

What to Include In Your Travel Expense Report (TER)

These updates are now required and have been requested by our auditors:

- 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 mileage is 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.
- 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.
- If a hotel includes breakfast – even a continental breakfast – this must be deducted from the per diem. Airplane meals, however, do not count toward the per diem. Per diem reimbursement cannot be for an amount lesser than the amount shown in the M & IE breakout columns. For example; if the per diem allows \$12.00 for breakfast and a traveler submits reimbursement for \$10.00; \$12.00 must be reimbursed otherwise the center is reimbursing at actual costs in violation of its travel policy.
- A **Travel Summary Report (TSR)** is a required form for all travel and must be included for reimbursement to be made. Please use most current version of TSR (April 2017) located on the left column of the LSSTPO Travel webpage and/or DocuShare.
- 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.
- Travel Advances: if used, the travel reimbursement must be claimed within ten business days. Otherwise, the center violates IRS regulations as the travel advance becomes a de facto interest free loan to an employee in violation of Safe Harbor regulations.

Questions? Please email [Erin Carlson](#), LSST/AURA Travel Administrator.