

Travel Reimbursement Request Electronic Expense Report (EER) Process Summary for Preparers Version 4 (Effective May 1, 2017)

Traveler Returns from Travel:

- Prepares own Expense Report or
- Submits receipts to Travel Coordinator "Preparer"

Preparer: (Traveler or Travel Coordinator)

For Travelers with a JLab User ID:

- Go to the Travel Authorization System <https://mis.jlab.org/mis/apps/travel/index.cfm>
- Select Edit Travel Authorization
- Use filter to locate applicable trip. (Traveler = Mine & Travel Coordinators = Others)
- Select the View Only link for the applicable Travel Authorization (TA)
- Select the gray Expense Report tab (To the right of the traveler's name)
- Select the New Expense Report link (Located under the TA #)
- Select gray Load from TA button (Located on right side of form above Misc. column)
- Validate the populated fields. (Traveler's name, Destination, Dates, Personal Days, etc.)
- Add, change, or clear values in detailed cells as applicable. (Validate Paid By, amount, and POA)
- Review Totals, Advance(s) Applied, and Totals Owed
- Review Authorized Charge Codes (POA and amounts)
- Select the gray Save button at bottom of page
- Upload attachments (ex. Receipts, emails, forms, etc.)
- Select gray Save button at bottom of page
- Print copy of EER if preferred (Preparer can view ER anytime)
- Click Submit button (This will electronically send the EER to the Traveler for signature)
 - If the Preparer and Traveler are the same, the ER will automatically be sent to for additional POA approval if necessary or directly to Travel Services for audit.
- » NOTE: If the total ER amount is > TA amount for DOE Sponsored Conference
 - The following warning message will be displayed: "This expense report includes a DOE Sponsored Conference and the reimbursement request for that destination is greater than the Travel Authorization approved amount. Therefore, the reimbursement may be reduced by Travel Services."

For Travelers without a JLab User ID or who are inactive in JList see the Electronic Expense Report Process for Visitors Document located on the Travel Webpage. https://www.jlab.org/div_dept/cfo/travel/training.html

Traveler (When ER is prepared by Travel Coordinator):

- Receives email with link to the ER
- Reviews and validates the details of the Expense Report
- Can Sign or Reject
- A Signed ER generates an email to Travel Services
- A Rejected ER generates an email to the Preparer

Expense Report Requiring Additional Approval by Travel Authorized Signatory:

- If changes are made requiring additional approval
 - A System generated email will be sent to the authorized signatory providing a link to the ER
 - Reasons for requiring additional approval;
 - If the Project-Organization (P-O) is not on the original TA,
 - If the ER includes airfare, rental car, lodging, per diem, or registration fee not on TA,
 - If the total ER expense is > 125% of original TA amount

Authorized Signatory:

- Either Signs or Rejects Expense Report
 - Signing will forward ER to Travel Services for audit
 - Rejection will prompt entering a reason for rejection and generate an email to the Preparer, Traveler, and Travel Services

Travel Services Auditor/Reviewer:

- Auditor receives system generated email
 - Audits all Expense Reports
 - May add or change requested amounts as appropriate
 - Signs or Rejects Expense Report
 - Signing will save ER and forward to Travel Services Reviewer
 - Rejection will generate an email to the Preparer, Traveler, and Travel Services
- Travel Services Reviewer receives system generated email
 - Reviews all Expense Reports
 - May add or change requested amounts as appropriate
 - Signs or Rejects the Expense Report
 - Signing will save and authorize the Expense Report for Costpoint upload
 - Rejection will generate an email to the Preparer, Traveler, and Travel Services

General:

- Expense Report status update is available by pulling up TA, clicking on view only, and selecting Expense report tab
- If duration of trip is extended or a destination is added from that identified on the TA, a justification must be included in the notes section of the ER,
 - Travel Services will review for reasonableness and may require ER additional approval
- **Changes requiring updating the Travel Authorization prior to or during travel;**
 - **Added Foreign Travel destination**
 - **Duration of Foreign Travel extended**
 - **Duration of Long Term Visitor extended**
 - **Status of conference changed to DOE Sponsored Conference**