

# New Coordinator Training

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## 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 Rearden was used to book - use system to:
  - Cancel Hotel reservations
  - Cancel Car Rental reservation
- Determine if a registration fee can be used later or by someone else

# Abbreviations & Terms used in this document

- Expense Report – (ER) – on TA, click [Expense Report](#) or use form available on FORMS page of TRAVEL webpage.
- Travel Services (TS) – the office that processes all travel related expenses – contacts can be found on TRAVEL webpage.
- Rearden – travel reservation system required for domestic, single destination trips found on TRAVEL RESERVATIONS of TRAVEL webpage.
- Federal Travel Regulations (FTR) – Chapter 301 covers temporary travel not clearly defined in JLab’s policy. See TRAVEL webpage for link to this document.

# 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)
  - Disposition of any reg fee or hotel deposit that was made
- Save and re-submit the trip (costs have changed)
- 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 Rearden.
- If Rearden was used change arrival and departure dates from within the product.
  - 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, convert currency to USD using [www.oanda.com](http://www.oanda.com)
  - Verify per diem rates. Foreign rates may change monthly.
- Personal combined with business travel?
  - Have cost comparison (printed before travel) for airline ticket for business days of travel only.
- Drive vs. Fly
  - Cost comparison needed for other than VA, NC, WV, MD, DC
- JLab or Traveler paid expenses
  - Prepaid by JLab (JLab staff – mandatory; visitors – recommended):
    - Airline tickets – cost comparison if purchased by visitor or staff & pre-approval needed by Pam Turk if self purchased by staff
    - Registration fees – amt. on TA must be 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
- 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

# Reporting EXPENSES – HEADER

Use electronic Expense Report (ER) on Forms page of travel website. (See Instructions and sample on separate worksheet of the workbook) OR On TA, Click

Expense Report

- 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 trip or returned after midnight)
- Dates of personal leave – whole days only

# Reporting 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 – include comparison & pre-approved notification
- **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 (POV), hotel, etc.(rental or POV)

## Reporting EXPENSES - BODY

- **Per Diem** – verify from Travel website link.
- **Meal Deductions** – go to web location, if need to look-up rates.
- **Registration/Banquet Fees** – must be approved on TA at same or more than actual amount.
- **Parking/Tolls** - if parked at airport (POV), hotel, etc.(rental or POV)
- **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, lodging, 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 was given – **you enter amt.**
- **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 or
  - 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: (preparer)”
    - Deliver or send all supporting receipts via inter-dept. mail with a copy of ER sent to traveler for signature.
  - Get hard copy of ER with signature to TS with all supporting receipts.

# SIGNATURES

- Authorized Approval – use stamp or type “See TA for authorization” unless signed for:
  - 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 TS with:
  - Original receipts or copies + missing receipt form
  - Actual Lodging Form \* – if lodging over per diem
  - Cost comparisons or justifications \*
  - JRT as attachment – if travel is for training
  - Foreign trips
    - Cost conversion documents when personal combined with business
    - Trip Report \*

\* These documents can be attached to TA.

- 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 don't work must access from terminal server (JLabTS)
- Ask other Travel Coordinators for help
- Call: Carol (x7519)  
Gloria (x7437)