



# TRAVELING RULES AND FINANCIAL ISSUES

Presented by Lana Walbert  
VEF Director of Finance, Accounting & Administration  
Pre-Departure Orientation – PDO – June 2009

***VEF PDO - HCMC, June 2009***



## **PREPARATION FOR THE FLIGHT TO THE U.S. - INFORMATION UPLOADED TO THE OMS BY THE FELLOWS AND VISITING SCHOLARS**

- VEF has booked your economy air-ticket through VEF's approved travel agent in Vietnam - New Global Tours Co.

- Fellows: One-way tickets/Return-tickets

- Visiting Scholars: Round-trip tickets

*Note:* - Arrive in an international airport not a domestic airport in the U.S.

- Return tickets will be bought upon completion of the program

- You will only be financially responsible for any **CHANGES** to the arrangements that are not approved by VEF



# ALLOWABLE TRAVEL EXPENSES

1. Fellows: One-way ticket and return ticket (VN-US, US-VN)
2. Visiting Scholars: Round-trip tickets/One-way and return ticket (VN-US-VN)
3. Fellows & Visiting Scholars: Round-trip tickets to participate in the Annual Conference each year in January for those who are staying in the U.S.
4. Emergency travel  
Other transportation costs (taxi fares from/to the airport in the US and VN are included in the gift card)



# **EMERGENCY TRAVEL**

Travel which results from:

- + Your becoming incapacitated by illness or injury
- + The death of a member of your immediate family  
(Parents/spouse/children/brothers/sisters)

**MUST BE APPROVED BY VEF BEFORE TRAVEL**



## **RULES (CONT.)**

1. VEF pays for **ONLY** travel by **DIRECT ROUTE** from:
  - + Fellows/VS' home country (Vietnam) to the U.S. university and vice versa
  - + Fellows/VS' official duty station (University) to the VEF's Annual Conference location

*and*

2. Economy class air-ticket



## **RULES (CONT.)**

3. Extra transportation costs for travelling from some other destinations for personal reasons will be at Fellows/VS' cost.
4. Expenses incurred due to flight time changes including additional travel agent fee for personal reasons (not approved by VEF) will be borne by the Fellows/VS
5. Travel expenses for dependents, spouse, children are borne by the Fellows/VS.



## **RULES (CONT.)**

1. Use OMEGA for travels originating from the U.S.

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2. Use NEW GLOBAL TOURS for travels originating from VN
3. Use any other travel agent at Fellows/VS' choice, for travel related to VEF grants



# VEF'S APPROVED TRAVEL AGENTS

## **I. OMEGA WORLD TRAVEL (in US)**

1700 Market Street

Philadelphia, PA 19103

Contact person: Ms. Sally Wineburg

Phone: 215-864-1694

Email: [swineburg@owt.net](mailto:swineburg@owt.net)

## **2. NEW GLOBAL TOURS (in VN)**

207/2 Nguyen Van Thu Str.,

Dist. I, HCMC, Vietnam

Contact person: Mr. Giang Nguyen

Phone: +84 (8) 3825 8090 / +84 935 442 999

Email: [newglobal@newglobal.vn](mailto:newglobal@newglobal.vn)



## WHEN YOU ARE IN THE U.S.

### HOW TO USE THE GIFT CARD?

- The activation code is: 2009
- The card will expire on May 31<sup>st</sup>, 2010
- The instructions are enclosed with the card.

**Note:** The activation can be done by either the internet or using the toll-free number  
**1-877-944-3822**



## WHEN YOU ARE IN THE U.S.

### **PAYMENT**

- Tuition fee: VEF pays \$27,000/year directly to your university for your 1<sup>st</sup> and 2<sup>nd</sup> years.
- PDG for Doctoral students: VEF pays \$3,000/year directly to you for years 3 to 5 (maximum period). The \$3,000 can be pro-rated.
- The PDG is wire-transferred to your bank account.



## **SUPPORTING POINTS AT VEF**

### **VEF DC Office:**

Ms. Lana Walbert – Director of Finance,  
Accounting & Administration

### **VEF VN Office:**

Ms. Binh Dang – Program Manager

Ms. Le Nguyen – Program Assistant

Ms. Huyen Le – Deputy of DFAA



***THANK YOU FOR  
YOUR ATTENTION!***

***MAY YOU HAVE  
SAFE TRIPS AHEAD!***



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# Q & A