

2017 PEL Winter Workshop: 2-3 March 2017

Information for All Travelers

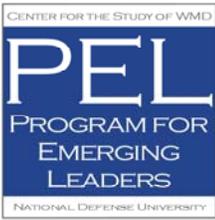
- The Program for Emerging Leaders (PEL) will attempt to cover reasonable travel costs for members to participate in select PEL events. Costs will be covered based on the best value to the government.
 - Any airfare exceeding the [GSA CITY PAIRS](#) for airfare must be explained and pre-approved by the WMD Center.
 - The WMD Center will only reimburse long term or economy parking at airports. Additional expenses for short term and valet parking will not be reimbursed.
 - All hotel arrangements and per diem costs must be within [GSA PER DIEM RATES](#).
- **All members requesting travel expenses should fill out this form and return it by Monday, January 23.**
- There are a limited number of government contract seats on airlines. You should make every effort to make airfare reservations immediately upon receiving your LOAs to ensure you can obtain the government contract rate. **If you delay in making reservations and are unable to find a contract rate, the WMD Center is not obligated to cover the difference in airfare.** Please contact the WMD Center if you are unable to find a contract airfare.

PEL Travel Policies for Defense Travel System (DTS) Users

- The Program for Emerging Leaders (PEL) will attempt to cover reasonable travel costs for members to participate in select PEL events.
- All travelers must make their own travel arrangements in DTS, following their home office's regulations for Official Travel, and the [GSA FEDERAL TRAVEL REGULATIONS](#).
- The WMD Center will attach the PEL LOA to your DTS profile upon receipt of this form, and approve all orders assigned to this authorization directly.
- **Any airfare exceeding the [GSA CITY PAIRS](#) for airfare must be explained and pre-approved by the WMD Center.**
- There are a limited number of government contract seats on airlines. You should make every effort to make airfare reservations immediately upon receiving your LOAs to ensure that you can obtain the government contract rate. **If you delay in making reservations and are unable to find a contract rate, the WMD Center is not obligated to cover the difference in airfare.** Please contact the WMD Center if you are unable to find a contract airfare.
- All hotel arrangements and per diem costs must be within [GSA PER DIEM RATES](#). Individuals will make their own lodging arrangements. The WMD Center will provide a list of recommended hotels.
- **Upon completion of travel, please complete your vouchers no later than five business days after your return.** Upload receipts for airfare, hotel, rental car, taxes and all expenses into DTS as your Substantiating records
- **Tips are no longer a reimbursable expense.**
- **ATM fees are no longer a reimbursable expense.**

PEL Travel Policies for Non-Defense Travel System (DTS) Users

- The WMD Center will create an Invitational Travel Orders (ITOs) for all non-DTS users, approving expenses for airfare, hotel, rental car, and other expenses associated with official travel.
- The WMD Center will email your ITOs to the email address you provide below.



- **Any airfare exceeding the [GSA CITY PAIRS](#) for airfare must be explained and pre-approved by the WMD Center.**
- There are a limited number of government contract seats on airlines. You should provide information as to the desired date/time of travel as well as the airport you will need to depart from so that the appropriate arrangements can be made within the Defense Travel System. **If you delay in providing information needed to make reservations in a timely manner and we are unable to find a contract rate, the WMD Center is not obligated to cover the difference in airfare.**
- All hotel arrangements and per diem costs must be within [GSA PER DIEM RATES](#). The cost for your hotel stay must be covered by each individual initially and reimbursed on the voucher with the appropriate receipts.
- **All non-DTS travelers are required to submit their receipts for airfare, hotel, rental car and any expenses to Ms. Hannah Kraushaar (kraushaarh@ndu.edu, 202-685-3127) within five business days of completion of travel for reimbursement to be processed. After the voucher has been completed, it will be returned to you for review/signature. This will be required in order to approve the final voucher and any reimbursement.**

PEL Line of Accounting (LOA) Request Form (All PEL Members)

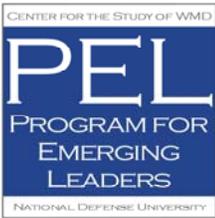
To request travel support, please provide the following form via fax to Ms. Hannah Kraushaar at 202-685-2264 as soon as possible and no later than Monday, January 23, 2017. **Do not email this form with your SSN or bank account information.**

All PEL Members (DTS and Non-DTS)

- Traveler’s full name:
- Gender:
- Preferred email address:
- Department or Agency:
- Departure airport or location:
- Social security number (**DO NOT EMAIL YOUR SSN**):
- Do you have a DOD Government Travel Card? (Y/N):

Non-DTS Users Only

- Date of birth (MM/DD/YY): / /
- Home address:



NATIONAL DEFENSE UNIVERSITY
CENTER FOR THE STUDY OF WMD

PROGRAM FOR EMERGING LEADERS

- Bank Account and Routing Number for direct deposit of travel payment/reimbursement. (You must provide bank routing/account information for reimbursement. DFAS no longer sends checks):
 - Bank account (please indicate checking or savings):
 - Routing number:
- Departure Date:
- Desired departure time (provide window):
- Seating preference (aisle/window):
- Emergency POC (name and phone number):

I have read the PEL Travel Policies described above and will keep a copy of the policies for reference in future PEL-related travel.

Signature

Date