

**TRAVEL MANUAL**

**August 9, 2001**

**ATTACHMENT C7-B**

September 20, 2002

«FirstName» «LastName»  
«LabSchool»  
«Address1»  
«City», «State» «PostalCode»

Dear «FirstName» «LastName»:

Thank you for agreeing to participate in the (Insert meeting name). The meeting will take place at the (Insert hotel or facility name) in (Insert city and state) on (Insert meeting date). This letter authorizes your travel to the meeting. Please note that any exceptions or variations to this letter authorization must be approved by Oak Ridge Institute for Science and Education (ORISE) prior to the start of official business. In the absence of any prior approval or documentation, ORAU's interpretation of the appropriate cost allocation will be applied.

If you are combining this trip with a personal or business trip, an equitable division of expenses must be agreed upon in advance and authorized by ORISE with a Travel Proposal; otherwise, your reimbursement claim will not be accepted.

Travel reimbursement will be made as follows:

Inclusive Dates: On or about (dates)

Travel from/to:

Return to:

Remarks: No rental vehicle has been authorized. (change as appropriate and delete this)

Travel expenses will be reimbursed according to the ORISE Travel Reimbursement Guidelines (copy enclosed). Travelers living within 50 miles of their destination will not be reimbursed for transportation or lodging. Reimbursement of expenses is made provided that such payment does not represent dual compensation from any other source. Transportation expenses for travel actually performed will be paid at the rate of \$.36 per mile. Your airline ticket should be purchased at the lowest commercial airfare available.

Lodging reimbursement will be limited to \$(amount) per night in (City, State), and per diem for meals and incidental expenses will be \$ (amount) per day. A three-quarter day per diem is allowed for the first and last days of travel, regardless of the beginning and ending times of travel.

You will be responsible for making your own travel reservations. If you would like assistance with your airline arrangements, please contact the ORAU Travel Office at (865) 576-3027. ORAU Travel Office staff will confirm your E-Ticket reservation and fax or E-mail you a copy of your itinerary.

Please call the hotel by (date) at (hotel phone number) to confirm your reservation and to arrange for late arrival or any other circumstances that may affect your reservations. Please reference the “(meeting name agreed upon with hotel)” when confirming your reservation. If you cannot reserve your room or have any problems reserving your rooms by that date, please contact us as soon as possible.

To be reimbursed by ORISE for your allowable travel costs, please complete the enclosed Travel Expense Statement and return it to ORISE with the required official receipts (see enclosed Travel Reimbursement Guidelines and TES form) within five working days after completion of the trip. Reimbursement will take approximately four weeks after the receipt of correctly completed and documented forms. Return the completed Travel Expense Statement and appropriate receipts to: Attention-(employee name), Oak Ridge Institute for Science and Education, P.O. Box 117, MS 17, Oak Ridge, TN 37831-0117.

Please complete and sign the enclosed Form W-9 and return it, prior to, or with the honorarium form. If you need additional information, or have special needs that should be addressed, please contact (employee name) at (employee phone).

Sincerely,

(project manager name)  
Project Manager

XX:XX

Enclosures (2)

Travel Expense Statement  
ORISE Travel Reimbursement Guidelines  
FormW-9