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## NRT TRAVEL & ADMINISTRATIVE INFORMATION

### Deployment Preparation

#### Airfare

CI AZUMANO is the PCUSA travel agency. They are open from 9 am to 8:30 pm EST/EDT. They are located in Portland, OR. The daytime number is 1-855-873-7789. The service charge to PDA for a telephone reservation is \$25 a call. If you book online, the service charge is \$9.50. Please avoid calling after hours or on weekends unless it is an emergency. The emergency number is 1-855-873-1189 and there is an additional \$20 charge. If you cancel a flight you will be given credit for another flight for up to a year. If possible, please refrain from changing a ticket; cost is \$150 to \$200. Please get prior approval before changing a ticket.

Profiles are only going to be maintained for those deployed more than 2 times a year.

Website for booking: [www.concursolutions.com](http://www.concursolutions.com); user name:

[firstname.lastname@pcusa.pda](mailto:firstname.lastname@pcusa.pda) Password (if you forget it has to be reset M-F 9 am -5 pm EST/EDT) Do not use any other credit card other than the PCUSA corporate card – click NEXT when it asks for that information.

“Preferred Vendor” policy: The Concur travel system encourages non-staff and staff to give preference to companies that have signed the Code of Conduct for the Protection of Children from Sexual Exploitation when booking travel. This flagging does not force people to choose these options but serves to alert them.

#### Lodging

Sharing of rooms is always preferred. Use whatever discounts you have available. DO NOT use a third party (Expedia, Trivago, etc) to book rooms - call the hotel directly for a reservation.

#### Rental Cars

Only book your rental car at the time you book your airfare, do not book the rental car separately. Rent the “best price” option. Full or economy size cars are to be rented (unless you receive prior, written approval). Do NOT take the prepay fuel option.

PCUSA corporate account includes insurance if traveler is under 70 years old (do not take rental car insurance). If a traveler is 70 or over, please only take the collision (CDW) and

liability (SPPL) insurance. The PCUSA Enterprise/National account number is #XZ58A95. If you choose to use the National VOAD account, it includes insurance (do not take rental car insurance). National VOAD info is Enterprise/National #FGH1871 [www.enterprise.com](http://www.enterprise.com) PIN #NAT 1-800-rent-a-car.

Before leaving the lot with a vehicle, inspect it thoroughly, inside and out. Note every nick/flaw and have rental agent sign the inspection. Check for an ice scraper/snow brush if needed. Please go over features, including how to put gas in the vehicle.

### **Use of Personal Vehicles**

If you prefer to drive to a deployment site, PDA will only reimburse you for the amount equal to the cheapest airfare. PDA prefers that you rent a vehicle even if driving from home to take advantage of corporate insurance coverage and to avoid undue loss if your own vehicle should be damaged and others injured.

### **Travel Expense Reports**

**Note:** The most recent Travel Expense Form and Domestic Per Diem Rates, as well as this document, are located in the NRT Deployment Tools section of the NRT Quiet Page.

Please look at a blank expense report form when you review this. It will make it much easier to comprehend.

You are the traveler; please sign and date on the line at top right hand side of the form. Electronic signatures are not accepted. One day per column, if you need to, please use two expense reports.

Expense reports are to be submitted within 60 days of incurring the expense. Mail or Fax signed form to Beth with copies of all receipts claimed. You may electronically submit a scanned, readable “.pdf” file – one for each document, including receipts.

- **Per diems:** On the expense report, please specify your location every day; rule of thumb, use per diem for the location of your lodging. The cost per day of meals; includes tips for maid service, dry cleaning, misc. exp. If the city is not specifically listed, please use standard per diem; found on top of the per diem spreadsheet. If your hotel includes breakfast, please do not claim a breakfast per diem. If you purchase meals for others, show this expense in the “Hospitality” line. Be sure to note the first and last names of those who eat the meal are to be submitted and written by the host on the expense report. Do not ask your guests to write their names on the receipt. Two receipts are needed; the detailed receipt and the receipt

showing the tip. One way to be a good steward is to know what the per diem is for that area and keep the meals, including appetizers and tips, to the amount of the per diem per person. Another tip is to try to meet with guests for breakfast or lunch as these meals are typically less expensive. Alcohol must be on a separate receipt and will not be reimbursed. Hospitality meals can get expensive quickly - be aware of cost. For travel days where you may be in multiple locations use standard per diems or use separate columns for (Charleston – breakfast, Atlanta – lunch, Seattle – dinner).

- **Group Meals:** Members are expected to eat the pre-arranged group meals and may not claim reimbursement for separate meals.
- **Lodging:** DO NOT split up the hotel bill per night. Put the total of the stay in the column of the checkout date. If someone else has booked your room please ask the front desk staff to change the invoice to your name and make sure the receipt you submit shows zeros for the balance.
- **Hotel Services:** Traveler shall pay charges for in-room movies, laundry, and extra hotel amenities. Room service charges are considered personal expenses and will not be reimbursed.
- **Tolls & Parking** – Receipts are needed - please do not highlight your receipts in any color.
- **Mileage** – Put only the NUMBER of miles driven on the line that says “Enter Miles Driven” the form will automatically calculate your reimbursement amount.
- **MISC receipts:** Luggage – Receipts should show \$ amount. All receipts need to be readable with a clear date, location and amount.
- **Donations:** If you wish to donate some or all of your expenses, please complete the report and on the “Less” line put the amount in ( ), that will subtract the amount. In January of each year you will receive a thank you letter listing your donations, which you can use for tax purposes. Thanks!

If there is anything unusual about your expense report, please write an email of explanation when you submit your expense report. Please do not write notes in the expense report columns – use an email to write explanations.

## Conference Calls

All conference calls using the PDA line must be scheduled with PDA office staff. The Conference # is 1-888-767-9895, Conference ID: 5695806#. The Moderator Pin \*9932#

## Questions

If you have any questions, please contact Beth, [beth.snyder@pcusa.org](mailto:beth.snyder@pcusa.org), 888-728-7228 Ext 5806, 502-569-5806 (office), Cell 502-377-0667.