Authorization and Voucher) fee. This fee of \$13.50 often does not show up on the credit card statement until a month or so after the voucher is paid.

Note: DOE will update all data related to the transition to the new JPMorgan Chase cards. No action is required by the traveler.

GSA REQUIRES “CITY-PAIR” FULLY-REFUNDABLE TICKETS:

Headquarters has provided guidance reiterating the General Services Administration (GSA) policy that government travelers are to use “city-pair”, fully-refundable airline tickets. IF a traveler uses non-contract fares, a justification is required when creating the trip authorization. A listing of valid exceptions is attached along with instructions for entering the data in Gov-Trip.

NEW TRAVEL CARD CONTRACTOR:

JPMorgan Chase is our new card vendor. The Bank of America cards will expire at midnight on 11/29/08, and the Chase cards will be in effect after that date. ORFSC will receive a bulk shipment of all cards, and distribute them to all travelers personally. ORFSC will work with each AM's Office Manager to set up a time during a staff meeting in November to distribute and train employees on credit card regulations.