

## Exhibit 402-2

### INSTRUCTIONS FOR COMPLETING EXPENSE REPORT

- Please refer to the *Travel* Section of the Administration Manual or call Travel Services if you require **further information or clarification** of the policies and procedures on how to complete this form.
- Please type or print in ink to complete the form. Line through error(s) and initial all changes or notes.
- Please attach all receipts to *Expense Report*, and submit completed report to Travel Services (MS 28B) within 5 working days after travel is completed. Retain the Division Copy for your records.

TRAVELER: Enter Traveler's full name.

TRIP NUMBER: Enter Trip Number from *Travel Authorization* form.

DESTINATION(S): Enter City, County and/or other defined location as identified on the Travel Authorization form, plus State and Country of the business location(s). If trip includes multiple destinations or personal leave, complete and attach *Expense Report Addendum* form (Exhibit 402-3).

DIVISION/DEPARTMENT: Enter Traveler's division and department.

PURPOSE OF TRAVEL: Be specific; must include name of conference, vendor, etc.

TRAVELER ID: Not required.

EXPENSE REPORT PERIOD: Enter dates of departure and return for the travel period covered on the expense report. Enter the time of return if the return extends beyond midnight of the expected date of return.

PERSONAL DAYS: If travel includes any personal time, please enter start and end dates.

EXPENSES: Enter cost for all applicable expenses.

- Original receipts are required for single items greater than \$50.00. If receipts are lost/missing, complete and attach *Missing Receipt Form* (Exhibit 402-7). Original receipts are also required for all Currency Fees and Foreign Travel Documents. If the expenses are shared Funding and the funding institution requires the original receipts, attach copies of funding institution's voucher or other supporting documentation, as well as contact name, address, and telephone number and email address

RENTAL CAR: Limited to *mid-size* (for exceptions provide details in EXPLANATION block).

PERSONAL VEHICLE: Multiply current POV mileage rate by number of miles recorded by odometer (reimbursement limited to mileage for most direct route as verified by the Rand McNally website).

AIRFARE: Be sure to add any service fees from the travel agency and enter on the Direct Bill side if airfare was charged to the Lab's corporate credit card. (Original receipt is required).

RAIL: Enter any Amtrak or foreign rail transportation charges.

TAXI/LIMO/SUBWAY/BUS/etc.: Total all costs and attach receipts where available; a receipt is required for any single charge of \$50 or more.

PARKING/TOLLS: When a POV or Rental Car is used for transportation the traveler can claim these expenses.

LODGING:

- Enter amount of deposit pre-paid by JLab(if applicable ) in the column labeled SURAJLab paid or direct billed \$.
- Enter total room cost (including room taxes and minus pre-paid deposit) under column labeled *Traveler Paid \$ (Lodging)*. If lodging exceeds maximum allowable rate (including tax) an *Actual Lodging* form (Exhibit 402-5) must be attached, or overage
- For travel involving multiple destinations and/or personal leave, complete an *Expense Report Addendum* form (Appendix 402-3) and transfer total from Actual Expense Lodging column to the Traveler Paid \$ (Lodging) column.

**PER DIEM:**

- Refer to the Web-Based Travel Authorization system or the GSA Per Diem website to obtain the maximum lodging and per diem rates. If there are questions, call Travel Services.
- Multiply the number of travel days by the maximum allowable rate and enter the total per diem due under the column labeled Traveler Paid \$ (per diem).
- For travel involving multiple destinations and/or personal travel, complete *Expense Report Addendum* form (Exhibit 402-3) and transfer total from Actual Expense Per Diem column to the Traveler paid \$ (Per Diem) column.

**REGISTRATION/BANQUET FEES:**

- In accordance with the SURA contract with DOE, these items can be reimbursed only if authorized on the *Travel Authorization*.
- If Registration/Banquet Fees were pre-paid, enter amount under column labeled SURA/JLAB Paid or Direct Billed \$.
- If Registration/Banquet Fees were paid by Traveler enter amount under Traveler Paid \$ column.

**COMMUNICATIONS:**

- Business: Enter total cost of business telephone calls.
- Personal Calls Home: Enter cost of personal telephone calls to/from home only (limited to one call per day at reasonable cost).

**OTHER:** Enter any other types of reimbursable expenses such as photo copies, Visa's, gas for rental cars, etc.

**SUBTOTAL:** Add travel costs entered under Traveler Paid \$ expense to get subtotal of Traveler expenses.

**Less Personal Expenses:** Deduct total amount for personal/excess lodging and rental car upgrades, as well as any other personal expenses included in above amounts (Explain details and calculations in Explanation block).

**Less Meal Deductions:** Deduct total amount for meals provided, available on Travel webpage, or calculate total using Meal Deductions (shaded section) of *Expense Report Addendum* form, and total to *Expense Report*.

**TOTAL EXPENSES:** Total Columns and add across to calculate Total Trip Expense.

**Less Cash Advance:** Enter the total amount of cash advances given traveler.

**Less Other Reimbursements to Traveler** (From other source besides SURA/JLab): Itemize and provide contact and phone number under Explanation block.

**BALANCE DUE TO:** Check appropriate block. If Other, specify name, address and telephone number.

**CHARGE CODE:** Enter Project/Org/Account number(s) and amounts charged to each account.

**NAME OF PREPARER:** Sign the expense report if you are not the traveler.

**TRAVELER'S SIGNATURE:** The traveler must sign the expense report, if the traveler was not the person to prepare the expense report they should review it in detail to ensure all charges are correct and complete.

**AUTHORIZED APPROVAL:** Signature of the Cost Account Manager who has approval authority on POA Charge Code if required. See section 402.01.A.5.2 of this policy.