

PECAN TRAVEL POLICY

UPDATED AS OF NOV 10, 2014

Travel to Hays, KS

All EOL personnel supporting the PECAN field efforts will have two options for travel to Hays, KS.

1) Traveling by car.

Rental and GSA cars

EOL will provide rental and GSA vehicles for staff to travel to and from Hays, KS. These vehicles are to be used for official business and travel in support of the PECAN field campaign only. The number of cars and their assignments will be determined by what was budgeted by each Facility in their respective PECAN cost estimates.

The staff member whose name is on the rental car agreement is responsible for collecting gas receipts for their car. These receipts should be turned in with their voucher at the end of the campaign for reimbursement.

Personal Cars

Use of personal cars to travel to and from Hays, KS for PECAN is discouraged, but not prohibited. Per UCAR policy, staff who choose to drive their personal cars to/from Hays will be reimbursed for the cost of an airline ticket from Denver, CO to Hays, KS. The reimbursement amount will be determined by the cost of that ticket during first week of April 2015. This will be the reimbursable amount for all participants who decide to drive a personal car to/from Hays, KS.

Staff who take their private vehicles are strongly encouraged to use the rental cars or GSA vehicles that other staff will have in Hays for day-to-day PECAN business. UCAR **will not** reimburse staff for mileage or gas for use of private vehicles during PECAN.

Staff are responsible for insurance on their personal cars. That personal insurance will be primary in the event of an accident, per UCAR policy:

"When using a personal vehicle on UCAR business, the traveler's personal auto insurance is the primary coverage for third-party liability claims. UCAR's insurance is in excess of that coverage and covers both the traveler and UCAR. If an accident occurs while the personal vehicle is being used for business travel, the traveler must submit a claim to his or her own auto insurance carrier and to the [UCAR Insurance Office](#). Any deductible on the traveler's comprehensive and collision coverage is the traveler's responsibility and will not be reimbursed by UCAR. UCAR is not responsible for comprehensive or collision damage to the traveler's personal vehicle."

2) Traveling by plane.

EOL will provide a round trip plane ticket for travel from Denver, CO to Hays, KS for employees supporting PECAN and not traveling by car. All travel must be arranged through the appropriate Project or Facility Administrative Assistant and following UCAR and EOL travel policies and guidelines. See:

<https://www2.fin.ucar.edu/policies/5-7-travel> (UCAR internal link)

Accommodations in Hays, KS:

EOL employees supporting PECAN will have two options for housing in Hays, KS.

1) Holiday Inn Express.

The Holiday Inn Express Hotel in Hays, KS is the preferred accommodation for all EOL employees participating in the PECAN field campaign.

EOL will work with the hotel to obtain a pre-paid block of rooms for EOL project participants, and will make every effort to obtain a quiet section of the hotel. In addition, we will request that the hotel make alternate cleaning arrangements for our room block so that staff participating in PECAN can sleep uninterrupted during the day.

2) Dormitory-style accommodations at the Fort Hays State University (FHSU) student housing.

Dormitory style housing in various configurations (shared bathroom, private bathroom, with and without kitchen units, etc.) is available at the FHSU campus and near where the PECAN Operations Center will be located. EOL will reimburse charges for the room accommodations for employees that choose to stay at the FHSU dorms. However, no incidental charges will be reimbursable. This includes sheets, towels, beds, pillows, kitchen items, meal plans, etc.).

CSWR will be responsible for contracting with FHSU, managing reservations and assigning rooms, therefore EOL will not make any guarantees on the type or style of room available at FHSU.,

All housing arrangements will be made by the appropriate Project or Facility Administrative Assistant and following UCAR and EOL travel policies and guidelines.

For questions or clarifications on this travel policy, please contact the PECAN Project Manager (Vidal Salazar).