

	BROOKHAVEN	JEFFERSON LAB	KCP	ORAU	ORNL
COST SAVINGS INITIATIVE	Use of internet fares	No new ones	Video Conferencing, Non-Refundable tickets Utilizing Corp Contract for airlines and hotels, Limiting rental cars at conferences Commission refunds from travel agency		New Business/Personal Policy Working with travel agency on new look-n-book tool which will check for internet fares as well as lowest available fare.
CHARTERS * # TRIPS BOOKED	NO	NO	NO	NO	YES ~6
CREDIT CARDS * CONTRACT * REBATE PROGRAM * HOW IS REBATE USED	YES YES To offset travel costs	Bank Of America NO N/A	American Express NO	Diners Club Rebate on Ghost Card accounts for early pay incentive. Offsets expenses of travel office	US Bank Visa YES Off-set expenses for travel services
HOTELS * CONTRACT WITH HOTEL * REBATE IN CONTRACT * NEGOTIATED RATES * HOW IS REBATE USED	NO NO YES N/A	NO	NO	NO N/A Negotiated Rates	Yes, just for local hotels N/A Negotiated Rates
RENTAL CARS * CONTRACT * REBATE ON USAGE * MILEAGE FEE * INSURANCE INCLUDED * HOW IS REBATE USED	YES NO NO Damage Waiver N/A	YES NO NO LDW in excess of \$3K N/A	YES, through HONEYWELL Contract NO Cost on 2-tier plan/100 FM or Unlimited. Cheapest YES N/A	YES NO NO NO	Budget/Hertz/Enterprise Budget only One-way rentals-some locations Yes Off-set expenses for travel services
E-TICKETS * REQUIRED USAGE * WHO INCURS COST	Not required, but encouraged Traveler's account	YES	YES	YES Traveler, unless justification	YES, except for Russia Included in travel cost
FREQUENT FLYER INITIATIVE	NO	NO	NO	NO	NO
INTERNET FARES * POLICY * ANY COST SAVINGS	YES Requires travel office approval and must be lower or equal to fare obtained by travel office YES	NO	NO	NO	NO A few exceptions are made if considerable savings and documented in travel record
VIDEO CONFERENCING * APPROX NO OF CONF * INCREASED ACTIVITY	YES ~450 Is steadily increasing	YES Unknown	YES Unknown Not For Sure	Yes, the company does Unknown	YES ~ 146 YES
BUSINESS/PERSONAL * POLICY IN PLACE * WHAT IS POLICY	YES Lab will pay comparable low fare to the business location	YES Travelers are allowed to combine business with personal with no limit to # of days. On foreign # of personal can't exceed the # of business less one. Personal expenses incurred for direct bill charges (rental cars) are deducted from reimbursement. Airfare comparison is done and difference is deducted from reimbursement	NO	YES We allow travelers to combine business with personal as long as the expenses claimed do not exceed normal business expenses. All associated costs are included in determining cost	YES Traveler will be reimbursed 75% of the savings or \$500, whichever is less for additional M&IE, lodging, rental car, parking at business property Business simulation is required prior to trip Receipts for additional expenses required
TICKET CONSOLIDATOR * SAVINGS	NO	Yes to Armenia over \$1k per R/T	NO	NO	NO

	PANTEX (BWXT)	Princeton	SANDIA	SLAC	Y12
COST SAVINGS INITIATIVE	Book majority of tickets as non-refundable 60% of travel volume is Southwest who has a convenient process in place to apply unused funds towards future travel. Significant cost savings as a result	We have run out of cost saving initiatives, but still have access to a zone fare contract with UA. We are making use of connecting flights on low cost carriers such as America West and USAir in some markets	We use SWABIZ for 50% of travel bookings. Saves \$800K annually in transaction fees, tickets can be changed on-line, no charges for changes. (Identified as an area of excellence by DOE) USE on-line booking tool (GET THERE)		
CHARTERS * # TRIPS BOOKED	NO	NO	NO	NO	YES 2
CREDIT CARDS * CONTRACT * REBATE PROGRAM * HOW IS REBATE USED	First Bank Card NO N/A	Diners Club In any rebates go directly to University	VISA YES Off set travel costs	AMEX NO	VISA YES-rebate is included Off-set travel costs
HOTELS * CONTRACT WITH HOTEL * REBATE IN CONTRACT * NEGOTIATED RATES * HOW IS REBATE USED	NO N/A N/A	NO Negotiated rates for local hotels below the federal lodging allowance	NO NO YES N/A	NO N/A	NO N/A
RENTAL CARS * CONTRACT * REBATE ON USAGE * MILEAGE FEE * INSURANCE INCLUDED * HOW IS REBATE USED	Hertz NO NO YES N/A	Avis Rates are flat fees except for drop offs in another state Yes, rates are competitive with the exception of NY and NJ	YES Just discounted rates and upgrades NO YES N/A	YES, several NO NO Included in contract w/one company, for Loss/Damage in excess of \$3K	YES NO NO YES
E-TICKETS * REQUIRED USAGE * WHO INCURS COST	Yes, except for foreign Allowable expense	YES With justification, Laboratory will incur cost	No, but strongly encourage Traveler	NO Included in the cost to the traveler	Yes, unless justified or for foreign travel
FREQUENT FLYER INITIATIVE	Yes, Travel Incentive Program (TIPS) allows travel for zero cost to be reimbursed up to 50% of the lowest available airfare per quote from agency	NO	NO	NO	NO
INTERNET FARES * POLICY * ANY COST SAVINGS	YES, we have a list of average airfares available on the Intranet and if a traveler finds a lower fare they are allowed to book YES	Travelers are permitted to purchase own tickets after checking with travel office for best available fare Occasionally, but it is very rare	YES, through Southwest's business site with no additional documentation burden to travelers. Other sites, burden of documentation on traveler. Must be done on Corporate Card Savings of \$800K	Yes, if an airfare comparison from the travel agency is included from travel agency. This is only enforced when ticket has high price. do not track, but assume traveler wants best price they can find	YES, if the internet fare is lower after comparison to corporate fare. Agent must document travel Fares are not usually available when traveler tries to book
VIDEO CONFERENCING * APPROX NO OF CONF * INCREASED ACTIVITY	YES Unknown YES	Yes, it is used but not a dedicated program 30 video conf /month, 1-3 satellite broadcasts/month Anticipate continued and possibly growth next year	YES Unknown YES	NO	YES Unknown Don't think surcharges will impact the video-conferencing
BUSINESS/PERSONAL * POLICY IN PLACE * WHAT IS POLICY	YES If there is a Friday or Monday business commitment and a Saturday night stay-over would result in lower airfare, the expenses associated with the additional days(normally 2 days) would offset any cost savings generated by that ticket	NO We do not object to employees extending their business trip to include vacation. We reimburse the expenses on the business portion of the trip. We will reimburse the actual airline ticket price or the price without the vacation, whichever is lower.	YES Pay no more than the business portion would cost	YES Only allow 1 day of personal for 1 day of business. If traveler has personal days in a location that is not part of business, we require them to provide a price comparison and pay difference if ticket cost is more.	YES Up to 2 additional weekend nights if a cost savings is incurred to cover costs for the extra days. Company must realize some savings
TICKET CONSOLIDATOR * SAVINGS	NO	NO, have used in the past before 9/11, but availability decreased. Have not returned to this source. When we used them, they proved extremely cost effective.	NO	Some division use We do not track	NO