

# New Coordinator Training

---

## Session Two

### CLOSING OUT A BUSINESS TRIP

# Introduction

- Cancel or postpone a trip
- Get receipts from traveler
- Prepare Expense Report

# CANCELLED TRIP

- Contact Lisa Gelhaar at CI Travel to cancel
  - Airline ticket
- When Trip Manager was used to book -
  - Cancel Hotel reservations
  - Cancel Car Rental reservation
- Determine if a registration fee can be used later or by someone else

# CANCELLED TRIP

- Update the TA –Remove costs that have not been incurred (rental car, per diem, lodging) In notes section show AIRLINE NAME and date airline ticket expires (1 yr from issue date)
- Save and Submit the trip
- From list of open TA's CANCEL the trip

If there are no costs incurred on

- Submitted trip (cancel and contact TS to archive)
- Saved trip (delete the trip)

# POSTPONED TRIP

- Contact Lisa Gelhaar at CI Travel to change airline ticket and other arrangements not made through Trip Manager.
- If Trip Manager was used change dates for
  - Hotel reservation
  - Car Rental reservation
- Update TA with new dates of travel
- Make a note on TA of why trip dates changed
- Re-Submit TA for approval again.

# Preparing Expense Report

- Domestic or Foreign trip
  - Foreign, perform conversion using oanda.com
  - Per Diem rates different, foreign may change monthly
- Drive vs. Fly
  - Cost comparison needed for other than VA, NC, WV, MD, DC
- JLab or Traveler paid expenses
  - Prepaid by JLab include
    - Airline tickets – cost comparison needed if self purchased
    - Registration fees – verify amt. on TA equal to or more than actual
    - Lodging deposits – deducted from total lodging invoice

# Receipts are required for

- Airline ticket
  - Copy of Invoice/Itinerary from CI Travel
  - Web confirmation showing cost breakdown (visitor or pre-authorized JLab staff only)
  - Cost comparison if self purchased ticket
- Registration Fee
  - Email Confirmation of registration w/fee amount paid
  - Written or prepared receipt from event
- Car Rental
  - Original receipt presented to renter when car returned
  - Duplicate obtained from web, via fax or email (with missing receipt form)
- Lodging
  - Original itemized receipt given to guest at check out
  - Email hotel confirmation stating room cost + taxes and stating no other expenses are included.
- Other expenses \$75 or more
  - Original receipts, a copy must be accompanied by signed missing receipt form

# WRITING UP EXPENSES – HEADER

- Traveler's Name
- Origin & Destination(s)
- Preparer's name and phone #
- Div/Dept and extension of traveler
- Purpose – be as specific as possible
- Dates of travel & time (one-day or returned after midnight)
- Dates of personal leave – whole days only

# WRITING UP EXPENSES - BODY

- **Direct Bills** – place all on first line of form (air, auto, reg.fee,etc)
- **Personal Vehicle** - # miles x current rate per mile (if drive vs. fly include comparison)
- **Taxi/Limo** .
- **Airfare** – if self purchased visitor - include comparison, staff – approved justification
- **Rental Car** –must appear on TA
- **Lodging** – Room + tax only at single room rate.
  - no other costs will be reimbursed under this category. If itemized receipt not available must have missing receipt form signed by guest with back-up document showing room rate and local tax rate
- **Parking/Tolls** – if parked at airport, hotel, etc.

## WRITING UP EXPENSES - BODY

- **Per Diem** – verify from Travel website link.
- **Meal Deductions** – click on web location, if need to look-up rates.
- **Registration/Banquet Fees** – must show on TA at same or more than actual amount.
- **Parking/Tolls** – if parked at airport, hotel, etc.
- **Misc** – Baggage charges, phone calls, travel card cash advance ATM or bank fees, etc.

# Total Calculations

- Personal expenses – subtract any personal expenses (rental car, parking, airfare, etc.)
- Total to be Expensed – Calculation done electronically
- Less: Direct Bills – will be entered for total on line 1
- Less: Travel Advances – will be indicated on TA summary section if advance given – **you enter amount**
- Less Other Reimb – if traveler was or will be paid anything by the host. Should be indicated on TA.
- Owed to Traveler or JLab – Amount to pay traveler
  - JLab – if cash advance exceeded traveler expenses
  - Other – if third party is to receive payment (will need written authorization from traveler to pay another person).

# Total Trip Expense & Distribution

- Add Total JLab + Traveler Paid Expenses
  - Verify this total does not exceed TA total estimate by 25% or more.
    - If so, get signature Authorized Approval signature.
- Copy Project – Org – Account from TA (check to be sure they are all correct) and write amount to be charged to each source.
- Verify total of all Charge Code amounts = Total to be expensed to the right

# SIGNATURES

- Traveler's Signature – Required
  - You can email to traveler with instructions to: “review attached, if correct, click forward, type statement ‘approved as submitted’. Send to: [travels@jlab.org](mailto:travels@jlab.org) and cc: me”
    - Deliver or send via inter-dept. mail all supporting receipts
  - Get hard copy with signature to TS with all supporting receipts.

# SIGNATURES

- Authorized Approval – use stamp or type “See TA for authorization” unless:
  - Project or Org different than shown on TA
  - Duration of travel changed (# of days)
  - Major expenses not authorized on TA
    - Rental Car, Airfare, Lodging, Per diem, Reg Fee
- Keep copy for your records
- Submit ER with supporting receipts to TS via
  - delivered;
  - inter-dept mail;
  - email from traveler

# Summary

- Send, deliver or have traveler email - original to Travel Services with:
  - Original receipts or copies + missing receipt form
  - Actual Lodging Form – if lodging over per diem
  - Cost comparisons or justifications
  - JRT if travel was for training
  - Foreign trips
    - Cost conversion sheets
    - Trip Report
- When submitted by traveler via email – mark each supporting document with traveler's name and trip number.

# Where to Get More Information

- Review Admin Manual & FTR
  - Links from travel webpage
- Ask other Travel Coordinators for help
- Call: Carol (x7519)  
Gloria (x7437)  
Keona (x7192)