

GEMINI TRAVEL PROCEDURES

1. Email from Employee with the travel requirement to: Mr. Tim Crawley and Ms Elizabeth Crawley. Email should include who is requesting travel as well as where the travel is to, for how long, for what purpose and who at the customer level is requesting or directing you to go. You also need to state what you expect to get accomplished or achieved during this official travel.
2. Once travel email is approved or acknowledged you will need to send the travel request to Mr. Barber, Bill Bill.Barber@cbtravel.com requesting estimates for Airfare, Rental Car and Hotel. Gemini Tech will direct pay the air and rental car through our travel agency. Employees will need to use their credit card to secure their hotel room and then will need to file an expense report when the travel is completed to be reimbursed for the hotel, per diem and allowable incidentals incurred while on official travel. Gemini follows the Joint Federal Travel Regulation (JFTR) for allowable hotel, per diem, incidental and POV mileage expenses. Gemini will reimburse for approved allowable cost with the next pay cycle after the expense report has been submitted. Employees will also be required to submit a trip report as well as a requirement to be reimbursed.
3. When the estimates for Airfare, Rental Car and Hotel have been received back from Mr. Barber the Transportation Authorization Request Form (TAR) will need to be completed with all required price estimates, Per Diem, Baggage cost, cost for travel to and from Airport and submitted to Mr Crawley and Mrs Crawley for customer approval. No reservations can be booked (ticketed) through the travel agent without this approval. You should not book anything on your own that would result in non-refundable cost without approval. If you do so on your credit card you could be at risk for not being reimbursed.
4. Once the TAR is approved, you will be notified and the trip can be booked (ticketed).

Effective 1 Jan 2018