From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners
Subject: FW: Cost Comparisons and Omega
Date: Wednesday, February 15, 2012 2:16:42 PM

See below…

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, February 15, 2012 2:15 PM
To: Bishop, Jamie (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Evans, Dolores (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Miller, Nikeia (NIH/NCI) [E]; Moon, Annie (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Sarkisian, Chamindri (NIH/NCI) [E]; Shipe, Kelly (NIH/NCI) [E]; Singletary, Marketta (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Solomon, Lester-Mark (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]
Subject: FW: Cost Comparisons and Omega

NCI HPOCs: please disseminate this information to your planners, reviewers, approvers, and travelers regarding the new requirement to provide cost comparisons for multiple airports in the local area.

If you have any questions, contact me at 301-496-2678.

Deb

From: Gaines, Joy (NIH/OD/ORS) [E]
Sent: Wednesday, February 15, 2012 2:10 PM
To: List NIH_TRAVEL-L
Subject: Cost Comparisons and Omega

Per discussion with OFM:
One of the changes contained in the newly released HHS travel manual involves markets being served by more than one airport. Specifically, When a traveler works in a market such as DC which is served by multiple airports, a cost comparison needs to be prepared showing the total constructed cost traveling from each of the available airports, including round-trip airfare and ground transportation. The cost comparison should be uploaded into the ETS with the traveler using the airport with the lowest constructed cost.
Traveler planners are encouraged to use the on-line booking engine instead of booking directly through Omega. By the way, www.fedtravel.com is a great resource for trip planning. While it is not our booking tool, it can be your sandbox. Take a look at it to see what I mean.
In cases where the travel planner needs to call Omega to book travel arrangements, please note that Omega agents are NOT required to document cost comparisons. Instead, travel

planners will need to document who they spoke to at Omega, the date and time of the conversation, and the quotes provided; then upload the quotes into the ETS as part of their cost comparison.

I hope this information is helpful.

If you have any questions concerning Omega, please contact me at Gainesj@mail.nih.gov.

For questions regarding travel policy please contact Barry Koitz at koitzb@mail.nih.gov or Florence Howard at howardf@mail.nih.gov

Best,

Joy Gaines