

## Travel Requirements: Policy and Procedures for National Coal Council Members

*The National Coal Council Charter states that “Members of the Council serve without compensation, with a limited exception being case-by-case reimbursement in accordance with Federal travel regulations for per diem and travel expenses incurred by non-industry or not-for-profit group members while attending Council meetings.”*

NCC members meeting the above-noted criteria must adhere to the following policies and procedures:

- **Notify the Department of Energy (DOE) Travel Coordinator Cynthia Lacey by e-mail [Cynthia.Lacey@hq.doe.gov](mailto:Cynthia.Lacey@hq.doe.gov) - phone number 301-903-9451 (backup assistant [Acqueetta.Ragland-Higdon@hq.doe.gov](mailto:Acqueetta.Ragland-Higdon@hq.doe.gov)-phone number 301-903-3536) 30 days prior to the scheduled date of event. The NCC will inform its members in advance as to when scheduling travel and lodging arrangements should commence.**
- Once the Member has decided to attend the scheduled meeting, contact Cynthia Lacey by e-mail so that a Travel Authorization (TA) can be generated. **It is important to understand that no one can travel or be reimbursed by DOE unless a TA has been generated 30 days prior to the scheduled travel request.**
- Contact Cynthia Lacey by e-mail and supply the following information so that a TA can be produced:
  1. Mode of transportation (Air, Train, Car)
  2. If going by air: airport of departure and return; date, range of time of (morning, afternoon, evening) of desired travel, (taxi or ground transportation will be included in the TA if budget allows)
  3. If going by car, indicate the approximate mileage of round trip travel. (parking will be included if budget allows)
  4. Hotel cost. **(NCC Member is responsible for making their own reservations at the hotel designated by the NCC meeting planner.)** The hotel is an out-of-pocket expense, but will be reimbursed upon presentation of the invoice. ***\*Use only the hotel and blocked rooms designated by the NCC.***
  5. M&IE (meals and incidental expenses) will be reimbursed at government rate and will be included in the TA/reimbursement. **Receipts for meals will not be necessary.**
- **\* DO NOT BOOK YOUR OWN AIR OR TRAIN ARRANGEMENTS. AIR AND TRAIN TRAVEL WILL ARRANGED AND PAID FOR BY DOE.**
- **IF A SITUATION ARISES AND A MEMBER MUST CANCEL THEIR TRAVEL ARRANGEMENTS, THE TRAVEL COORDINATOR MUST BE CONTACTED IMMEDIATELY AT 301-903-9451. THE MEMBER IS RESPONSIBLE FOR NOTIFYING AND CANCELING THEIR HOTEL RESERVATIONS.**

*There are times when emergency arises after flights are booked. The travel coordinator will attempt to re-book the member on an alternate flight, however, this may cause additional fees to be incurred which may not be reimbursed depending upon the travel budget, whereby the member may be responsible for the additional fees. This will be decided on a case-by-case basis and budgetary constraints.*

### **VOUCHER/REIMBURSEMENT**

Within five (5) days upon return from the event, please provide Cynthia Lacey with travel receipts (hotel, taxis, parking) by fax (202-903-2238), or pdf the receipts to Cynthia at the above reference e-mail address. The following process then will be undertaken:

- A voucher will be prepared and pdf/fax to the member for review and signature.
- Once the member prints, signs and dates the last page of the voucher, the member will fax or pdf **ONLY the signature page (last page)** to Cynthia Lacey to complete the processing.
- Payment will automatically be sent to the member's designated account on record.

### **REMEMBER**

**It is very important that immediately (5 days) upon return that you complete the vouchering procedures to ensure immediate and proper reimbursement. Vouchers not completed within 5 days may be subject to non-reimbursement.**

**If you have any questions or concerns please feel free to contact the Travel Coordinator at the designated e-mail or phone number listed above.**