

If your expense report is prepared by a Travel Coordinator, you will receive an email requiring your action. The email includes a link to the expense report that you are to review and either approve or reject. See examples below:

From: turk@jlab.org
To: mis-webapps@jlab.org
Sent: Monday, April 10, 2017 6:12:55 PM
Subject: DEV SERVER EMAIL: Signature Needed for Travel Expense Report

This email would have normally been sent to:
camsonne@jlab.org

-DO NOT REPLY TO THIS EMAIL-

A Travel Expense Report has been submitted for signatures
and you are authorized to complete at least one part of the signature process.

Signature Required: Traveler signature

You may track the approval progress for this Travel Expense Report and possibly sign/reject this required signature here:

https://misportaldev.jlab.org/mis/apps/travel/edit_expense_report.cfm?exp_hdr_id=61&approvalVersion=1

To configure which approval emails you receive, please visit:

https://misportaldev.jlab.org/approvalsManager/notification_preferences

Trip Number: 2017040020
Costpoint Vendor: CAMSON
Start Date: 4/24/2017
End Date: 4/27/2017
Total To Be Expended: \$661.18
Notes Traveling to Argonne to work on detector

JSA/Jefferson Lab Travel Expense Report

[Create New](#) [Instructions](#) [Print Version](#)

Traveler/Vendor Information

Name	ALEXANDRE CAMSONNE	Costpoint Vendor ID	CAMSON
Div / Dept / Ext	Exp Nuclear Physics / Experimental Halls / 5064	Origin	FRANCE
Destinations	1) DUPAGE COUNTY, IL, USA (4/24/2017 thru 4/27/2017) 0 personal day(s) rates (lodging: 112, per diem: 59)		
	2) Add New		

Expense Report No.	
Voucher No.	
Status	WAPPR
Preparer	Pam Turk
Trip Number:	2017040020
# Personal Days:	0

Load from TA

Date	Location	Personal Car Miles	Mileage (\$ 0.535)	Taxi/Bus/ Shuttle/Train	Airfare	Car Rental	Lodging	Meals & Incidental Expense Per Diem	Meal Deduction (Enter as a minus)	Meals Provided (B,L,D)	Registration/ Training Fee	Parking & Tolls	Misc.	Total
4/24/2017	DUPAGE COUNTY, IL, USA			75.00			379.68	44.25						499.93
4/25/2017								59.00						59.00
4/26/2017								59.00						59.00
4/27/2017								44.25						44.25
Totals				75.00			379.68	206.50						1

Web Links
[Forms for Travel](#)
[DOMESTIC Per diem rates](#)
[FOREIGN per diem rates](#)
[Meal Deduction table](#)
[Foreign Currency Converter](#)

PROJ	ORG	ACCT	CHARGED
ARES	PHALLA	6045-001	661.18
		45-005: Travel Employee Local	Add POA
Total			661.18

Total to be Expended	661.18
Company Paid Items	0.00
Less: Other Reimbursements	
Applied Advances	0.00
Unapplied Advances	0.00
Total owed to Traveler	661.18
Total owed to JLab	0.00

Notes: Traveling to Argonne to work on detector

Pay Third-party

Written authorization from traveler is necessary to process with one-time, indefinitely, or effective start/end date indicated.

Attachments

Attachment to Upload:

Traveler hereby certifies that, except as otherwise noted, the information submitted on this expense report reflects only expenses incurred by the traveler during official business for JSA/Jefferson Lab on the dates shown. The Travel Expense Report reflects all discounts, reductions, trade-ins, or offsets whatsoever, which reduce the expense actually incurred.

* Other Reimbursements: Third party [provide contact name, phone & email address] (Charge Account 1130-000); Relocation (Charge Account 2410-004)

Approvals

Signature	Amount	Signer
Authorized Signers:		
Traveler		Alexandre Camsonne (camsonne@jlab.org) <input type="button" value="Sign"/> <input type="button" value="Reject"/> (Admin Override)

If Traveler signs ER, an Email is sent to Travel Services.
If Traveler rejects, an Email will be sent to the Preparer.