

UK PARTICLE PHYSICS PROGRAMME

OVERSEAS TRAVEL AND EXPENSES CLAIMS – GUIDANCE FOR TRAVELLERS

1. INTRODUCTION

The Science & Technology Facilities Council supports the UK experimental Particle Physics (PP) programme. The UK PP programme includes the requirement for University and Council staff to undertake overseas travel (eg to CERN, FNAL, SLAC and DESY). All such travel and related expenses comes under these administrative support arrangements and is coordinated and paid through the travel and claims systems operated by the Rutherford Appleton Laboratory, in accordance with the agreed UK PP programme and budget allocation. These guidelines set out the procedure for approval, booking and reimbursement for overseas travel.

2. OVERVIEW

All overseas travel must be approved in advance by the relevant Budget Holder for the Project/Running Experiment.

You will be reimbursed allowable expenses, including all approved activities related to your project/running experiment and attendance at approved conferences and courses

Travelocity Business

Travelocity Business (formerly JVT), the Council's travel service operator, can book flights, car hire and accommodation. They operate between 08:30 to 17:00 Monday to Friday inclusive.

Tel: 0871 945 1212

Fax: 0161 968 9006

Email: ResearchCouncils@travelocity-business.co.uk

Value for Money

Journeys should be planned carefully to ensure they are undertaken cost-effectively. In particular, you should take into account the whole cost of a journey, not just the travel costs but also any additional accommodation costs (eg an extra over-night stop associated with a cheap flight).

For overseas air travel, Economy Class will be the norm, although exceptions may be allowed for long-haul flights after discussion with the budget-holder. Business Class or First Class travel requires Director level approval and must be justified. The Budget Holder for your project / running experiment will tell you about any specific arrangements for agreeing journeys and authorising claims.

You are expected to stay in accommodation of a reasonable standard in terms of cleanliness, sanitation, personal security and emergency procedures; in addition, meals should be readily available either at or within reasonable distance of the accommodation.

Tbiz, the RAL travel service, has access to specially negotiated rates (eg with airlines) and can advise on alternative travel arrangements.

3. TRAVEL PROCEDURES

3.1 Overseas Visit Authorisation

All overseas travel relating to projects and running experiments funded under the Particle Physics programme must be approved in advance by the relevant budget holder. As soon as you know that you will be going on an overseas visit, you must complete the appropriate PPD overseas visit form. The 'Application for Overseas Visit' form to be used can be found at: <http://www.particlephysics.ac.uk/research/travel-and-claim-forms/AppOverseasVisitPPD.doc>

If you wish to use TBiz to arrange your travel, you can contact them by email; ResearchCouncils@travelcity-business.co.uk or phone on 0871 945 1212 to discuss your travel.

Please note that the Science & Technology Facilities Council only provides travel/medical insurance cover for its own employees. It is the responsibility of University and other non-Council employees to arrange travel / medical insurance with their Host Institute or University Employer.

Please ensure that the following information is provided on the form:

- * Project Code
- * Org Code
- * Duration of Visit (number of nights)
- * Purpose of Visit
- * Estimate of costs (eg flight, hotel accommodation, hire car etc)
- * Authorisation by the nominated Budget Holder for your project / running experiment, although in some cases this responsibility will have been delegated to other named individuals (eg for each collaborating group or a specific project code). Where the Budget Holder or nominated signing authority is away, or based at a different location, an **accompanying email** from that person giving approval is acceptable.

The **Project Code(s)** to be used will be provided to you by the Budget Holder for your project/running experiment, normally the UK Spokesperson or Project Manager, or the delegated budget holder for the relevant project code(s) within the project/running experiment.

The **Organisation Unit** (Org Code) listing is attached at Annex B.

If you are in doubt about any of the information required, please contact PA PPD Director, RAL PPD at <mailto:PA PPD Director@rl.ac.uk>.

Once the form is completed and authorised, please send it to PA PPD Director at RAL for processing.

Post: PA PPD Director
Particle Physics Department
Science & Technology Facilities Council
Rutherford Appleton Laboratory
Harwell Science and Innovation Campus
Didcot
Oxon, OX11 0QX
United Kingdom

Tel: 01235 445448
Fax: 01235 445672

Mail to: PA_PPDDIRECTOR@rl.ac.uk

3.2 Long-Term Attachment (LTA)

All travel carried out by people on LTA counts as "overseas" travel in terms of process: i.e. requires a Visit Notice, and completing of the Overseas Claim form. Requests for LTAs should be made using the overseas visit forms described in section 3.1 above and submitted in the same way as for other visits; there is a specific LTA section on both forms to be completed. Once received, the authorised LTA request will be forwarded by PA PPD Director for processing.

3.3 Advances

You may ask for an advance where you expect your expenses to exceed £350. Any advance will be restricted to 90% of the expected costs. No travel advance will be made for amounts of less than £300. 'Application for Advance' forms can be found on the web: <http://www.particlephysics.ac.uk/research/travel-and-claim-forms/Advanceform.doc>. Please note that 'Application for Advance' forms must be submitted **with** the relevant overseas visit form.

3.4 Claims for Expenses

You should normally submit claims within one month of the travel. Claims will be rejected and returned to you unless one of the overseas visit forms detailed in Section 3.1 above has been submitted correctly authorised in advance. Since late claims may be difficult to check, claims not made within 3 months may be disallowed.

The Overseas Claim form must be used to claim expenses from an overseas trip. The form can be found on the web page:
<http://www.particlephysics.ac.uk/research/travel-and-claim-forms/ClaimformOverseasPPD.doc>

Please ensure that Claims forms are filled in correctly; incorrect or incomplete forms will be returned to you, which could delay payment. In particular:

- * Remember to include the correct Project Code and Org Unit codes as this will avoid delays in payment. Project Codes will be provided to you by the Budget Holder for your project/running experiment. * The amount to be claimed should be totalled and entered in the Grand Total box and, where appropriate, should be converted to £ Sterling (unless claim is to be paid into an overseas bank account).
- * The exchange rate used should also be shown
- * Any receipts should be stapled to the form to ensure they do not get lost

If you are in doubt about any of the information requirements stated above, please contact PA PPD Director, RAL PPD at mailto:PA_PPD_Director@rl.ac.uk.

Accommodation and daily subsistence expenditure should normally be claimed in accordance with the overseas subsistence rates listed in Annex A. These comprise of a mix of subsistence rates and/or actual receipted spend dependent on the destination and will be updated periodically. **Please check with your Budget Holder - normally the UK Spokesperson for your project/running experiment - the first time you travel** to a particular destination as some projects/running experiments have set specific subsistence rules for some destinations. Other expenses (eg for taxis) must be supported by a receipt.

If you have any queries relating to expense claims generally, allowable expenses or the subsistence rates to use, please contact Thoko Motsoagae in the RAL Science Programmes Business Unit (SPBU) Claims team at <mailto:thoko.motsoagae@stfc.ac.uk> or by phone: +44 (0)1235 44 6607

The completed claim form, supported where necessary by receipts, should be signed by the claimant and forwarded to PA PPD Director, who will check and countersign against the original visit notice and forward to the SPBU Claims team for processing and payment. **Please note that incorrect or incomplete forms will be returned, which could delay payment of your claim.**

Contact details:

Post: PA PPD Director
Particle Physics Department
Science & Technology Facilities Council
Rutherford Appleton Laboratory
Chilton, Didcot
Oxon, OX11 0QX

Tel: 01235 445448
Fax: 01235 445672

Mail to: PAPPDDIRECTOR@rl.ac.uk

ANNEX A

UK PARTICLE PHYSICS PROGRAMME: OVERSEAS RATES

IMPORTANT. Some UK PP projects or running experiments have set specific subsistence rules for some destinations that may be less than the rates shown. Please check with your Budget Holder – normally the UK Spokesperson for your project / running experiment - the first time you travel to a particular destination. Unless otherwise instructed by the Budget Holder (or UK Spokesperson) for your project or running experiment, please use the rates below which are applicable to all travellers.

Please note that all Overseas Rates are for a full 24 hr period unless otherwise stated (eg Actuals plus £4 per day)

Actuals plus £4 per day (claimant can claim £4 a day, all other expenditure must be covered by receipts, claimant will not be reimbursed without receipts).

If the country you are travelling to does not appear on this list please contact the Thoko Motsoagae in the Science Programmes Business Unit at RAL.

(Updated May 2009)

COUNTRY	CURRENCY	CITY	CLASS	RATE	
AUSTRALIA	Australian\$ (A\$)	Adelaide	All	328 A\$ 24 hr rate	01/08/08
AUSTRALIA	Australian\$ (A\$)	Brisbane	All	360 A\$ 24hr rate	01/02/08
AUSTRALIA	Australian\$ (A\$)	Canberra	All	Room plus 143 A\$	01/11/08
AUSTRALIA	Australian\$ (A\$)	Elsewhere	All	Actuals plus £4 per day	
AUSTRALIA	Australian\$ (A\$)	Melbourne	All	368 A\$ 24 hr rate	01/06/08
AUSTRALIA	Australian\$ (A\$)	Perth	All	381 A\$ 24 hr rate	01/07/08
AUSTRALIA	Australian\$ (A\$)	Sydney	All	390 A\$ 24 hr rate	01/07/08
AUSTRIA	Euros	Elsewhere	All	Actuals plus £4 per day	01/03/05
AUSTRIA	Euros	Vienna	All	181 Euros 24 hr rate	01/11/08
BELGIUM	Euros	Brussels	All	233 Euros 24 hr rate	01/04/07
BELGIUM	Euros	Elsewhere	All	B&B plus 55 Euros	01/04/07
BRAZIL	REAL \$	Brasilia	All	466 REAL \$ 24 hr rate	01/09/08
BRAZIL	REAL \$	Elsewhere	All	Actuals plus £4 per day	01/01/04
BRAZIL	REAL \$	Rio de Janeiro	All	653 REAL \$ 24 hr rate	01/12/08
BULGARIA	LEV	Elsewhere	All	Actuals + £4 per day	01/06/04
BULGARIA	LEV	Sofia	All	339 LEV 24 hr rate	01/11/03
CANADA	Canadian\$ (C\$)	Calgary	All	306 C\$ 24 hr rate	01/04/07
CANADA	Canadian\$ (C\$)	Edmonton	All	211 C\$ 24 hr rate	01/01/07
CANADA	Canadian\$ (C\$)	Elsewhere	All	Room plus 129 C\$	01/05/07
CANADA	Canadian\$ (C\$)	Halifax	All	279 C\$ 24 hr rate Jan-Apr, Oct-Dec	01/03/07
CANADA	Canadian\$ (C\$)	Halifax	All	345 C\$ 24 hr rate May-Sept	01/03/07
CANADA	Canadian\$ (C\$)	Montreal	All	324 C\$ 24 hr rate Jan-Apr, Nov-Dec	01/05/07
CANADA	Canadian\$ (C\$)	Montreal	All	369 C\$ 24 hr rate May-Oct	01/05/07
CANADA	Canadian\$ (C\$)	Quebec City	All	354 C\$ 24 hr rate Jan-May, 16 Oct-Dec	01/05/07
CANADA	Canadian\$ (C\$)	Quebec City	All	411 C\$ 24 hr rate Jun-15 Oct	01/05/07
CANADA	Canadian\$ (C\$)	Saskatoon	All	236 C\$ 24 hr rate Jan-Feb, Jul-Aug, Dec	01/03/07
CANADA	Canadian\$ (C\$)	Saskatoon	All	270 C\$ 24 hr rate Mar-Jun, Sept-Nov	01/03/07
CANADA	Canadian\$ (C\$)	Toronto	All	294 C\$ 24 hr rate Jan-Apr, Nov-Dec	01/07/07
CANADA	Canadian\$ (C\$)	Toronto	All	321 C\$ 24 hr rate May-Oct	01/07/07
CANADA	Canadian\$ (C\$)	Vancouver	All	284 C\$ 24 hr rate Jan-Apr, Oct-Dec	01/01/07
CANADA	Canadian\$ (C\$)	Vancouver	All	359 C\$ 24 hr rate May-Sep	01/01/07
CHINA	Yuan Renminbi	Elsewhere	All	B&B plus 672 Renminbi	01/06/08
CHINA	Yuan Renminbi	Beijing	All	2397 Renminbi 24 hr rate	01/06/08
CROATIA	Kuna	Dubrovnik	All	B&B plus 504 Kuna	01/12/08

CROATIA	Kuna	Split	All	B&B plus 338 Kuna	01/12/08
CROATIA	Kuna	Zagreb	All	1335 Kuna 24 hr rate	01/12/08
CROATIA	Kuna	Elsewhere	All	Actuals plus £4 per day	01/07/05
CYPRUS	Euros	Elsewhere	All	B&B plus 65 Euro	01/02/08
CYPRUS	Euros	Nicosia	All	182 Euro 24 hr Rate	01/02/08
CZECH REPUBLIC	Czech Koruna	Elsewhere	All	B&B plus 931 Koruna	01/04/08
CZECH REPUBLIC	Czech Koruna	Prague	All	B&B plus 1197 Koruna	01/04/08
DENMARK	Krone	Copenhagen	All	1918 Krone 24 hr rate	01/02/07
DENMARK	Krone	Elsewhere	All	Room plus 819 Krone	01/02/07
EGYPT	Egyptian Pound	Cairo	All	B&B plus 472 Egyptian Pounds	01/12/08
EGYPT	Egyptian Pound	Elsewhere	All	Actuals plus £4 per day	01/10/03
FINLAND	Euros	Elsewhere	All	B&B plus 74 Euros	01/10/07
FINLAND	Euros	Helsinki	All	207 Euros 24 hr rate	01/10/07
FRANCE	Euros	Bordeaux	All	236 Euros 24 hr rate	01/06/08
FRANCE	Euros	Elsewhere (inc Grenoble)	All	Room plus 90 Euros	01/08/08
FRANCE	Euros	Lille	All	247 Euros 24 hr rate	01/08/08
FRANCE	Euros	Lyon	All	187 Euros 24 hr rate	01/05/05
FRANCE	Euros	Marseilles	All	262 Euros 24 hr rate	01/11/07
FRANCE	Euros	Paris	All	292 Euros 24 hr rate	01/05/04
FRANCE	Euros	Strasbourg	All	174 Euros 24 hr rate	01/11/04
GERMANY	Euros	Berlin	All	221 Euros 24 hr rate	01/08/07
GERMANY	Euros	DESY	All	B&B plus 60 Euros	
GERMANY	Euros	Dusseldorf	All	162 Euros 24 hr rate	01/04/07
GERMANY	Euros	Elsewhere	All	Actuals plus £4 per day	01/12/07
GERMANY	Euros	Munich	All	209 Euros 24 hr rate	01/12/07
GREECE	Euros	Athens	All	196 Euros 24 hr rate	01/07/08
GREECE	Euros	Corfu	All	B&B plus 74 Euros	01/08/07
GREECE	Euros	Crete	All	B&B plus 74 Euros	01/10/07
GREECE	Euros	Elsewhere	All	B&B plus 46Euros	01/07/08
GREECE	Euros	Rhodes	All	B&B plus 57 Euros	01/09/07
HUNGARY	Forints	Budapest	All	B&B plus 13396 Forints	01/02/09
HUNGARY	Forints	Elsewhere	All	Actuals plus £4 per day	01/03/03
ICELAND	Icelandic Krona	Reykjavik	All	28085 Krona 24 hr rate	01/10/08
ICELAND	Icelandic Krona	Elsewhere	All	Actuals plus £4 per day	
INDIA	Rupees	New Delhi	All	12223 Rupees 24 hr rate	01/09/08
IRISH REPUBLIC	Euros	Dublin	All	263 Euros 24 hr rate	01/04/08
IRISH REPUBLIC	Euros	Elsewhere	All	Actuals plus £4 per day	
ITALY	Euros	Elsewhere	All	B&B plus 81Euros	01/10/08
ITALY	Euros	Milan	All	291 Euros 24 hr rate	01/07/07
ITALY	Euros	Rome & Naples	All	236 Euros 24 hr rate	01/10/08
JAPAN	Yen	Elsewhere	All	B&B plus 10024 Yen	01/10/03
JAPAN	Yen	KEK	All	B&B plus 8000 Yen	
JAPAN	Yen	Osaka	All	26250 Yen 24 hr rate	01/08/08
JAPAN	Yen	Tokyo	All	29055 Yen 24 hr rate	01/10/03
LUXEMBOURG	Euros	Luxembourg	All	285 Euros 24 hr rate	01/12/04
MALTA	Euros	Elsewhere	All	B&B plus 68 Euros	01/03/08
MALTA	Euros	Valletta	All	175 Euros 24 hr rate	01/03/08
NETHERLANDS	Euros	Amsterdam	All	202 Euros 24 hr rate	01/04/07
NETHERLANDS	Euros	Elsewhere & ESTEC	All	Room plus 87 Euros	01/05/08
NETHERLANDS	Euros	The Hague	All	256 Euros 24 hr rate	01/05/08
NEW ZEALAND	New Zealand\$ (NZ\$)	Auckland	All	344 NZ\$ 24 hr rate	01/05/08
NEW ZEALAND	New Zealand\$ (NZ\$)	Elsewhere	All	Room plus 125 NZ\$	01/09/08
NEW ZEALAND	New Zealand\$ (NZ\$)	Wellington	All	348 NZ\$ 24 hr rate	01/09/08

NORWAY	Norwegian Kroner (NOK)	Bergen	All	2223 NOK 24 hr rate	01/09/08
NORWAY	Norwegian Kroner (NOK)	Elsewhere	All	B&B plus 759 NOK	01/09/08
POLAND	Zloty	Warsaw & Elsewhere	All	B&B plus 343 Zloty	01/08/08
PORTUGAL	Euros	Azores	All	128 Euros 24 hr rate Jan-Mar, Nov-Dec	01/02/08
PORTUGAL	Euros	Azores	All	149 Euros 24 hr rate Apr-15Jun, Oct	01/02/08
PORTUGAL	Euros	Azores	All	165 Euros 24 hr rate 16Jun-Sept	01/02/08
PORTUGAL	Euros	Funchal	All	158 Euros 24 hr rate	01/01/08
PORTUGAL	Euros	Lisbon	All	225 Euros 24 hr rate	01/02/08
PORTUGAL	Euros	Oporto	All	206 Euros 24 hr rate	01/02/08
ROMANIA	Leu	Bucharest	All	B&B plus 198 RON	01/01/08
ROMANIA	Leu	Elsewhere	All	B&B plus 153 RON	01/01/08
RUSSIAN FEDERATION	Rouble	Ekaterinburg	All	6776 Roubles 24 hr rate Mon-Thurs	01/09/08
RUSSIAN FEDERATION	Rouble	Ekaterinburg	All	6496 Roubles 24 hr rate Fri-Sun	01/09/08
RUSSIAN FEDERATION	Rouble	Elsewhere	All	Actuals plus £4 per day	01/05/05
RUSSIAN FEDERATION	Rouble	Moscow	All	12832 Rouble 24 hr rate	01/04/08
RUSSIAN FEDERATION	Euros	St Petersburg	All	B&B plus 99 Euros 24 hr rate	01/03/07
SERBIA	Serbian Dinar	Belgrade	All	B&B plus 5780 Dinar	01/09/08
SERBIA	Serbian Dinar	Elsewhere	All	Actuals plus £4 per day	01/05/06
SINGAPORE	Singapore \$	Elsewhere	All	Actuals plus £4 per day	01/10/06
SINGAPORE	Singapore \$	Singapore	All	480 Singapore\$ 24 hr rate	01/12/08
SLOVAKIA	Korunas	Bratislava	All	162 Euros 24 hr rate	01/01/09
SOUTH AFRICA	Rand	Pretoria	All	1114 Rand 24 hr rate	01/11/07
SOUTH AFRICA	Rand	Elsewhere	All	Room plus 353 Rand	01/11/07
SOUTH KOREA	Won	Seoul	All	394983 Won 24 hr rate	01/01/09
SOUTH KOREA	Won	Elsewhere	All	Actuals plus £4 per day	01/11/04
SPAIN	Euros	Barcelona	All	254 Euros 24 hr rate	01/02/08
SPAIN	Euros	Elsewhere	All	Room plus 86 Euros	01/02/08
SPAIN	Euros	Madrid	All	255 Euros 24 hr rate	01/02/08
SWEDEN	Swedish Kroner (SEK)	Elsewhere	All	Actuals plus £4 per day	01/10/03
SWEDEN	Swedish Kroner (SEK)	Stockholm	All	2710 SEK 24 hr rate	01/08/05
SWITZERLAND	Swiss Francs (CHF)	Berne	All	294 CHF 24 hr rate	01/06/08
SWITZERLAND	Swiss Francs (CHF)	CERN	All	Room plus 87CHF	
SWITZERLAND	Swiss Francs (CHF)	Geneva (Not CERN)	All	354 CHF 24 hr rate	01/03/07
SWITZERLAND	Swiss Francs (CHF)	Elsewhere	All	Actuals plus £4 per day	
SWITZERLAND	Swiss Francs (CHF)	Zurich	All	Actuals plus £4 per day	01/10/01
THAILAND	Baht	Bangkok	All	7337 Baht 24 hr rate	01/02/08
THAILAND	Baht	Elsewhere	All	B&B plus 1805 Baht	01/02/08
USA	US\$	Alabama	All	Room plus 88 US\$	01/02/05
USA	US\$	Alaska	All	Room plus 89 US\$	01/11/03
USA	US\$	Argonne	All	Room plus 89 US\$	01/07/04
USA	US\$	Arizona	All	Room plus 82 US\$	01/04/04
USA	US\$	Arkansas	All	Room plus 78 US\$	01/04/03
USA	US\$	Atlanta	All	202 US\$ 24 hr rate	01/02/05
USA	US\$	Boston	All	Room plus 87 US\$	01/05/06
USA	US\$	California	All	Room plus 89 US\$	01/11/03
USA	US\$	Chicago	All	279 US\$ 24 r rate	01/03/03
USA	US\$	Clark County Nevada	All	Room plus 82 US\$	01/04/04
USA	US\$	Cleveland	All	Room plus 100 US\$	01/03/03
USA	US\$	Colorado	All	Room plus 78 US\$	01/04/03

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USA	US\$	Connecticut	All	Room plus 91 US\$	01/10/04
USA	US\$	Dakota	All	Room plus 100 US\$	01/03/03
USA	US\$	Dallas	All	Room plus 78 US\$	01/04/03
USA	US\$	FERMILAB	All	Room plus 100 US\$	01/03/03
USA	US\$	Florida	All	Room plus 88 US\$	01/02/05
USA	US\$	Georgia	All	Room plus 88 US\$	01/02/05
USA	US\$	Guam	All	Room plus 82 US\$	01/04/04
USA	US\$	Hawaii	All	Room plus 82 US\$	01/04/04
USA	US\$	Houston	All	180 US\$ 24 hr rate	01/11/03
USA	US\$	Idaho	All	Room plus 89 US\$	01/11/03
USA	US\$	Illinois	All	Room plus 100 US\$	01/03/03
USA	US\$	Indiana	All	Room plus 100 US\$	01/03/03
USA	US\$	Iowa	All	Room plus 100 US\$	01/03/03
USA	US\$	Kansas	All	Room plus 100 US\$	01/03/03
USA	US\$	Kentucky	All	Room plus 81 US\$	01/07/03
USA	US\$	Los Angeles	All	256 US\$ 24 hr rate	01/04/04
USA	US\$	Louisiana	All	Room plus 78 US\$	01/04/03
USA	US\$	Maryland	All	Room plus 81 US\$	01/07/03
USA	US\$	Miami	All	278 US\$ 24 hr rate	01/04/05
USA	US\$	Minnesota	All	Room plus 100 US\$	01/03/03
USA	US\$	Mississippi	All	Room plus 88 US\$	01/02/05
USA	US\$	Missouri	All	Room plus 100 US\$	01/03/03
USA	US\$	Montana	All	Room plus 89 US\$	01/11/03
USA	US\$	Nebraska	All	Room plus 100 US\$	01/03/03
USA	US\$	Nevada	All	Room plus 89 US\$	01/11/03
USA	US\$	New Hampshire	All	Room plus 63 US\$	01/08/06
USA	US\$	New Jersey	All	Room plus 91 US\$	01/10/04
USA	US\$	New Mexico	All	Room plus 78 US\$	01/04/03
USA	US\$	New York	All	285 US\$ 24 hr rate	01/10/04
USA	US\$	New York State	All	Room plus 91 US\$	01/10/04
USA	US\$	North Carolina	All	Room plus 88 US\$	01/02/05
USA	US\$	Ohio	All	Room plus 100 US\$	01/03/03
USA	US\$	Oklahoma	All	Room plus 78 US\$	01/04/03
USA	US\$	Oregon	All	Room plus 89 US\$	01/11/03
USA	US\$	Orlando	All	Room plus 88 US\$	01/02/05
USA	US\$	Pennsylvania	All	Room plus 91 US\$	01/10/04
USA	US\$	Puerto Rico	All	Room plus 91 US\$	01/10/04
USA	US\$	Rhode Island	All	Room plus 63 US\$	01/08/06
USA	US\$	San Diego	All	Room plus 82 US\$	01/04/04
USA	US\$	San Francisco	All	260 US\$ 24 hr rate	01/11/03
USA	US\$	Santa Barbara	All	Room plus 82 US\$	01/04/04
USA	US\$	Seattle	All	238 US\$ 24 hr rate	01/07/02
USA	US\$	SLAC & Argonne	All	Room plus 89 US\$	
USA	US\$	South Carolina	All	Room plus 88 US\$	01/02/05
USA	US\$	Tennessee	All	Room plus 88 US\$	01/02/05
USA	US\$	Texas	All	Room plus 78 US\$	01/04/03
USA	US\$	Utah	All	Room plus 82 US\$	01/04/04
USA	US\$	Vermont	All	Room plus 63 US\$	01/08/06
USA	US\$	Virginia	All	Room plus 81 US\$	01/07/03
USA	US\$	Washington	All	241 US\$ 24 hr rate	01/07/03
USA	US\$	Washington DC	All	Room plus 81 US\$	01/07/03
USA	US\$	Washington State	All	Room plus 89 US\$	01/11/03
USA	US\$	Wisconsin	All	Room plus 100 US\$	01/03/03
USA	US\$	Wyoming	All	Room plus 89 US\$	01/11/03

ORGANISATION UNIT CODES

Organisation Unit Codes must be provided on all travel forms. The codes to be used are as follows:

Lancaster	PUA	Glasgow	PUG
Birmingham	PUB	Imperial	PUI
Cambridge	PUC	Liverpool	PUL
Durham	PUD	Manchester	PUM
Edinburgh	PUE	Bristol	PUT
Brunel	PUN	Oxford	PUX
Queen Mary	PUQ	UCL	PUU
RHUL	PUR	Sheffield	PUS
Sussex	PUZ	General	PUO
Southampton	PU0		
Warwick	PUW		