

Sir Robert W. Perry
State Travel Chairman, SIR
540 Alameda de la Loma
Novato, CA 94949-5940



Incorporated
A Non-Profit Public Benefit Corporation For Retired Men Devoted to the
Promotion of Independence and Dignity of Retirement

BRANCH TRAVEL ADVISORY – 7/9/2005

At the SIR State Board of Directors' Meeting of 6/7/05 several changes were made to the SIR Travel Code regarding Branch Travel Activities and Events. These changes have been made in an effort to simplify travel event procedures and to preclude some 160 different Branches from making a determination that a travel agency meets the requirements of Rule 412.

1. SIR Contract Form No. 50C, which was being used for Travel Events that did not involve Air Transportation, has been deleted.
2. The SIR Contract Form No. 50 will now be used for all Branch Travel Activities and Events and it has been revised effective 6/7/05.
3. Existing Rule 412.1 has been revised effective 6/7/05 and it now contains subsections a. through f. Most of the requirements are the same. Significant changes are:

Rule 412.1.c. The Chairmen of the State Insurance and State Travel Committees shall cause to be published on the SIR Website a list of the **SIR Qualified Travel Agencies**. It shall be updated, if changes occur, on a monthly basis. The list shall include the name of the travel agency, CST number, and the expiration date of their insurance. It shall identify those qualified agencies that are not permitted to provide air transportation for any portion of a SIR travel event because they do not belong to ARC and IATAN.

Rule 412.1.d. The Branch Travel Chairman shall not sign a contract for a travel event with an agency unless it is on the **list of SIR Qualified Travel Agencies** on the SIR Website with current insurance indicated. A copy of this list must be provided by the Branch Travel Chairman to the Branch Secretary for filing with the Form 53 for each travel event.

Rule 412.1.f. If the Branch Travel Chairman wants to contract with an agency not listed on the SIR Website, the agency will be instructed to forward current copies of all of the documents required by Rule 412 to the Chairmen of the SIR State Insurance and Travel Committees so the agency may be included on the list of SIR Qualified Travel Agencies. **New Form 59A**, which is a form letter to these agencies, has been developed for use in these instances and it is available under **Forms** on the Web.

Lastly, Rule 412.1.e still requires the Branch Travel Chairman to notify the travel agency 90 days before the insurance expiration date that the SIR Insurance Committee must receive a copy of the new insurance policy or renewal certificate not later than the current insurance expiration date. Obviously this only applies to Branches under contract with an agency for a travel event that will take place after the insurance expiration date listed on the Web.

Branch Officers or Travel Chairmen with questions regarding this Advisory or the SIR Travel Code may call our State Travel Chairman, Bob Perry, at 415-883-4677 or email at r.perry9396@sbcglobal.net.