

***NON-FEDERAL PEER REVIEW TRAVEL
GUIDELINES***

TABLE OF CONTENTS

[GENERAL INFORMATION](#).....Page 2

[WORLDTRAVELSERVICE CONTACT INFORMATION](#).....Page 2

[WTS PROCESSING FEES](#).....Page 3

[RESERVATIONS AND TICKETING](#).....Page 3

[CHANGES TO WTS ISSUED TICKETS](#).....Page 4

[CHANGES DUE TO UNUSUAL CIRCUMSTANCES-INCLEMENT WEATHER](#).....Page 4

[ALTERNATE ROUTING AND PERSONAL TRAVEL](#).....Page 5

[PRE-EXISTING PURCHASED TICKETS](#).....Page 5

[TRAVEL DUE TO MEDICAL CONDITIONS](#).....Page 5

[TRAIN SERVICE](#).....Page 6

[FOREIGN TRAVEL](#).....Page 7

[WTS RESPONSE TIME](#).....Page 7

[TRAVEL INSURANCE BY WTS](#).....Page 7

[NON-FEDERAL TRAVEL FAQs](#).....Page 7

[NON-FEDERAL REVIEWER REIMBURSEMENTS RATES](#).....Page 8

[FOREIGN REVIEWER REIMBURSEMENT OF WEBCAM](#).....Page 9

NON-FEDERAL PEER REVIEW TRAVEL GUIDELINES

WTS PROCESSING FEES AND COST TO THE GOVERNMENT

	3/15/14-3/14/15	3/15/15-3/14/16
WTS website On-line booking Domestic	\$39.34	\$40.52
WTS website On-line booking International	\$39.34	\$40.52
Full service (phone, fax, email) Domestic	\$60.65	\$62.47
Full service (phone, fax, email) International	\$99.72	\$102.71

NOTE: On-line booking is most cost effective to the government. Login page requires the following:

Username = reviewer's e-mail address
Password = reviewer's choice
Corporate ID = NIH (not case sensitive)

RESERVATIONS AND TICKETING THROUGH WTS

1. To maximize flexibility in reviewer's travel arrangements and cost savings to the government, reviewers are encouraged to make reservations by using the WTS web-based on-line reservation system 90 days in advance or at a minimum of four to eight weeks prior to departure.
2. Reviewers who typically review for standing panels or special emphasis meetings may request reservations three months prior to the departure date. Reviewers must assure the travel dates and their itineraries are firm. Changes in travel itineraries are costly to the government.
3. WTS will seek the lowest available non-refundable round trip air fare, at the time of booking, from the reviewer's domicile city to the destination where NIH is hosting the meeting.
4. WTS has expanded capability to book all commercial airlines and is authorized to issue non-refundable tickets for reviewers traveling within the domestic United States for NIH Peer Review meetings.
5. WTS is authorized to make travel arrangements for reviewers on sabbatical, whose current residence is other than their domicile city.
6. WTS will issue e-tickets and a confirmation will be sent via e-mail or fax. Paper tickets will not be used unless required by the foreign country or airline.
7. Airline baggage fees for check-in or carry-on luggage imposed by the airlines must be paid by the reviewer at the time of check-in. The reimbursement for any imposed airline fees is included in the NIH flat rate stipend (\$195.00) for participation in the NIH peer review meeting.

NON-FEDERAL PEER REVIEW TRAVEL GUIDELINES

LIMITED FLEXIBILITY TO MAKE CHANGES TO WTS ISSUED TICKETS

1. Reviewers have limited flexibility in making one (1) request to WTS without seeking prior NIH approval. Any changes beyond one change require authorization from the NIH SREA Program Manager.
2. Reviewers are encouraged to avoid changing travel plans after WTS issues the ticket because changes in travel itineraries are costly to the government. Changes typically require WTS to issue a new ticket and the fare, at the time of the change, is much higher. In addition, the government is required to pay WTS a processing change fee and the imposed automatic airline change fee up to \$200.00 per change.
3. To change a WTS issued ticket, e-mail WTS at [nih@worldtravelservice.com](mailto:.nih@worldtravelservice.com) or call WTS at 1-800-638-8500.

CHANGES DUE TO UNUSUAL CIRCUMSTANCES –SEVERE INCLEMENT WEATHER

WTS is authorized to process change requests due to NIH altering the meeting schedule, severe inclement weather resulting in airport closures or airlines cancelling flights, or personal emergencies. If unusual circumstances (power outages) prevent WTS in making change requests to WTS issued tickets, reviewers can make the necessary changes (coach class) and will be reimbursed for any additional cost or change fees by NIH upon submission of receipts. Other circumstances involving changes will be reviewed on a case-by-case basis and require prior NIH SREA approval.

- a) If the peer review meeting is changed from a two-day meeting to a one-day meeting after the WTS ticket has been issued.
- b) If the two-day or one-day peer review meeting ends early.
 1. The reviewer can wait for the original booked flight.
 2. The reviewer can seek “same day stand by” availability. Any fee associated with seeking “stand by” availability will be reimbursed upon submission of receipts.
 3. The reviewer may request WTS to change to an earlier departure time. WTS is authorized to change the ticket if both of the following conditions apply; a) if the departure time is greater than 2 hours or more prior to the originally scheduled departing flight time, and b) if the total change cost does not exceed \$600.00
- c) Inclement weather events resulting in airport closures, or airlines cancelling flights, or a personal emergency.

NON-FEDERAL PEER REVIEW TRAVEL GUIDELINES

- d) For WTS issued tickets that need to be cancelled, the reviewer must e-mail WTS prior to the scheduled departure or original flight time at cancel@worldtravelservice.com or call WTS at 1-800-638-8500.

ALTERNATE ROUTING AND PERSONAL TRAVEL

WTS is authorized to make reservations or bookings for a reviewer who may want to book alternate routings or personal travel unrelated to the NIH Peer Review meeting. WTS has the capability to access multiple airlines or travel reservation systems for the most cost and time efficient routing and scheduling options. The following guidelines will be used:

1. If the reviewer requests an alternate routing and the fare is the same or less than the lowest available direct round trip fare, at time of booking from the reviewer's domicile city to the destination where NIH is hosting the meeting, the reviewer's alternate routing will be booked at no additional cost to the reviewer.
2. If the reviewer requests an alternate routing which results in a higher fare than the lowest available direct round trip air fare, *at time of booking*, the reviewer will be responsible to pay, via personal credit card, for any and all additional costs. WTS will be responsible for identifying and applying those additional costs to the reviewer's personal credit card.
3. Cost incurred because of changes associated with a personal travel leg of the itinerary will be paid by the reviewer. If the change is made to the NIH meeting-related travel leg of the itinerary, the cost incurred will be paid by NIH.

PRE-EXISTING PURCHASED TICKETS

The following guidelines will be used for reviewers who have previously purchased an airline ticket and who subsequently receive an invitation by NIH to serve as a reviewer in an NIH Peer Review meeting.

1. The reviewer will be reimbursed any change fees imposed by airlines to change their airfare ticket to be able to attend the NIH Peer Review meeting.
2. To receive reimbursement, reviewers are to submit the NIH/SRO's e-mail invitation, the original itinerary indicating the date the flight was booked, and the revised itinerary indicating the additional costs associated with the change.
3. Receipts are to be submitted to the NIH SRO within 10 business days from the date of the meeting.

TRAVEL DUE TO MEDICAL CONDITIONS

The following guidelines will be used for requesting authorization of Premium/Business Class travel accommodations due to a medical condition or requesting authorization for a Travel Attendant due to the reviewers' medical condition.

NON-FEDERAL PEER REVIEW TRAVEL GUIDELINES

1. Request should be made preferably 4-6 weeks in advance of the travel date.
2. Reviewer must complete the “**Request For Premium Class Common Carrier Travel Accommodations For Travelers With Medical Conditions**”. Detailed guidelines and the request form may be found at:
<http://share.csr.nih.gov/SREA/Documents/GuidelinesCompletingRequestPremiumClassTravel.pdf> and <http://share.csr.nih.gov/SREA/Documents/MedicalConditionsForm.pdf>
3. Reviewers are to submit the request form to CSRSREAProgramManagers@mail.nih.gov or Reviewer’s IC SREA Administrator.
4. Reviewers are to submit relevant medical records directly to the NIH Office of Medical Service (OMS) at fleegerc@mail.nih.gov. Do not submit medical documents to the SRO, SREA office, IC SREA Administrator or WTS.
5. Upon NIH/OMS approval, the NIH SREA office will notify the reviewer and WTS. Subsequently, WTS will process the request.
6. Reimbursement for a travel attendant to accompany a reviewer due to a medical condition reviewed by the NIH Office Medical Service (OMS) will be allowed. Airfare, lodging and per diem for meals will be allowed as a reimbursement to the travel attendant.

TRAIN SERVICE

Federal travel policy considers the use of Acela trains as a premium travel accommodation. Therefore, traveling by train through the Northeastern corridor to/from Washington, DC will be issued tickets only on the Amtrak regional trains. In addition to the federal travel regulation, there is no significant reduction in travel time in this Northeastern corridor due to rail infrastructure which limits the many bends and turns at high speed.

- 1) If a reviewer chooses not to fly from the New York-Washington, DC and chooses to travel by train within this travel corridor, WTS is authorized to issue only regional coach fares. The reviewer will have access to Wi-Fi in coach class.
- 2) Reviewers are to book 90 days in advance when possible and no less than 21 days in advance.
- 3) Reviewers must email cancel@worldtravelservice.com or call to cancel prior to the scheduled departure time or the entire ticket has no value. (Amtrak change effective March 1, 2014)

NON-FEDERAL PEER REVIEW TRAVEL GUIDELINES

FOREIGN TRAVEL

- 1) WTS is authorized to issue refundable coach class tickets on US Flag Carriers or carriers under the “Fly American Act” for foreign reviewers.
- 2) For an upgrade to business class at a higher fare and cost to the government, the reviewer will need to request prior approval and submit, (via e-mail CSRSREAProgramManagers@mail.nih.gov or to the NIH IC SREA Administrator), a strong justification 3-4 weeks prior to the travel dates.
- 3) If approved, NIH SREA will contact WTS to authorize WTS to issue the higher cost fare and upgrade.

Note: Length of continuous flight time is no longer a justification for an upgrade or increasing the cost to the government.

WTS RESPONSE TIME

1. Response to reviewer’s inquiry will be within 1 business day.
2. Arrangements by on-line bookings, e-mail, fax, or telephone will be processed within 1 business day.

TRAVEL INSURANCE BY WTS

1. \$200,000 in travel insurance is provided for each issued ticket by WTS at no additional cost to the government or the traveler. Travel insurance coverage does not apply when reservations or changes are made through sources other than WTS.

NON-FEDERAL TRAVEL FAQS

<http://share.csr.nih.gov/SREA/Documents/nonfederaltravelfaqs93011.pdf>

NON-FEDERAL PEER REVIEW TRAVEL GUIDELINES

NON-FEDERAL REVIEWER REIMBURSEMENT RATES

Non-Local Reviewer

# of Meeting Days	Total Reimbursement	Reimbursement Breakdown
1	\$475	Includes \$200 honorarium, \$80 per diem for meals, \$195 for miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.)
2	\$755	Includes \$400 honorarium, \$160 per diem for meals, \$195 for miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.)

Local Reviewer

(Reviewer's home destination is within 50 miles of the hotel meeting site)

Local reviewer drives from home destination to the meeting site each day and does not stay in hotel:

# of Meeting Days	Total Reimbursement	Reimbursement Breakdown
1	\$320	Includes \$200 honorarium, \$45 per diem for two meals, \$75 for miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.)
2	\$640	Includes \$400 honorarium, \$90 per diem for two meals, \$150 for miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.)

Local reviewer drives from home destination to the meeting site and stays overnight in the hotel:

# of Meeting Days	Total Reimbursement	Reimbursement Breakdown
1	\$320	Includes \$200 honorarium, \$45 per diem for two meals, \$75 for miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.)
2	\$565	Includes \$400 honorarium, \$90 per diem for two meals, \$75 for miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.)

Mail Reviews

Reimbursement is only for honorarium based on the number of written critiques submitted and does not include a per diem reimbursement for meals or miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.).

Honorarium	Reimbursement
\$100	1-3 written critiques submitted, per meeting
\$200	4 more written critiques submitted, per meeting

NON-FEDERAL PEER REVIEW TRAVEL GUIDELINES

Electronic Reviews

Telephone assisted meetings (TAM), video assisted meetings (VAM), or internet assisted meetings (IAM). Reimbursement is only for honorarium based on the number of days of the meeting and does not include a per diem reimbursement for meals or miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, parking fees, tolls, mileage reimbursement to and from the home destination, etc.).

Honorarium	Reimbursement
\$200	For a one day meeting
\$400	For a two day meeting or longer

Editorial Reviews

Stage	Reimbursement
1	Honorarium for a reviewer is \$100.00 <u>per meeting</u> for 1-3 written critiques submitted Honorarium for a reviewer is \$200.00 <u>per meeting</u> for 4 or more written critiques submitted
2	Considered to be a one day meeting - \$200 honorarium, \$80 per diem for meals, \$195 for miscellaneous expenses (taxis, shuttles, luggage fees, internet Wi-Fi, etc.)

- Notes:*
- 1) *Honoraria will not be paid for pre-meetings that do not involve decisions or deliberations.*
 - 2) *Honoraria paid for service days rendered as posted in the IMPAC system.*
 - 3) *Reimbursement payments are for the dates of the scheduled meeting and do not include days of travel to or from the meeting.*
 - 4) *Only one honorarium will be reimbursed, if a reviewer reviews for multiple meetings occurring on the same day (face-to-face, mail, TAM, or other electronic platforms).*

FOREIGN REVIEWER REIMBURSEMENT OF WEBCAM

Foreign Reviewers may purchase a webcam for their computer to participate in an NIH Peer Review electronic platform meeting.

- 1) Foreign reviewers will be reimbursed up to \$50.00 U.S. Dollars and will be required to submit a receipt to the SRO.
- 2) The foreign reviewer must register in NIH SPRS (Secure Payee Registration System) within eRA Commons with a current home residential address and indicate if they have or do not have a U.S. Bank account.

Reimbursement can be processed in two ways:

1. If the reviewer indicates in NIH SPRS they have a U.S. Bank Account, reimbursement will be electronically deposited.
2. If the reviewer indicates in NIH SPRS they do not have a U.S. Bank Account, OFM will mail a check to the reviewer's residential home address via DHL.