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 an 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
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)

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&E(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/Limosine. 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.


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

International Per Diem: Rates

*M&E(s) breakdown: Open

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.)*

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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.”

Information will automatically populate.
**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**: 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.
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.

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