



Rubin Travel Refresh

Quick Reference Guide

Construction and Operations

PCW 2023 August 7-11, 2023



SLAC



U.S. DEPARTMENT OF
ENERGY

Quick Links

- [Rubin Observatory Travel webpage](#)
- [Rubin Travel and Travel Forms Confluence page](#)
- [Travel Docushare](#)
- [Travel Safety, Auto Insurance and Passport & Renewals](#)

Introduction

- Currently we are updating the Rubin Observatory Travel Procedure to align with AURA's Travel Policy and the CAS Travel Manual.
- Rubin complies with the definition of “allowable, reasonable and allocable” provided in the Executive Office of the President of the United States' Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, et al).
- The following pages contain the most “inquired” and most “miscalculated” procedures observed over the last six months.
- For definitions and comprehensive guidance see the Rubin Observatory Travel Procedure *(currently in CRB)*

Reminders and Revisions for Travel Requests

- The Travel Administrator (TA) will make all travel arrangements for Rubin business travel.
- Travel Requests (TRs) must be submitted for approval at least 21-days in advance or immediately when travel is known. The TR field is a mandatory field to make a reservation in Concur, therefore an approved TR is required.
- The TA will prioritize TRs by departure date. **NOTE: TRs not submitted within the 21-day advance notice are not guaranteed immediate prioritization.**
- The TA determines which flights are compliant, reasonable and allowable, while also taking any suggestions/preferences from the traveler into consideration.
- Recommended flights are sent to the traveler for review and selection via email; no reservation is made at this time.
- Prices and flights are subject to change at any moment; therefore, the traveler must reply to the TA within 48-hours of receiving the email.

Reminders and Revisions (cont.)

- Upon selection of the flights, the TA will finalize reservations for air, hotel and/or car in Concur.
- A review email is sent to the traveler to approve the final arrangements.
- Once the TA has received a reply email confirmation from the traveler, the travel itinerary will be ticketed.
- Fares are never guaranteed until the ticket is issued.
- **NOTE: If the traveler does not respond to the TA within 48 hours, the TA will select flights from the recommended options at her discretion. The TA will issue the ticket and send the final itinerary to the traveler.**
- **Additionally, travel may be cancelled altogether if flight choices or cost changes drastically within that 48-hour period. The traveler and their manager will need to reevaluate the criticality of said trip, and depending on time constraints and dollar amounts, a new TR may need to be issued and the original TR cancelled.**

Travel Companions

While on business travel, if the traveler chooses to bring additional passengers along, there are only two options:

- The TA arranges the project members travel, then the project member books companion travel themselves using their travel as reference.
- The TA books all travel and a credit card will need to be supplied for the companion.
 - Additionally full name as shown on government ID, date of birth (DOB) and any pertinent travel information such as Known Traveler Number, airline frequent flyer number, etc., will also need to be supplied.

~Note: The traveler is not authorized to book themselves or others for reimbursement~

Overnight Flights and M&IE Allowance

- The day of the flight departure (from home or destination) is 75% of the applicable M&IE rate. (see example on page 8)
- The day the flight landed (from home or destination) is 75% of the applicable M&IE rate. (see example on page 8)
- All flights to and from Chile qualify for this allowance.
- Overnight flights to and from Hawaii qualify for this allowance.
- All other overnight flights qualify for this allowance.

Overnight Flights and M&IE Allowance Example

This example is for September 2023 travel from Tucson to La Serena and back where the M&IE per diem is \$88.00

Date	09/03/23	09/04/23	09/05/23	09/06/23	09/07/23	09/08/23	09/09/23	09/10/23
City	La Serena	La Serena	La Serena	La Serena	La Serena	La Serena	La Serena	La Serena
State or Country	CHILE	CHILE	CHILE	CHILE	CHILE	CHILE	CHILE	CHILE
Daily M&IE	\$66.00	\$66.00	\$88.00	\$88.00	\$88.00	\$88.00	\$66.00	\$66.00

- Please note that the M&IE rates for the days of travel (both outbound and return) should be for the meeting destination.
- There of course, could be other variations if more than one meeting destination is on the expense report.

Personal Deviations

Occasionally, the traveler may deviate from the business-authorized location or add personal days to his or her trip. All personal travel deviations require authorization from the employee's supervisor.

The following steps must be followed in order to receive proper itinerary reservations and reimbursement of travel expenses:

- The **traveler** is responsible for providing comparable airfare and/or hotel rates.(TR)
- The **traveler** must calculate the costs that are comparable and must include the documented cost difference for the deviation of the trip. (TR)

Personal Deviations (con't)

- The **traveler** is required to deduct the difference for the deviation and provide an explanation and documentation prior to submitting the TER to the Travel Administrator.
- The TR itinerary should contain the business travel requested.
- Check the personal deviation box on the TR and supply the above information- either in the deviation box, or attach documents in the comment section.

DO NOT SUBMIT LINKS FOR FLIGHTS- LINKS EXPIRE- PDF'S DO NOT

Travel and Car Rental Insurance

- All project members whose travel is funded by Rubin and who travel on behalf of AURA are covered under various travel insurance and auto insurance policies while traveling domestically or internationally.
- AURA's AIG Travel Guard insurance coverage applies when the traveler travels more than 100 miles from their home. It covers unexpected expenses and also provides many services during a travel emergency.
- Auto Rental Coverage- AURA carries separate policies with Hartford Casualty Insurance Company, which covers travelers who travel in the United States (except for Hawaii) and those who travel internationally.