



TRAVELING RULES

By Lana Walbert
VEF Director of Finance, Accounting & Administration
(VEF DFAA)

VEF PDO - Danang, June 2008

ALLOWABLE TRAVEL EXPENSES

1. One-way ticket and return ticket for Fellows (VN-US, US-VN)
2. Round-trip tickets for Visiting Scholars (VN-US-VN)
3. Round-trip tickets for Fellows and Visiting Scholars to participate in the Annual Conference in the US (Jan 09)
4. Emergency travel

Other transportation costs (taxi fares from/to the airport in the US and VN are included in the gift card)

RULES

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

RULES

3. Extra transportation costs for travelling from some place else for personal reasons are at Fellows/VS' cost.

4. Expenses incurred due to changes in flight time for personal reasons (not approved by VEF) must be borne by the Fellows/VS

RULES

5. Travel expenses for dependents, spouse, children are borne by the Fellows/V.S.

VEF APPROVED TRAVEL AGENT

1. OMEGA WORLD TRAVEL (in US)

1700 Market Street

Philadelphia, PA 19103

Contact person: Ms. Sally Wineburg

Phone: 215-864-1694

Email: swineburg@owt.net

2. NEW GLOBAL TOURS (in VN)

207/2 Nguyen Van Thu Str.,

Dist. 1, HCMC, Vietnam

Contact person: Mr. Giang Nguyen

Phone: +84 (8) 825 8090

Email: newglobal@newglobal.vn

RULES

1. Use OMEGA for travels originated from the U.S.
2. Use NEW GLOBAL TOURS for travels originated from VN
3. Any other travel agent at Fellows/VS' choice for travel for grants

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NOTES

For travelling in US for VEF business with using Omega, ensure to confirm the itinerary quickly or you could lose those flights

Rental cars, phone calls, room service, etc. related to VEF Annual Conference travel will not be paid by VEF unless pre-approved by VEF's DFAA

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, etc.)

MUST BE APPROVED BY VEF BEFORE TRAVEL

REIMBURSEMENT CLAIMS

Omega & New Global direct bills to VEF →
Fellows/VS don't have to pay in advance
and claim for reimbursement

Other transportation costs approved by
VEF are normally included in a gift card
→ Fellows/VS don't have to claim for
reimbursement

SUPPORTING POINTS AT VEF

VEF DC Office:

Ms. Lana Walbert – DFAA

VEF VN Office:

Ms. Le Nguyen – Program Assistant

Ms. Huyen Le – Deputy of DFAA

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

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