VERA C. RUBIN OBSERVATORY

Rubin Obs Travel Expense Report (TER) User Manual

Document 25195

April 2022

NSF AURA U.S. DEPARTMENT OF ENERGY SLAC CHARLES AND LISA SIMONYI FUND FOR ARTS AND SCIENCES LSST CORPORATION

INSTRUCTIONS:

All AURA paid travel requires an approved Travel Request (TR). Within 60 days of the trip being completed, a Travel Expense Report (TER) must be submitted.

Failure to submit your TER within 60 days of the completion of travel will result in the TR being closed. A new TR will need to be submitted following the same process in obtaining signature authority and budget approval. A new TER from that TR will need to be submitted for reimbursement. That reimbursement will be processed through payroll as taxable income.

DEFINITIONS:

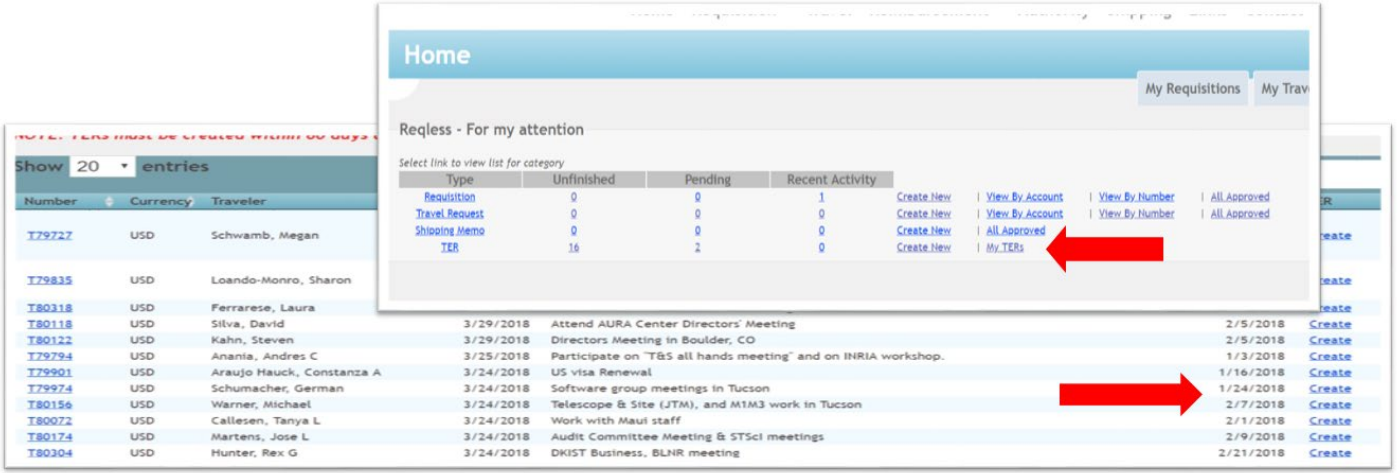
For use of this document please see below for definitions.

AURA- any direct AURA employee

For questions and forms please see the Rubin Travel Website or contact Erin Carlson, Rubin Observatory Travel Administrator

Access to TER:

- Sign into Reqless at https://cas.aura-astronomy.org/ReqlessCP using your user name and password.
- In “TER” row select “My TERs”
- Locate and select the “create” link at the end of the TR you wish to process



Itinerary Modified

MAIN TRAVEL POINTS		
FROM	TO	DATE
CHAMPAGNE, IL, USA	TUCSON, AZ, USA	6/6/2017
TUCSON, AZ, USA	CHAMPAGNE, IL, USA	6/8/2017

Edit Travel Information

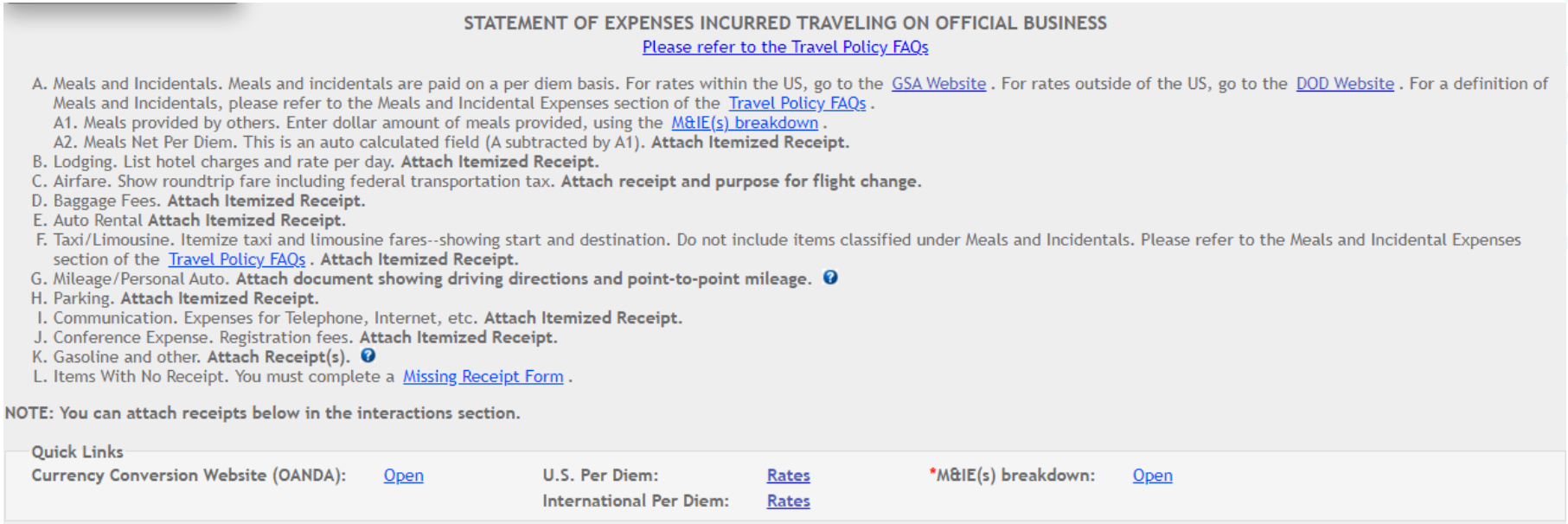
Please make sure the "Main Travel Points" grid is accurate (above); if it is not please click the "Edit Travel Information" button to update.

MAIN TRAVEL POINTS		
FROM	TO	DATE
, Type country then select	, Type country then select	
, Type country then select	, Type country then select	Remove

Save | Add Travel Point

Select "Save" if you are finished or "Add Travel Point" to add more travel segments.

Note: The links in the screenshot below are not live. Links will be live in the Reqless system after sign-in. Daily Per Diem Meals & Incidentals, Travel Policy FAQ's, Missing Receipt form, and OANDA.com currency conversion links are provided on the live page.



STATEMENT OF EXPENSES INCURRED TRAVELING ON OFFICIAL BUSINESS

Please refer to the Travel Policy FAQs

A. Meals and Incidentals. Meals and incidentals are paid on a per diem basis. For rates within the US, go to the GSA Website . For rates outside of the US, go to the DOD Website . For a definition of Meals and Incidentals, please refer to the Meals and Incidental Expenses section of the Travel Policy FAQs .
A1. Meals provided by others. Enter dollar amount of meals provided, using the M&IE(s) breakdown .
A2. Meals Net Per Diem. This is an auto calculated field (A subtracted by A1). **Attach Itemized Receipt.**
B. Lodging. List hotel charges and rate per day. **Attach Itemized Receipt.**
C. Airfare. Show roundtrip fare including federal transportation tax. **Attach receipt and purpose for flight change.**
D. Baggage Fees. **Attach Itemized Receipt.**
E. Auto Rental **Attach Itemized Receipt.**
F. Taxi/Limousine. Itemize taxi and limousine fares--showing start and destination. Do not include items classified under Meals and Incidentals. Please refer to the Meals and Incidental Expenses section of the Travel Policy FAQs . **Attach Itemized Receipt.**
G. Mileage/Personal Auto. **Attach document showing driving directions and point-to-point mileage.**
H. Parking. **Attach Itemized Receipt.**
I. Communication. Expenses for Telephone, Internet, etc. **Attach Itemized Receipt.**
J. Conference Expense. Registration fees. **Attach Itemized Receipt.**
K. Gasoline and other. **Attach Receipt(s).**
L. Items With No Receipt. You must complete a Missing Receipt Form .

NOTE: You can attach receipts below in the interactions section.

Quick Links

Currency Conversion Website (OANDA):	Open	**U.S. Per Diem:**	Rates	***M&IE(s) breakdown:**	Open
		International Per Diem:	Rates		

Note- you may hide columns for which you are not expensing. Example: Columns D (baggage), E (auto), H (parking), I (communication), and J (conference expenses) are hidden.

Hide/Show column: Meals - Meals A1 - Meals A2 - Lodging - Airfare - Baggage Fees - Auto - Taxi - Mileage - Parking - Communication - Conference Expenses - Other - Items With No Receipt

MONTH / DAY	A. Meals and Incidentals	*A1. Meals Unclaimed or Provided By Others	A2. Meals Net Per Diem	B. Lodging	C. Airfare	F. Taxi	G. Mileage 2022 $0.585/ Mile (Enter only miles if TER is in USD)	K. Gas and Other	L. Items with no receipt	Total
2/20 Sunday										
2/21 Monday										
2/22 Tuesday										
2/23 Wednesday										
2/24 Thursday										
2/25 Friday										
2/26 Saturday										
2/27 Sunday										
Total:			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Scroll to the Expense Table and enter all daily out of pocket expenses incurred during your travel. *Note: if an item was paid directly by AURA, do not enter it into the table. (ie. Car share, conference fees, etc.)*

MONTH / DAY	A. Meals and Incidentals	*A1. Meals Unclaimed or Provided By Others	A2. Meals Net Per Diem	B. Lodging	C. Airfare	D. Baggage Fees	E. Auto	F. Taxi	G. Mileage 2022 $0.585/ Mile (Enter only miles if TER is in USD)	H. Parking	I. Comm	J. Conf. Exp.	K. Gas and Other	L. Items with no receipt	Total
2/20 Sunday															
2/21 Monday															
2/22 Tuesday															
2/23 Wednesday															
2/24 Thursday															
2/25 Friday															
2/26 Saturday															
2/27 Sunday															
Total:			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

A. Meals and Incidentals: Daily meal per diem allowed for meeting location. First and last day of travel are at 75% of full allotment. *Receipts not required*.

A1. Meals provided by others: Any meal that you were provided that you did not pay for out-of-pocket. (ie: hotel breakfast, conference lunch, dinner with group).

A2. Meals Net Per Diem: This will **auto-populate- do not force a number here**.

B. Lodging: List daily hotel charges (base rate and taxes). Do not put the full sum at the bottom of the grid. **Receipt required**.

C. Airfare & Flight Change Fees: If airfare purchased by employee show roundtrip airfare including all taxes. **Receipt required**.

D. Baggage Fees: Enter fee amount. **Receipt required**.

E. Auto: Enter daily rental amount. **Receipt required**.

F. Taxi: Itemize taxi, shuttle or any other out of pocket ground transportation. **Receipt required**.

G. Mileage: Enter number of miles travelled, *not dollar amount*. Attach map showing driving directions and point-to-point mileage. **Map required**.

H. Parking: Enter daily fee amount. **Receipt required**.

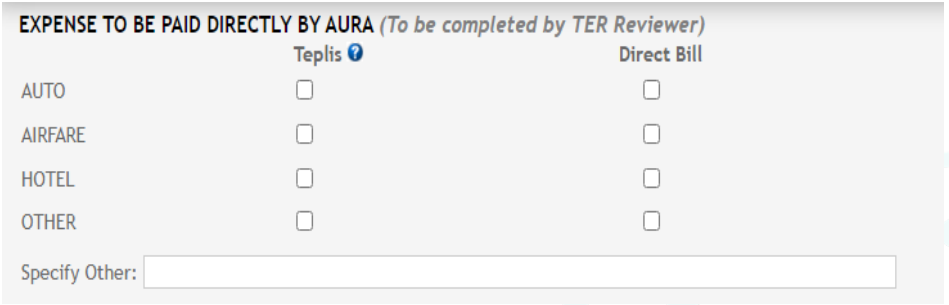
I. Communication: Expenses for telephone services, internet, etc. that are not included on a hotel receipt. **Receipt required**.

J. Conference Expense: Registration fees incurred. Do not enter membership fees in the TER, a separate requisition will need to be submitted. Do not include dinner and/or food-type reception purchased in the TER. You will receive the allotted per diem for this meal. **Receipts required**.

K. Gas and Other: Provide a brief description. Rail information also placed in this column. **Receipt(s) required**.

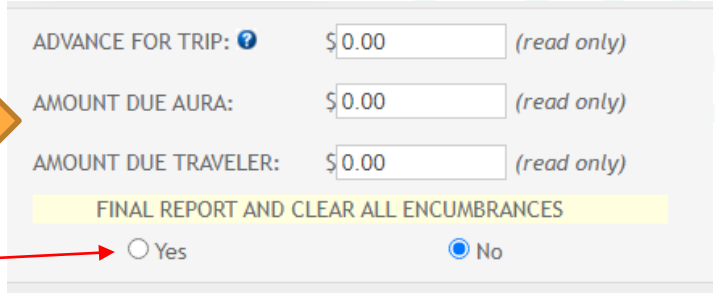
L. Items with No Receipt. A *Missing Receipt Form* **MUST** be completed and attached.

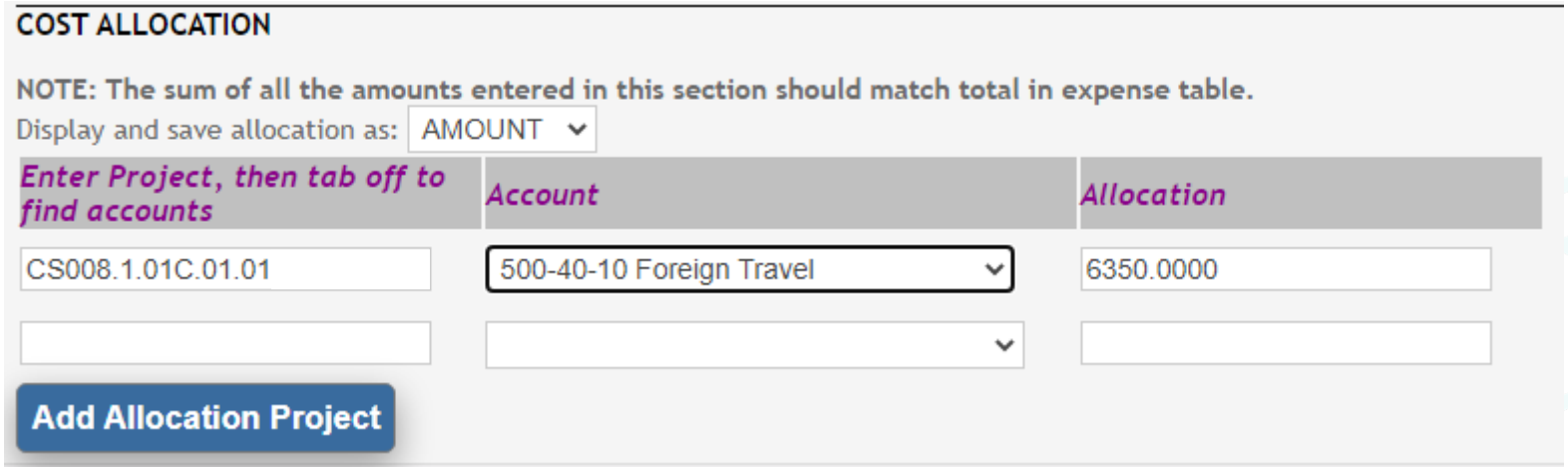
Expense to be paid directly by AURA: leave blank- the TER reviewer will make correct annotations.



Final Report and Clear All Encumbrances:
Only choose "yes" to this question if all information and receipts that are necessary to completely close this travel request have been provided. If this is a partial submission for conference registration fees or something similar, please leave as defaulting to "no."

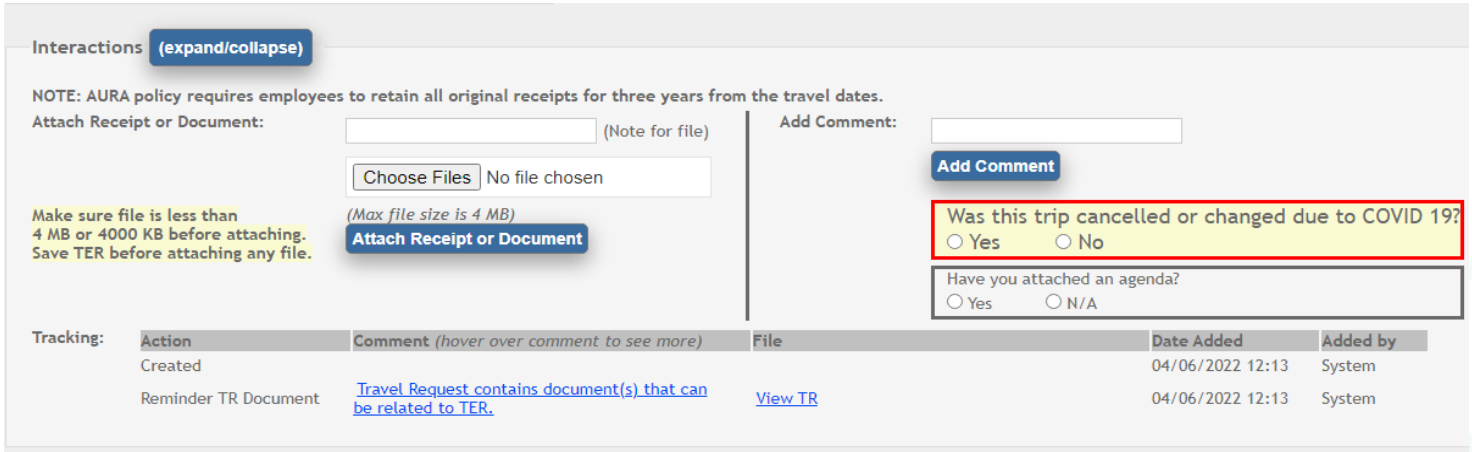
Information will automatically populate.





Cost Allocation:

- Project Code: This should already be filled in through the travel request (TR) submitted. If the wrong charge number is allocated, please check with your manager before making any changes.
- Account Code: Selecting the drop down will provide a list of expense codes. Choose the appropriate code that applies.
- Allocation: If less than 100% of the expensed amount will be charged to a single account, additional lines are required.

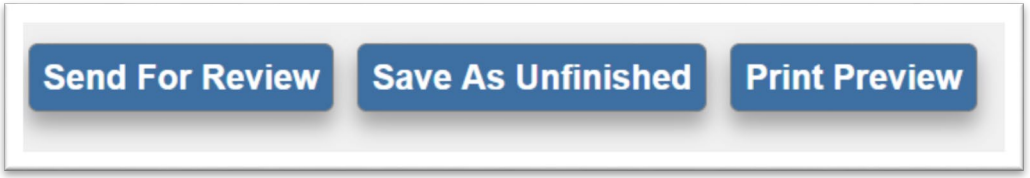


Please annotate COVID-19 reschedule or change.

Do not attach links for agendas- please attach a PDF of the agenda.

Interactions: All receipts that are required for this TER should be uploaded here. Multiple receipts can be uploaded in one scanned document. See page 14 for a list of receipts/documents to include in the TER. *NOTE: AURA policy requires employees to retain all original receipts for three years from the travel dates.*

Add Comment: text only- any extra information needed for explanation



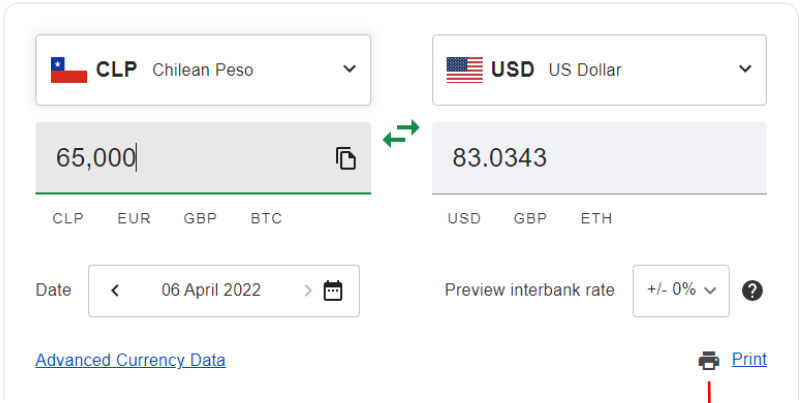
Send for Review or Save as Unfinished: Once all of the information has been entered and all receipts uploaded, the TER must be forwarded for Review or Approval. Click "send for review."

If the TER is not yet ready to send forward for review or approval, click "save as unfinished" to complete the TER at a later time.

Please be sure to use the correct approving person on the drop-down menu on the final page. It should be the same person who approved your travel request. Once the TER has been forwarded, the status notification on the TER will change to "Pending Approval" or "Pending Review" (if there is a reviewer for the specific account) on the traveler's TER.

Currency Exchange

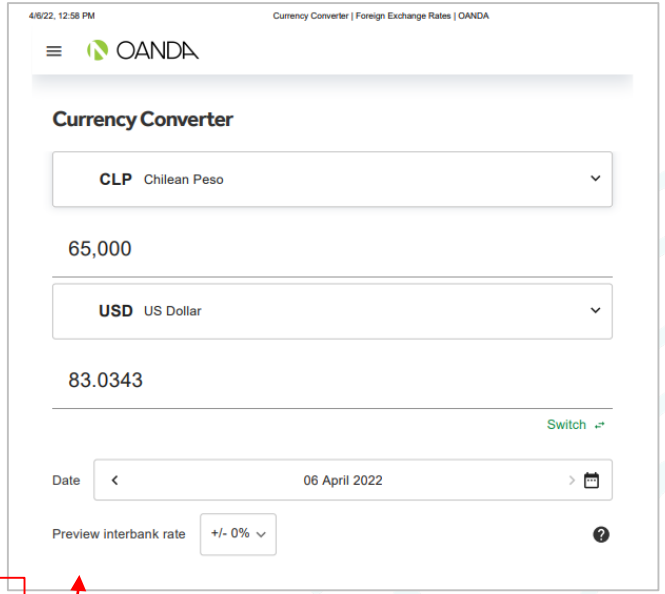
Oanda.com look-up



*Note: if any receipts are in a foreign currency, attach Oanda.com conversion PDF for **each** charge on **the date** it was charged and/or submit credit card statement with conversion in USD. Please do not attach a graph.*

Press "print" to get this

Print out for TER



What to Include In Your Travel Expense Report

- Receipts: Scanned copies of detailed receipts are accepted for reimbursements. Occasionally, receipts may not be available upon the submission of the TER. In these cases, a missing receipt form (accessible through the TER form) must be submitted for the expense. A single scan inclusive of all receipts is acceptable. Credit card statement screenshots are used for **back-up only** and are not acceptable as receipts. All receipts attached should be original receipts.

- Conferences, workshops, meetings, etc.: a **PDF** of the agenda and/or brochure must be included for reimbursement. **DO NOT ATTACH A LINK TO AN AGENDA**- the TER will be returned to you.

- Mileage: if being claimed (from home to the airport), a Google Map or similar PDF showing the miles traveled needs to be attached as part of the claim.

- The **Travel Summary Report (TSR)** is a required form for all Rubin Obs travel and must be included for reimbursement to be made. Please use most current version of TSR (April 2017)- all others versions will be returned. (see Rubin Obs Travel Website link at the bottom of this page for form or Docushare)

- Per Diem: the traveler is required to submit a copy of the MI&E per diem rate for the location of which he or she traveled for the business event. Please feel free to use a PDF version of the itinerary summary email the Travel Administrator sends prior to departure.

- Foreign travel: if any receipts are in a foreign currency, attach Oanda.com conversion PDF for **each** charge on **the date** it was charged and/or submit credit card statement with conversion in USD. (see page 13)

For questions and forms please see the Rubin Obs Travel Website or contact Erin Carlson, Rubin Obs Travel Administrator