From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: Allowance of 125% Per Diem Rate for Non-LAE Travel
Date: Friday, October 29, 2010 6:21:33 PM
Attachments: Conference Rate Screen Shots.doc

Good Afternoon All. Now that the LAE feature has been activated in GovTrip we have updated guidance regarding the use of the conference rate option for per diem. In addition to LAE coded travel, we can now give travelers per diem above the normal rate up to 125% using the conference rate function in GovTrip when the general meeting or symposium travel is coded as program travel. If the travel fits this scenario, you will not need to submit an AEA memo. Don't use the conference rate option for site visits.

There are 3 sections in GovTrip that you will need to be sure and complete correctly when using the conference rate for non-LAE trips.

Things to remember:

- When filling in the "Travel Purpose" field for non-LAE travel never select "conference travel".
- At this point GovTrip will allow authorizations to be forwarded without filling in the Description and Agency fields.
- For non-LAE travel never use OCC use 21.51 and 21.52.

If you have any questions please let me know.

Sincerely,

Nina