

From: Elisabeth Williams
Sent: Friday, April 23, 2010 12:12 PM
To: #OSI US Programs NY Staff; Joseph Moffett
Cc: Chris Gremski
Subject: F&A Transition of Travel Arrangements
Follow Up Flag: Follow up
Flag Status: Blue
Attachments: CLIQBOOK USER SETUP.pdf; Travel Request Form.pdf

Dear USP Staff,

The Finance and Administration (F&A) Department is glad to announce the second stage of its transition.

Starting in May, we will coordinate travel arrangements for U.S. Programs Directors and Managers through OSI's new online travel booking system, called Cliqbook. Program Officers and Associates will remain responsible for coordinating their own travel arrangements. Please note that our ACs will be able available to troubleshoot and to assist USP's staff, who might be for one reason or another, unable to arrange their own travel.

To request travel arrangements:

Please refer to the attached "Travel Request Form," which is also located [here](#) (click on the link) in USP Central and at the end of this email (Blackberry version), to submit to the AC when requesting travel arrangements.

Each request should be submitted at least **one week** prior to the travel date to allow sufficient time for the AC to coordinate the itinerary.

To book via Cliqbook:

Cliqbook travel booking system works in sync with Adelman Travel Group. It should be used by staff for ALL individual travel arrangements (simple domestic and international as well as for itineraries with two or fewer connections or destinations). If you have not already done so, please sign-up for the next Cliqbook Training (through the Calendar of Events on KARL) for **Monday, April 26th, at 11am, in conference room 4E**. Should you be unable to attend, our AC's will gladly schedule time with your group for an introduction training session on Cliqbook.

We look forward to working with you and making this process as seamless as possible. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

Elisabeth Williams
Manager of Finance & Administration
U.S. Programs

[Blackberry version](#)

USP'S TRAVEL REQUEST FORM

The form must be submitted by the individual traveler or team leader to the assigned AC at least one week prior to the travel start date.

PROGRAM CODES (required)

Campaign/Fund's Program Code:

Campaign/Fund's Project Code (if applicable):

TRAVEL INFORMATION (required)

Traveler's name:

Travel start date:

Travel end date:

Purpose of travel:

Destination/Itinerary:

TRAVEL DETAILS (fill in the applicable sections)

Hotel check-in and check-out date:

Flight: What is the preferred time of departure/arrival?

Train/Amtrak: What is the preferred time of departure?

Car Rental: What is the preferred time of pick-up/drop off? Please note if pick up/drop off location is different.

Car Service: What is the preferred time of pick-up/drop off? Please note if pick up/drop off location is different.