

## NRT TRAVEL & ADMINISTRATIVE INFORMATION

### Deployment Preparation

#### Airfare

BALBOA is the PCUSA travel agency. They are open from 9 am to 9 pm EST/EDT Monday through Friday. The main office is in San Diego, CA. The daytime number is 1-800-359- 8771. The service charge to PDA for a telephone reservation is \$25 a call. If you book online, the service charge is \$9.50, except for SW, which is \$11.50. Please avoid calling after hours or on weekends unless it is an emergency. The emergency number is 1-800-359- 8773 and there is an additional \$20 charge. If you cancel a flight you will be given credit for another flight for up to a year. If you miss a flight, please contact the airline directly.

Website for booking: [www.concursolutions.com](http://www.concursolutions.com);

user name: [firstname.lastname@pcusa.pda](mailto:firstname.lastname@pcusa.pda) Password (if you have forgotten, please contact the Balboa Self-Booking Support at [support@balboa.com](mailto:support@balboa.com)). Do not use any other credit card other than the PCUSA corporate card – click NEXT when it asks for that information.

Please note: Remarks made in the Comments for the Travel Agent box requesting an agent’s assistance will result in additional service fees.

“Preferred Vendor” policy: The Concur travel system encourages non-staff and staff to give preference to companies that have signed the Code of Conduct for the Protection of Children from Sexual Exploitation when booking travel. This flagging does not force people to choose these options but serves to alert them.

BALBOA suggests to obtain lowest fare: 1) Utilize PCUSA preferred carriers 2) book reservations in advance (7, 14, 21 days) 3) be flexible in departure times 4) use non- refundable fares 5) use alternate airports

**Basic Economy Fare:** an option that is available; however, this fare does not permit exchanges, voluntary changes after ticketing, advance seat assignments, upgrades, or more than one carry-on. If you choose a Basic Economy Fare ticket, you will get an email from a Balboa rep asking if you understand the ticket restrictions.

**RED ! Flights:** Find a flight you want, click on the details; scroll down until you find Economy Fare without **RED**

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## Lodging

**PDA Preferred:** Call hotels directly for reservations, please DO NOT use a third party (Expedia, Trivago, etc.) to book rooms. If you are booking rooms for multiple people, please give the names of each person you are booking for so the hotel receipts will have the correct names. Sharing of rooms is always preferred. Use whatever discounts you have available.

BALBOA does allow you to make hotel reservations with preferred PCUSA properties. You may only book a hotel room for yourself when you book your airfare. There is a 48-hr. cancellation policy, so if your deployment changes or ends early you will be charged the full amount of what you booked.

**Airbnb.com** is not an option for deployment lodging.

## Rental Cars

Please book your rental car at the time you book your airfare, do not book the rental car separately; there is an extra \$10 charge. Please rent the 'best price' option. Full or economy size cars are to be rented (unless you receive prior, written approval). Please do **NOT** take the prepay fuel option. Before you return the rental car, please fill it up with gas and submit the receipt. **You will not be reimbursed if you take the prepay option or return the car back with less than a full tank of gas.** Even if you book through Balboa you will use your license and personal credit card at the rental agency. Additional drivers will need to give their license information.

If you have submitted your PCUSA driver's form and have been cleared to drive, the PCUSA corporate account includes insurance if the traveler is under 70 years old. Please do not take rental car insurance. The PCUSA Enterprise/National account number is #XZ58A95.

Please do not use the NVOAD rental car account, it does not include insurance.

**70 and over** \_ You can rent a car if you've submitted your MVR driving form. We just ask that when you rent a car, please ONLY take the collision (CDW) and liability (SPPL) insurance.

You can rent a car from any agency. Please look for best price. Using the PCUSA Enterprise/National account gives us a discount of 5-10%.

Before leaving the lot with a vehicle, inspect it thoroughly, inside and out, including tires, lights and windshield wipers. Note every nick/flaw and have rental agent sign the inspection. If warranted, check for an ice scraper/snow brush. Please go over features, including how to put gas in the vehicle.

## Use of Personal Vehicles

If you prefer to drive to a deployment site, PDA will only reimburse you for the amount equal to the cheapest airfare. PDA prefers that you rent a vehicle even if driving from home to take advantage of corporate insurance coverage and to avoid undue loss if your own vehicle should be damaged and others injured. You will still need to submit a screenshot or send a photo of this total amount.

- [Watch a video on how to take a screenshot using PC](#)
- [Watch a video on how to take a screenshot using Mac](#)

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## Travel Expense Reports

**Note:** The most recent Travel Expense Form and Domestic Per Diem Rates, as well as this document, are in the NRT Deployment Tools section of the NRT Quiet Page.

### Downloading the Expense Form

- You can download the Travel Expense Form from the [PDA Quiet Page located here](#)
- When you click Travel Expense Form, the Excel spreadsheet will automatically download to your computer.

You are the traveler, please sign and date on the line at top right-hand side of the form. Electronic signatures are not preferred. One day per column, if you need to, please use two expense reports. Put numbers, no words, in the excel cells.

Expense reports are to be submitted within **60 days** of incurring the expense.

**Per diems:** On the expense report, please specify your location every day; rule of thumb, use per diem for the location of your lodging. If the city is not specifically listed, [use standard per diem](#). There is a line below misc. (where you list luggage fees and rental car gas receipts) marked incidentals. Incidentals include tips for room cleaning/doormen service, dry cleaning and laundry. If your hotel includes breakfast, please do not claim a breakfast per diem.

- Per Diem amounts exist to make it easier on you. If you take the per diem amount, you *don't* have to submit an itemized receipt for your meals. If you do not accept the per diem and you do submit a receipt, it must be itemized. **We can only accept itemized receipts that indicate exactly what was purchased during the meal.** If you purchase any alcohol during your meals, you must ask the server to put the drinks on a separate ticket and will not be reimbursed.
- If you purchase meals for others, show this expense in the "Hospitality" line. Be sure to note the first and last names of those who eat the meal are to be submitted and written by the host on the expense report. Do not ask your guests to write their names on the receipt. **TWO** receipts are needed; the detailed receipt and the receipt showing the tip. Please be a good steward, know what the per diem is for that area and keep the meals, including appetizers, to the amount of the per diem per person. Another tip is to try to meet with guests for breakfast or lunch as these meals are typically less expensive. For travel days where you may be in multiple
- **Group Meals:** Members are expected to eat the pre-arranged group meals and may not claim reimbursement for separate meals.
- **Lodging:** **DO NOT** split up the hotel bill per night. Put the total of the stay in the column of the checkout date. If someone else has booked your room, please ask the front desk staff to change the invoice to your name and make sure the receipt you submit shows zero for the balance. If the desk staff will not change the name on the bill, please cross the name out and write your name before you submit for reimbursement.
- **Hotel Services:** Traveler shall pay charges for in-room movies, laundry, and extra hotel amenities. Room service charges are considered personal expenses and will not be reimbursed.

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- **Tips:** no more than 20%
  - **Tolls & Parking** – Receipts are needed - please do not highlight your receipts in any color.
  - **Lyft/Uber:** These are apps that allow you to forward your receipts from your iPhone for reimbursement. I am told Lyft treats their employees and customers better than Uber, they adhere to social justice policies, they are less expensive and offer customer discounts.
  - **Mileage** – Put only the NUMBER of miles driven on the line that says “Enter Miles Driven” the form will automatically calculate your reimbursement amount.
  - **MISC receipts:** Gas, supplies, luggage, etc. – Receipts should show \$ amount. All receipts need to be readable with a clear date, location and amount.
  - **Donations:** If you wish to donate some or all your expenses, please complete the report and on the “Less” line put the amount in ( ), that will subtract the amount which will appear in red. In January of each year you will receive a thank you letter listing your donations, which you can use for tax purposes. Thanks

If there is anything unusual about your expense report, please write an email of explanation when you submit your expense report. Please do not write notes in the expense report columns – use an email to write explanations.

**Receipts:** Please do not send your credit card statements. Finance & Accounting can only accept these on a case-by-case basis and it is not guaranteed that you will be reimbursed without your itemized receipts. You can scan or send CLEAR photos of your receipts.

Tip: take an envelope with you to hold all your receipts.

**\*\*Note:** These are not just a PCUSA requirements, it is an IRS requirements.\*\*\*

### Conference Calls

All conference calls using the PDA line must be scheduled with PDA office staff. The Conference # is 1-888-767-9895, Conference ID: 1658739#. For the moderator pin # please contact Becca Snipp.

### Zoom Meetings

PDA does have a zoom account to be used by the NRT/NVT. You can view or download the directions for using the NRT/NVT zoom account from the Quiet Page. The document is in the NRT Deployment Tools folder.

While on deployment the team has direct access to the zoom account. If you wish to use the account while not on deployment contact Nell to schedule the meeting.

### Questions

If you have any other questions, please contact Nell Herring at [nell.herring@pcusa.org](mailto:nell.herring@pcusa.org)