

LSST/AURA TRAVEL EXPENSE REPORTS (TER) USER'S MANUAL

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 completed. Failure to submit your Travel expense Report within 60 days of the completion of travel will result in your reimbursement being taxed as regular wages.

For questions and forms please see the [LSST Travel Website](#) or contact [Erin Carlson](#), LSST Travel Administrator

DEFINITIONS:

For use of this document please see below for definitions.

AURA- any direct AURA employee

Partner- any partner of AURA. ie. SLAC, IPAC, UW, Princeton, NCSA, Harvard, SAC, PST, other boards, etc. that has user credentials or a subsystem username/password

Affiliate- all others

Access to TER:

- Sign into Reqless at <https://cas.aura-astronomy.org/Reqless> using your user name and password. If you are a AURA partner or affiliate you may need to sign in under the correct sub-system.
- In “TER” row select “My TERs”
- Locate and select the “create” link at the end of the TR you wish to process

The screenshot displays the Reqless web application interface. On the left, a table lists Travel Requests (TERs) with columns for Number, Currency, and Traveler. On the right, a modal window titled 'Reqless - For my attention' is open, showing a summary of request counts and a list of recent activities. A red arrow points to the 'My TERs' link in the modal, and another red arrow points to the 'Create' link at the end of a row in the main table.

Reqless - For my attention

Select link to view list for category

Type	Unfinished	Pending	Recent Activity
Requisition	0	0	1
Travel Request	0	0	0
Shipping Memo	0	0	0
TER	16	2	0

[Create New](#) | [View By Account](#) | [View By Number](#) | [All Approved](#)


[Create New](#) | [View By Account](#) | [View By Number](#) | [All Approved](#)

[Create New](#) | [All Approved](#)

[Create New](#) | [My TERs](#)

Main Table:

Number	Currency	Traveler	Date	Description	Date	Action
T79727	USD	Schwamb, Megan				Create
T79835	USD	Loando-Monro, Sharon				Create
T80318	USD	Ferrarese, Laura				Create
T80118	USD	Silva, David	3/29/2018	Attend AURA Center Directors' Meeting	2/5/2018	Create
T80122	USD	Kahn, Steven	3/29/2018	Directors Meeting in Boulder, CO	2/5/2018	Create
T79794	USD	Anania, Andres C	3/25/2018	Participate on "T&S all hands meeting" and on INRIA workshop.	1/3/2018	Create
T79901	USD	Araujo Hauck, Constanza A	3/24/2018	US visa Renewal	1/16/2018	Create
T79974	USD	Schumacher, German	3/24/2018	Software group meetings in Tucson	1/24/2018	Create
T80156	USD	Warner, Michael	3/24/2018	Telescope & Site (JTM), and M1M3 work in Tucson	2/7/2018	Create
T80072	USD	Callesen, Tanya L	3/24/2018	Work with Maui staff	2/1/2018	Create
T80174	USD	Martens, Jose L	3/24/2018	Audit Committee Meeting & STScI meetings	2/9/2018	Create
T80304	USD	Hunter, Rex G	3/24/2018	DKIST Business, BLNR meeting	2/21/2018	Create

 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. (see below)

MAIN TRAVEL POINTS		
FROM	TO	DATE
<input type="text"/> , <small>Type country then select</small>	<input type="text"/> , <small>Type country then select</small>	<input type="text"/>
<input type="text"/> , <small>Type country then select</small>	<input type="text"/> , <small>Type country then select</small>	<input type="text"/> Remove

Save

Add Travel Point



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

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:

The links in the screenshot above 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 forms, and OANDA.com currency conversion links are provided on this page.

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. Uber, conference fees, etc.)*

A. Meals and Incidentals	A1. Meals Unclaimed or Provided By Others	A2. Meals Net Per Diem	B. Lodging	C. Airfare & Flight Change Fees	D. Baggage Fees	E. Auto	F. Taxi	G. Mileage  2018 \$0.545/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
								<input type="text"/>				<input type="text"/>	
								<input type="text"/>				<input type="text"/>	
								<input type="text"/>				<input type="text"/>	
								<input type="text"/>				<input type="text"/>	
								<input type="text"/>				<input type="text"/>	
		\$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.

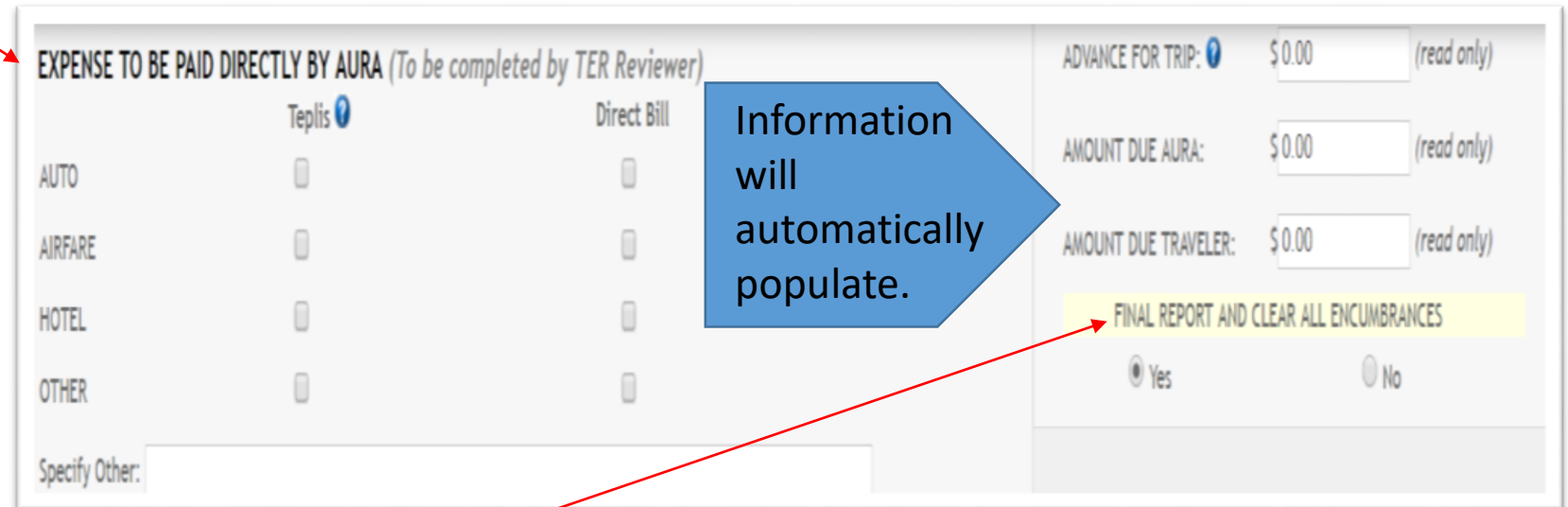
B. Lodging: List daily hotel charges (base rate and taxes). Do not put the full sum at the bottom of the grid. **Receipt required.**

- 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."



The screenshot shows a form titled "EXPENSE TO BE PAID DIRECTLY BY AURA (To be completed by TER Reviewer)". It contains a table with columns for expense types and checkboxes for "Teplis" and "Direct Bill". To the right of the table are three read-only fields for "ADVANCE FOR TRIP", "AMOUNT DUE AURA", and "AMOUNT DUE TRAVELER", all showing "\$ 0.00". Below these is a section titled "FINAL REPORT AND CLEAR ALL ENCUMBRANCES" with "Yes" and "No" radio buttons. A blue arrow points from the text "Information will automatically populate." to the "Yes" radio button. A red arrow points from the text "Expense to be paid directly by AURA: leave blank- the TER reviewer will make correct annotations." to the "EXPENSE TO BE PAID DIRECTLY BY AURA" header. Another red arrow points from the text "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.'" to the "Yes" radio button.

	Teplis	Direct Bill
AUTO	<input type="checkbox"/>	<input type="checkbox"/>
AIRFARE	<input type="checkbox"/>	<input type="checkbox"/>
HOTEL	<input type="checkbox"/>	<input type="checkbox"/>
OTHER	<input type="checkbox"/>	<input type="checkbox"/>

Specify Other:

ADVANCE FOR TRIP: \$ 0.00 (read only)

AMOUNT DUE AURA: \$ 0.00 (read only)

AMOUNT DUE TRAVELER: \$ 0.00 (read only)

FINAL REPORT AND CLEAR ALL ENCUMBRANCES

☒ Yes ☐ No

COST ALLOCATION

NOTE: The sum of all the amounts entered in this section should match total in expense table.

Display and save allocation as: PERCENT ▾

Account Number	Expense Code	Allocation
KLM10101C	500 Domestic Travel - Staff ▾	100.0000
	▾	

Add Allocation Account

Cost Allocation:

- Account Number: 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.
- Expense 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. Click the "Add Allocation Account" to obtain additional lines.

Interactions

(expand/collapse)

NOTE: AURA policy requires employees to retain all original receipts for three years from the travel dates.

Attach Receipt or Document:

(Note for file)

Choose Files

No file chosen

Make sure file is less than 4 MB or 4000 KB before attaching. Save TER before attaching any file.

(Max file size is 4 MB)

Attach Receipt or Document

Add Comment:

Add Comment

Have you attached an agenda?

Yes

N/A

Tracking:

Action	Comment (hover over comment to see more)	File	Date Added	Added by
Created			01/27/2017 11:26	System

Send For Review

Save As Unfinished

Print Preview

Interactions: All receipts that are required for this TER should be uploaded here. Multiple receipts can be uploaded in one scanned document. Do not attach links for agendas- please attach a PDF of the agenda. See page 12 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.

25195

10

*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.*

Currency Converter | Historical Exchange Rates | Live Exchange Rates | Transfer Money | [print](#)

Currency I Have: Euro EUR ▼

AMOUNT: I have this much to exchange 30

Currency I Want: US Dollar USD ▼

AMOUNT: I want to buy something at this price 36.9500

Want to transfer money? [Try our Money Transfer service](#) | INTERBANK +/- 0% ▼ | DATE: ◀ Mar 5, 2018 ▶ ⌵

Send For Review

Save As Unfinished

Print Preview

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. Please be sure to use the correct approving person on the drop-down menu. 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.

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

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 LSST 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 LSST 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 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 11)

For questions and forms please see the [LSST Travel Website](#) or contact [Erin Carlson](#), LSST Travel Administrator