

CAS Travel Manual

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Association of Universities for Research in Astronomy
Central Administrative Services



Travel Manual Statement

AURA/CAS is committed to providing the highest level of support service to each of its operating centers and continually strives to communicate important information and define uniform procedures and best business practices that are consistent with NSF funded centers.

As part of this ongoing commitment, AURA/CAS has prepared a Travel Manual for AURA Employees, Board/Committee Members and Affiliates to provide travelers with a comprehensive guide for understanding travel policies, government rules and regulations and reimbursements under government contracts and cooperative agreements. This manual is intended for employees who travel in the interest of AURA and for the supervisory and administrative personnel who authorize travel or approve reimbursement of travel-related expenses.

The information in this manual will serve as an effective communication tool and provide insight into AURA's travel policy to ensure consistency within AURA/CAS business centers. This manual outlines specific instructions on how travel requests are processed from the initial planning stages and will provide instruction on how to correctly classify travel expenses and reimbursements.

This manual does not replace AURA's travel policy or policies of individual Centers. Instead, it serves as a resource guide and its main purpose is to maintain consistency among all of AURA-operated business centers. Although AURA already has established travel policies and procedures in place, it recognizes each of its business centers as separate entities with varying differences in how travel is processed and holds each center to the same standards that are consistent with NSF agency rules and regulations.

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I. AURA-Authorized Travelers

AURA is dedicated to promoting research and continually advancing in knowledge and expertise through active involvement that benefits the astronomical community. AURA recognizes these contributions and is committed to supporting opportunities for professional development and participation from its employees and affiliates. AURA has identified these individuals by their affiliation:

- a) AURA-Employees
- b) Board Members
- c) Committee Members
- d) Invited Guests

All travelers whose travel is being paid for by AURA must follow the same process; a TR (Travel Requisition) must be submitted for management approval through Reqless—the automated purchasing and travel system prior to making any travel reservations—and the traveler must submit a corresponding TER (Travel Expense Report) upon completion of travel.

II. AURA-Approved Travel Distance

Official travel is defined as any travel by an employee or authorized traveler who is traveling more than 50 miles from his or her assigned location who is conducting business for authorized purposes. Travel reimbursement for food and lodging is only for travel more than 50 miles from the employee's assigned location. Employees and authorized travelers must include a meeting agenda or travel summary with their TER.

AURA's Travel Policy outlines the allowable, reimbursable expenses when traveling 50 or more miles from the employee's assigned location:

- a) Conference Fees (agenda is required)
- b) ATM Fees
- c) Mileage
 - Reimbursable mileage rates may be found at <http://www.gsa.gov/portal/content/100715>.
- d) Lodging
- e) Commercial Transportation
- f) Rental Vehicles (upon approval)
- g) Food

For information regarding AURA's Travel Reimbursement Policy, click on the link below:
[AURA'S Travel Reimbursement Policy](#)

III. Domestic or Foreign Air Travel

Whether traveling within domestic or foreign regions, all airline travelers must meet TSA (Transportation Security Administration) identification requirements as well as airline carrier requirements for the airline on which they are flying. In addition to the passport requirement for foreign travel, some countries require a VISA to enter into their country.

1. Domestic Travel – Acceptable forms of identification

- a) Photo identification card issued at the state or federal level such as a: driver's license, military ID or United States passport.

For information regarding acceptable forms of identification, click on the link below:

<http://www.tsa.gov/traveler-information/acceptable-ids>

2. Foreign Travel – Acceptable forms of identification

- a) Passport – Travelers who fly internationally require a valid passport to enter and leave.

Note: Some countries may allow travelers to enter with only a birth certificate, or with a birth certificate and a driver's license, but all persons, including U.S. citizens, traveling by air, must present a valid passport to re-enter the United States. Travelers should pay close attention to passports due to expire within 6 months of the travel date; — some countries require that the traveler have a valid passport within 6 months of the traveler's return date to either enter/exit their country.

For more information regarding U.S. Passports and International Travel, click on the link below:

<https://travel.state.gov/content/passports/en/passports.html>

For information regarding the country you will be visiting, click on the link below:

<http://travel.state.gov/content/passports/english/country.html>

For information regarding emergency assistance while traveling abroad, click on the link below:

<http://travel.state.gov/content/passports/english/emergencies.html>

US paid employees are provided insurance when traveling to foreign locations. The CAS website has [documentation](#) with helpful information that includes health insurance requirements for foreign travel, especially where a Visa is required.

INTERNATIONAL TRAVELERS:

If you are traveling internationally with laptops, PDAs, cellular phones, or digital storage devices, refer "Section—XII Export Compliance" for specific instructions concerning travel risks, safety requirements, and acknowledgements prior to purchasing travel.

IV. Travel Safety

Travel safety is a concern for all travelers, regardless of the method of travel. Important precautions and considerations should be taken while traveling abroad. Awareness of enhanced national security screening measures related to air travel and heightened security can be helpful when preparing for a trip and can save time and frustration at airport checkpoints and screening stations.

1. Travel safety and travel advisory alerts

Prior to traveling, travelers should be aware of health precautions and travel alerts. The following links have been provided to advise the traveler of safety alerts:

Center for Disease Control:

<http://wwwnc.cdc.gov/travel/destinations/list>

Travel Alerts and Travel Warnings:

<http://travel.state.gov/content/passports/english/alertswarnings.html>

V. Budgeting: Per Diem and Travel Advances

The traveler is responsible for estimating the costs of the trip and must also comply with the appropriate funding agency rules and regulations. Travelers who travel on behalf of AURA, **and who have obtained prior management approval**, may proceed with the planning of their trip. Travelers are encouraged to give thoughtful consideration regarding all travel expenditures. Travel expenditures are carefully reviewed, then authorized by a Supervisor or Center Director. Travelers may request a travel advance and must also follow U.S. or Foreign Per Diem regulations to be reimbursed for these expenses.

1) Per Diem

Per Diem is a term used for Meals and Incidental Expenses (M&IE). Per Diem is determined by the location the traveler is traveling to (will be the destination listed on the TER) and is meant to cover the cost of meals and incidental expenses (e.g. gratuity). All travelers seeking reimbursement for Meals and Incidental Expenses (M & IE) are responsible for adhering to U.S. or Foreign Per Diem regulations when requesting reimbursement of travel related expenses. Per Diem rates must be accurately recorded (daily) using a TER. U. S. or Foreign Per Diem regulations only allow reimbursement for 75% of the daily per diem rate for the first and last days of travel.

Most hotels offer breakfast as part of the hotel stay. If the hotel offers a breakfast (including a continental breakfast), per diem cost allowance for breakfast is to be deducted on the TER form.

Example: The total amount of per diem is \$46, but your breakfast is included with your hotel reservation. You would deduct the \$7 listed for the breakfast rate, making your adjusted per diem \$39.

NOTE: If the traveler chooses to claim less than the authorized per diem in order to save money for their Center, the per diem rates must be reduced by the designated rates for meals. They cannot be deducted by any other amounts.

If you would like to claim a lesser per diem rate than what you are entitled, you would decrease the amount using only the allotted individual meal costs. Decreases may only be done in the incremental rates that are designated for a meal.

Example: If your allowable per diem for the day is \$59.00 and you desire to request a decreased amount, you would decrease the \$59.00 by one or more of the allotted meal costs [I.e. \$59.00 minus \$13.00 (breakfast cost), \$59.00 minus \$15.00 (lunch) or \$59.00 minus \$26.00 (dinner cost).]

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$59	\$13	\$15	\$26	\$5

All deductions must be accompanied by a written explanation of the reduction.

To calculate the correct per diem rate for M& IE, refer to the rate schedule:

<http://www.gsa.gov/portal/content/101518>

a) U.S. Per Diem Rates

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts

b) Foreign Per Diem Rates

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

For further information regarding examples of per diem calculations, refer to [Appendix A, AURA Corporate Office Travel Reimbursement Policy](#).

For questions regarding M & IE claims, refer to the CAS website under FAQ's under [Per Diem & Reimbursement](#).

2) Travel Advances

AURA provides travel advances for out-of-pocket travel expenses and for the daily per diem scheduled rate. Travel advances should not exceed expected out-of-pocket expenses which would include meals and incidentals. To ensure timely processing of a travel advance, all travel advances must be requested no later than 30 days prior to the expected travel date - an agenda

should be included (if available) when requesting a travel advance.

a) Travel advance payments are paid as scheduled:

- Domestic Travel Advances are paid one week prior to departure date.
- Foreign Travel Advances are paid two weeks prior to the departure date.

Travel advances requested after 30 days from the departure date may result in a delay in processing a check request. Travel advance checks are processed weekly on Thursdays. If the trip will occur during a holiday, there may be a delay in processing the check.

b) Repayment of Travel Advances

Travelers who have received a travel advance must submit a TER within 10 days of the traveler’s return date. If the amount advanced exceeded the travel expense, the excess amount will be paid to AURA and should be included with the TER.

VI. Expense Considerations: Allowable vs. Unallowable expenses

The Federal Government has clearly defined the rules concerning allowable and unallowable costs when using federal funds. Allowable expenses include meal and incidentals (M & IE). Incidental expenses would include fees and tips for porters, baggage handlers, and other personal service employees. These expenses are part of the “meals and incidental expenses reimbursement” rates provided by the IRS. Other typical travel expenses that are considered allowable are conference\registration fees. Airfare, hotel, and auto rental expenses are allowable. However, there are certain items within these categories that cannot be claimed for reimbursement and fall under “unallowable” expenses.

Unallowable expenses include:

- 1) Travel Insurance
- 2) Rental car upgrades or package upgrades:
 - GPS (Except for foreign travelers)
 - Satellite Radio
- 3) Some rental car insurance—Refer to the chart below to determine whether or not to purchase rental insurance:

Employee Classification	Rental Location	Employee must purchase rental insurance:	
AURA Employee	In the US	NO	
AURA Employee	Outside the US	NO	
AURA Chilean Employee	In Chile	NO	
AURA Non-Chilean Employee residing in Chile	In Chile		YES

- 4) Towing as a result of the traveler’s negligence
- 5) Fines for parking or traffic violations

- 6) Fees incurred to cover property damage
- 7) Loss of personal property
- 8) Travel costs between the home and the official place of work
- 9) Personal telephone calls and non-business Internet service
- 10) Seat upgrades—unless the traveler has a medical record on file with Human Resources listing special accommodations or certain extenuating circumstances.
- 11) Hotel incidentals to include:
 - Movie rentals
 - Room Service
- 12) TSA Pre-check and CBO Global Entry fees
- 13) Fees for Early Bird Check In for a flight, or Airline Change Fees related to non-business related flight changes.

Refer to the M & IE reference chart for the area you will be traveling to for a [breakdown of M I & E](#).

Refer to the [Allowable & Unallowable Cost Categories](#) for Federal Funds chart for detailed information regarding allowable and unallowable expenses.

For questions or inquiries regarding exceptions, contact the [Human Resources Department](#).

NOTE: All questions regarding allowable vs. unallowable purchases should be directed to the Procurement Manager prior to submitting a TER.

VII. Deviations for personal travel

Occasionally, the traveler (employee) 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 traveler must complete the Travel Requisition in Reqless and follow the same procedures to obtain authorization for the trip. Once the trip is approved, the traveler is required to disclose the details related to the trip—for insurance and time keeping purposes.

Follow these steps to receive proper reimbursement of travel expenses:

1. The traveler is required to obtain approval from management for all trip deviations and include this information on his or her TER.
2. The traveler is responsible for providing comparable airfare and/or hotel rates.
 - The traveler must calculate costs that are comparable and must include the cost difference for the deviation of the trip and provide data to include:
 - a. Comparisons using the same dates of travel from the original point of origin to the business destination.
 - b. Comparisons using the same dates of travel from the original point of origin to the deviation destination.

To calculate cost comparisons that are required to be submitted with the TER, the traveler can search the Internet using various travel websites such as:
(Travelocity, Expedia, Priceline, etc...)

3. The traveler is required to deduct the difference in cost for the deviation and provide an explanation of the trip with and without the deviation prior to submitting the TER to the

Accounting Department.

VIII. Travel Insurance

All travelers whose travel is funded by federal funds, and who travel on behalf of AURA are covered under various travel insurance and auto insurance policies while traveling domestically or internationally. Travelers are expected to act responsibly while traveling on business. AURA will not be responsible for any fees or penalties resulting in negligent or willful acts caused by the traveler. Travelers should review [AURA's Travel Policy](#) prior to planning their trip.

- 1) AURA's [Hartford Executive Assistance Live Services](#) travel insurance coverage applies when the traveler travels more than 100 miles from his or her home. It covers unexpected expenses and provides services during a travel emergency.
- 2) US paid employees are provided insurance when traveling to foreign locations. The CAS website has [documentation](#) with helpful information that includes health insurance requirements for foreign travel, especially where a Visa is required.

Coverage includes:

- a) Pre-travel information and travel tips
 - b) Assistance and specific travel information prior to traveling
 - c) Emergency travel arrangements: emergency vehicle rentals, travel assistance for companion/dependents, repatriation and evacuation
 - d) Emergency medical assistance including: medical prescription replacement, medical referrals, hospitalization, and medical payments
 - e) Multilingual translation assistance
 - f) Critical travel document replacement
 - g) Political emergencies
 - h) Identity theft
 - i) Referrals for legal issues
- 3) Cigna offers additional coverage for travelers who purchase [Cigna's Accidental Death and Dismemberment Plan](#). Services are available when traveling 100 miles away from home on company business or vacation and include:
 - a) Transportation to a hospital or medical facility
 - b) Emergency medical evacuation
 - c) Repatriation of remains
 - d) Referrals to physicians, dentists and medical facilities
 - e) Prescription refill services (two)
 - f) New travel plans for a companion who lost existing arrangements due to delays caused by your emergency
 - g) Travel of a dependent child (under age 16) who is left unattended as a result of your illness or injury
 - h) Round-trip (economy class) transportation for a family member in the event that you are to be hospitalized for more than 10 days

NOTE: Cigna requires travelers to access [Cigna Secure Travel](#) to access emergency benefits. Services coordinated outside of this program may not be eligible for payment.

For information regarding coverage or the insurance plan policy information, contact the [Human](#)

[Resources Department](#) or the [AURA Financial Risk Assessment Manager](#).

4) Auto Rental Coverage

AURA carries separate policies with Hartford Casualty Insurance Company, which covers travelers who travel in the United States (except for Hawaii). AURA has a separate policy for travelers who travel internationally.

- a) Domestic Coverage
- b) International Coverage
- c) Hawaii Coverage
- d) Use of personal vehicles—see additional information in the Vendor Resources section
- e) Initiating an insurance claim

For questions related to insurance coverage or instructions on how to file an insurance claim, contact [Chuck Gessner](#)

IX. Vendor Resources

AURA has established relationships with certain airline and hotel vendors to benefit the traveler in obtaining the best pricing, value and service. Using an AURA-approved vendor will allow the traveler easier access to account and insurance information. A list of preferred vendors and vendor codes can be found in [Reqless](#).

1. There are a several vendors a traveler can take advantage of when booking travel. After the travel request has been approved, travel arrangements can be made through various means, using AURA vendors or outside resources. AURA has established accounts with several vendors. Account information can be found in [Reqless](#).

a) Airfare Vendors:

AURA has partnered with the airline vendors listed below for business travel rewards programs that benefit both AURA and the traveler. Each vendor has a rewards number that should be used each time airfare is purchased. This information can be found in [Reqless](#).

Vendors include:

- American Airlines
- United Airlines
- Southwest Airlines

NOTE: Prior to purchasing airfare, the traveler should consider regulations of the Fly America Act of 1958. Refer to section VI of this document for more information.

b) Hotel Vendors:

AURA has negotiated rates with certain hotel vendors for special rates (per diem rates) in Tucson. A list of approved vendors can be found in [Reqless](#) in the Travel tab—Travel Links.

c) Auto Rentals

AURA has negotiated rates with the vendors listed below for special rates. The traveler must have a valid driver's license without restrictions prior to renting a vehicle. Each vendor has an account number that is direct billed to AURA's account. Account numbers can be found in [Reqless](#) at the time the traveler makes his or her reservation.

AURA encourages the use of the following vendors:

- Enterprise
- National
- AVIS (for foreign travelers only)

d) AURA's exclusive Travel Agency:

Travelers using a travel agency must have prior management approval. Travel cannot be billed to the AURA account until the TR has been approved. Travel arrangements may be made through AURA's exclusive travel agency:

- Concur by Teplis

2. Use of personal vehicles:

On occasion, AURA employees may use their own personal vehicles to transport equipment required to complete a project, to reach a remote location or for other various reasons. Employees who require the use of a personal vehicle for business purposes are required to obtain prior approval from his or her supervisor. Personal vehicles are not covered under AURA's policy and without prior approval, the employees themselves are not covered under the AURA insurance policy. Center vehicles rather than personal vehicles should be used whenever possible—using a center vehicle or renting a vehicle will ensure that the traveler is covered under AURA's insurance policy at all times..

X. Travel Guidelines for Federally-Funded Travelers – Fly America Act of 1958

The U.S. government has regulations in place for federally funded International Travel, referred to as the Fly America Act. The Fly America Act has implemented certain rules, regulations and exceptions by which all travelers traveling within the 50 states must comply, including the use of a U.S. Flag Air Carriers—otherwise known as American-owned airline carriers—who hold a certificate under section 401 of the Federal Aviation Act of 1958 (49 U.S.C. App.1371). All travelers/travel coordinators should be advised that some online travel websites may not comply with the Fly America Act and should purchase airfare with companies that abide by these regulations whenever possible. There are however, some exceptions that allow the traveler to use non-compliant airline vendors.

For detailed information regarding the Fly America Act and exceptions, refer to the AURA website: <http://auracas.aura-astronomy.org/?q=procurement/flyus>

XI. Official Travel Request

1. Travel Authorization

All AURA-Authorized travel requires prior authorization by the Center Director or an approved designee. AURA has established guidelines as stated in the AURA Travel Policy. An official authorization of the trip must be obtained prior to booking travel. The following information is required to initiate a travel request and obtain approval:

- a) Travel agenda
- b) Time Card Approver
- c) Budget Approver

2. Travel Requisition and Approval

All AURA travelers are required to access [Reqless](#) to initiate a travel request. This system allows the traveler to access AURA-supported vendors to purchase travel and, obtain official approval for the trip.

Step One: Click on the link below to access the Reqless web page:

<https://cas.aura-astronomy.org/Reqless/Account/Login?ReturnUrl=%2fReqless%2fen-US>

Step Two: Upon the submission of the Travel Requisition (TR) in Reqless, the traveler is required to record estimated travel expenses.

NOTE: Gemini and LSST have Travel Coordinators who book travel for all of their employees and affiliates traveling on behalf of AURA. The Travel Coordinators are responsible for reviewing the TR and TER.

For Gemini travel inquires, contact [Bobbi Kikuchi](#). For LSST Travel, contact [Erin Carlson](#)

Association of Universities for Research in Astronomy, Inc. Hello, Warren, Times 11/14/2017 10:02 AM [Log Off](#) [Logout](#)

AURA | Reqless Home **Requisition** Travel Reimburse [Contact](#)

Create Travel Request

My Travel Reqs Account Find By Number All Approved All Pending Travel Links

Currency: USD

On Behalf Of: Self

Purpose of Trip: Specify the details of the trip/location

Advance Amount: Enter estimated amount

Traveling for Gemini: Please check box if traveling for Gemini

When approved, also email: add additional recipient if needed (Use semicolon (;) as separator for multiple addresses)

Mode of Travel

Rental Vehicle Air Personal Vehicle Train Shuttle or cab Other Company Vehicle

Click on "Create Requisition"

Enter the estimated amount

Select options that apply

Click on "Create"

Expense Details

This section is required for Gemini employees and those using percentage, and optional for others.

Expense	Estimated Cost	Expense	Estimated Cost
Air fare	<input type="text"/>	Taxi	<input type="text"/>
Hotel	<input type="text"/>	Personal Mileage	<input type="text"/>
Per Diem Rates	<input type="text"/>		<input type="text"/>
Car Hire	<input type="text"/>		<input type="text"/>
Total Expense	<input type="text"/>		<input type="text"/>

Cost Allocation

Please select No Cost to AURA/Center below if charges are paid by outside organization, or fill in the account allocation under AURA/Center Charges.

No Cost To AURA/Center

No Charges will be incurred (Outside organization is paying)

OR

AURA/Center Charges

You must specify amount as currency or percentage. If using percentage, you must complete Expense Details and check box below.

Save and Display using Percentage

Percent	Account	Exp Code
<input type="text"/> 100.00	<input type="text"/>	900 Domestic Travel - Staff

Always specify two decimals (Enter account without dashes)

Enter Account Number and Expense Code

Add Allocation Account

Itinerary

Date	Travel From	Travel To
9/26/2014		
9/26/2014		
9/26/2014		
9/26/2014		

mm/dd/yyyy)
International Travelers: Please check with the [U. S. State Department](#) for current Travel Warnings for your destination.

Add Itinerary

Interactions (expand/collapse)

If this travel is for a meeting or conference, you must attach an agenda in PDF format.

Attach file: (click for file)

(Max file size is 4 MB)

Enter the correct dates: If there is a deviation in the trip, those dates are required.

The travel destination listed here will be used when calculating per diem rate.

Attach a copy of your itinerary

Enter comments: If there is a deviation in the trip, enter the details here.

Upon submission of the online request, an email is generated to the traveler or Travel Coordinator (Gemini and LSST only) and the traveler's time card and budget approver for further approval.

XII. Documenting Expenses

Travelers must carefully document expenses upon their return from the trip using the TER, which is accessed and submitted through [Reqless](#). A CAS (Travel Accounting Specialist) TAS will carefully review travel expenses to ensure that the costs were reasonable and allowable. The traveler should be aware of deadlines for reimbursements and must provide required receipts (if applicable). Prior to submitting a TER, the traveler must be aware of AURA's reimbursement guidelines, which will help facilitate the reimbursement process:

1. Deadlines

Upon returning from his or her trip, there are deadlines that the traveler should be aware of to receive reimbursement of expenses in a timely manner.

- 10 Day Deadline –Travel Advance reporting
 - Return unused funds
- 60 Day Deadline – Per AURA Policy, TER's are due within 60 days of the return date of travel. Travel Requisitions will be closed after 60 days and any reimbursement requests after this require a new TR approved by the timecard approver and budget approver. All reimbursements after the 60 day deadline will be reported as taxable income.

Detailed information can be found in the [Accountable Plan Reporting](#) memo.

2. Date changes

If you return earlier or later than what you reported on your TR, you must include a comment on your TER with an explanation of date changes. Airline Change Fees related to non-business related flight changes will be the responsibility of the traveler. Documentation for all business related Airline Change Fees must be provided.

3. Receipts and recording expenses—TER

Scanned copies of detailed receipts are accepted for reimbursements; the original receipt must be available for audit purposes. The traveler is required to keep a record of the original receipt for a period of three (3) years. 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.

4. Currency Conversions

The traveler is required to submit all reimbursements in U.S. Dollars. If the traveler traveled outside of the United States, the traveler is required to submit a copy of the currency conversion rate within the dates during which he or she traveled.

This information can be found online at: <http://www.oanda.com/currency/converter>

5. Travel Notices

- a) **Travel Advance TER Notices** - If you received a travel advance you will begin receiving reminder notices five days after the return date and weekly thereafter until the TER is submitted.
- b) **TER Notices** - If you did not receive a travel advance, you will begin receiving reminder notices 20 days after the return date of the travel and weekly thereafter.

If there are any direct charges made to the corporate American Express card, e.g. airfare, you will continue to receive reminder emails for up to 60 days due to the timing of invoice receipts and reconciliations. If you have already submitted your final TER you may disregard these notices.

6. Reimbursement checks

Travel Expense Reports must be submitted by 12:00pm (noon) on Tuesday to receive a reimbursement check on Thursday.

NOTE: Please be aware that these deadlines may be affected during holidays. The traveler can receive a paper check or he or she can receive the funds via payroll.

XIII. Export Compliance (For international travelers)

AURA makes every effort to ensure that international travelers are aware of any International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR) export control regulations and the risks that are associated with traveling abroad.

The export of items, technology, commercial software, and encryption code is subject to export control regulations; this includes laptops, PDAs, cellular phones, and digital storage devices. AURA takes appropriate measures to ensure that travelers comply with federal laws concerning the lawful exporting and/or re-exporting of digital devices, technology, and commercial software. Before traveling abroad, the traveler should be aware of the destination country's laws regarding the appropriate methods of transporting items (laptops, PDAs, cellular phones and digital storage devices) for business or personal use.

1. Safety websites

AURA travelers are strongly encouraged to visit the following websites prior to traveling:

- a. US Department of State travel website:
<http://travel.state.gov/content/passports/english/alertswarnings.html>
- b. US Government consolidated travel resources page:
<http://www.usa.gov/Citizen/Topics/Travel/International.shtml>

2. Accountability forms and checklists

AURA international travelers are required to fill out the applicable form(s) (available on the CAS website) and email them to the Export Compliance Officer (ECO) for evaluation:

- c. Assumption of Risk and Release
- d. International Travel Checklist

This document will assist the ECO in determining if you will need any of the following documentation to accompany your travel:

- i. Department of State or a Department of Commerce endorsed export license.
Any controlled scientific equipment, components, or software, technology associated with those items, or technology associated with high-level encryption products may require an export license prior to travel. The licensing process may take six (6) weeks to six months to complete; it is strongly encouraged that licensable items not be considered for international travel.
- ii. Export License Exception - Temporary Export (TMP) Certification
This exception may apply to company owned items, technology or information you're planning to carry abroad; the appropriate paperwork will eliminate the need for an export license for restricted technology.

- iii. **Export License Exception - Personal Goods Export (BAG) Certification**
This exception may apply to personally owned items or technology you are planning to carry abroad; the appropriate paperwork will eliminate the need for an export license for restricted technology.
- iv. **Carnet - merchandise passport**
A Carnet is an international customs document that simplifies the customs procedures for the temporary importation of various types of goods. Carnets allow scientific equipment to pass through without question of duty or taxation.

The remainder of this page has been left blank intentionally.

Travel; Frequently Asked Questions (FAQ's)

What is a per diem?

[Please refer to Section 5.1 of the CAS Travel Manual.](#)

Meals and Incidental Expenses (M&IE) are now reimbursed on a per diem basis. What is the definition of M&IE?

[Please refer to Section 5.1 of the CAS Travel Manual.](#)

How do I find what the M&IE per diem allowance is for the city I am traveling to?

[Please refer to Section 5.1 of the CAS Travel Manual.](#) <http://www.gsa.gov/portal/content/101518>

What if a city is not listed on the CONUS Per Diem website?

When a city is not listed on the CONUS Per Diem website, the name of the county where the city is would be used to calculate the per diem rate.

If some of my meals are provided for me during my travel (e.g. by the hotel I am staying at or by the conference I am attending) can I still claim the full daily M&IE per diem allowance?

[Please refer to Section 5.1 of the CAS Travel Manual.](#)

If I can't claim the full daily M&IE per diem allowance because some of my meals are provided, how much can I claim?

[Please refer to Section 5.1 of the CAS Travel Manual.](#)

On the day I travel to my destination and on the day I return, I won't be traveling for the whole day. Can I still claim the full daily M&IE per diem allowance?

[Please refer to Section 5.1 of the CAS Travel Manual.](#)

Now that AURA is reimbursing for M&IE based upon per diem, are receipts required?

Not for meals and incidental expenses, no.

What is the mileage reimbursement rate?

[Please refer to Section 2 of the CAS Travel Manual](#)

I didn't spend as much as the M&IE allowance provides, do I have to claim the entire allowable expense?

[Please refer to Section 5.1 of the CAS Travel Manual.](#)

What if my expenses did not exceed my travel advance and I owe AURA?

[Please refer to Section 5.2 of the CAS Travel Manual.](#)

Change Log

Date	Description	Published Version
3/16/17	The passage regarding coffee and pastries not being considered a full meal has been removed as it is in contradiction of the AURA travel policy	2