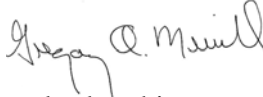




## MEMORANDUM

**TO:** NOWCC Enrollees, Monitors & Coordinators

**FROM:** Greg Merrill, President 

**SUBJECT:** Travel Forms and other travel related items

**DOCUMENT DATE:** September 3, 2010

**EFFECTIVE DATE:** September 3, 2010

NOWCC has corrected the problems related to the online travel forms located on our website. We apologize for any inconvenience and appreciate your patience while we worked to get this resolved.

For those travelers who would like to receive an advance for an upcoming trip, please remember to fill in the requested amount on Line V. of the *Travel Authorization and Advance Request Form*. Otherwise accounting will not know that you are requesting an advance. Because this is a dual purpose form, the advance request line item is easily overlooked. Therefore, on the online form, we have highlighted Line V. in yellow.

Additionally, if your actual lodging rate exceeds the per diem rate, please have your Monitor approve and justify the additional expense in writing. You may attach your Monitor's approval to the *Travel Authorization and Advance Request Form* or email the approval to [edickey@nowcc.org](mailto:edickey@nowcc.org).

Lastly, in the past, some travelers have requested reimbursement for tips given to bellhops and hotel maids. According to the U.S. General Services Administration (GSA), Federal Travel Regulation, Chapter 300, Part 300-3 ([www.gsa.gov/fttr](http://www.gsa.gov/fttr)), "Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries are **included** in the incidental expenses per diem rate." Effective, September 3, 2010, NOWCC will follow GSA's policy on the treatment of tips. Please do not list tips separately as they are included in the per diem rate.

You can find the travel forms on the NOWCC Web site [www.nowcc.org](http://www.nowcc.org). If you have any questions, please contact your NOWCC Field Office.