



21 October 2024

Partnership for Peace Consortium Travelers

**Re: Travel Guidelines for PfPC Consortium (PfPC) Subject Matter Experts and Speakers**

Dear Colleagues,

The following guidance is intended to provide transparency and overcome common challenges in ensuring you receive quality travel support and payment of entitlements and expenses in a timely manner. To aid in these efforts we recently incorporated contract travel support to assist in your travel needs. Not all travelers will receive contract travel support, please monitor details from your coordinating Program Manager.

**Travel Planning (Leading up to event)**

During the registration process, please provide your travel preferences, to include (if applicable) any prohibited layover locations. It is important to be as detailed as possible with requests or official limitations and to monitor your inbox and junk mail folders closely.

- U.S. Government restrictions may prevent the procurement of certain fare types, airlines, destinations, or itineraries. We will work with you to find the right balance of efficiency, comfort and cost effectiveness within the scope of our regulations.
- We cannot select specific carriers unless it is financially beneficial to the U.S. government. We may be restricted in the selection of seats, luggage entitlements, layover locations, etc.
- If registered by the deadline, you will be contacted 4-5 weeks prior to your planned travel.
- Travel arrangements will be provided within a week of your initial response.
- Travelers can only be reimbursed for their own expenses (do not pay others travel expenses).
- Please read the administrative notes, they contain pertinent information for your event.

**Execution (During travel)**

Our guiding principle is to travel responsibly. We ask our travelers to approach official travel as if traveling at personal expense. For example, public transportation (metro, rail, etc.) and economy or long-term parking shall be used when it represents a considerable savings to the government when compared to the cost of private shuttles, taxis or short-term parking.



- Upon receipt of your orders or description of services, please read them. They explain exactly what will be provided and what expenses are authorized. Any deviations from what is authorized must be approved beforehand by the Marshall Center and PfPC POCs.
- Once you receive a ticket, it is your responsibility to monitor your flight details and to make any changes, such as selecting a seat, paying for an upgrade, or adding luggage (excess luggage must be an entitlement to be reimbursed).
  - If you encounter any issues with your travel, attempt to contact the contracted agent first via phone or email before committing to changes in locations or adding an additional expense. Contact information is included in the description of services.
- Keep all receipts during your travel, with the exception of meals. Fuel receipts are not required if claiming mileage. Again, you cannot claim expenses for other travelers.

### **Reimbursement (After travel)**

As the saying goes, "the trip is not complete until the paperwork is done". A complete, accurate and timely submission of your expenses provides the greatest opportunity to complete payment of your voucher/expense report on-time. This is our goal.

- The contractor will request an expense report and receipts following the completion of your event. Please monitor your email. Ask questions if you need assistance.
- Banks able to receive U.S. dollars will result in preferable payment terms. Payments made in foreign currency are subject to the exchange rates and fees of the recipient's bank. You will be asked to provide the account details for the account which will receive a deposit.
- It is **critical** to ensure **banking information is confirmed to be accurate and legible** before it is transmitted. Errors in banking information generate long delays in payment.

Please direct your questions or calls for assistance to [brian.gonzalez@marshallcenter.org](mailto:brian.gonzalez@marshallcenter.org). We greatly appreciate your participation in our events. The Consortium's contribution to Allies and Partners is only possible through your efforts.

Cordially,

BRIAN A. GONZALEZ, Lt Col, USAF  
Director, International Programs

Partnership for Peace Consortium  
Gernacker Str. 2  
82467 Garmisch-Partenkirchen Germany  
[www.pfp-consortium.org](http://www.pfp-consortium.org)