

TRAVEL EXPENSE REPORTS (TER)

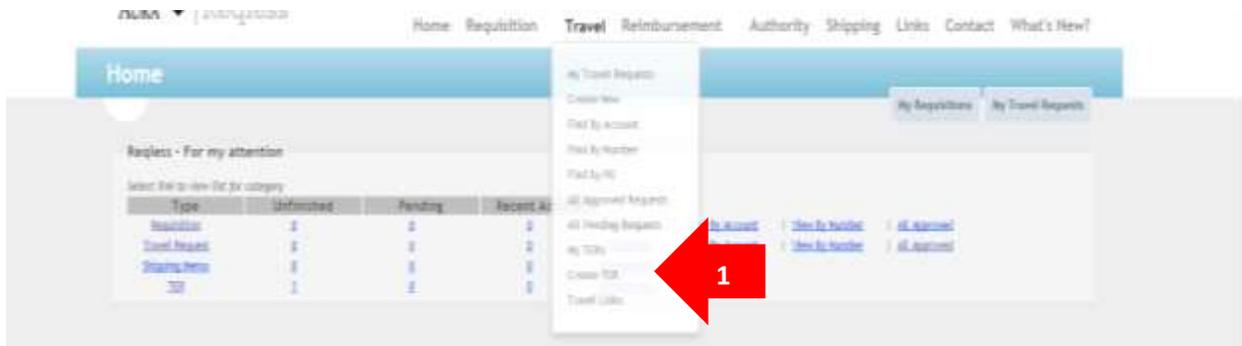
USER'S MANUAL

Staff Instructions

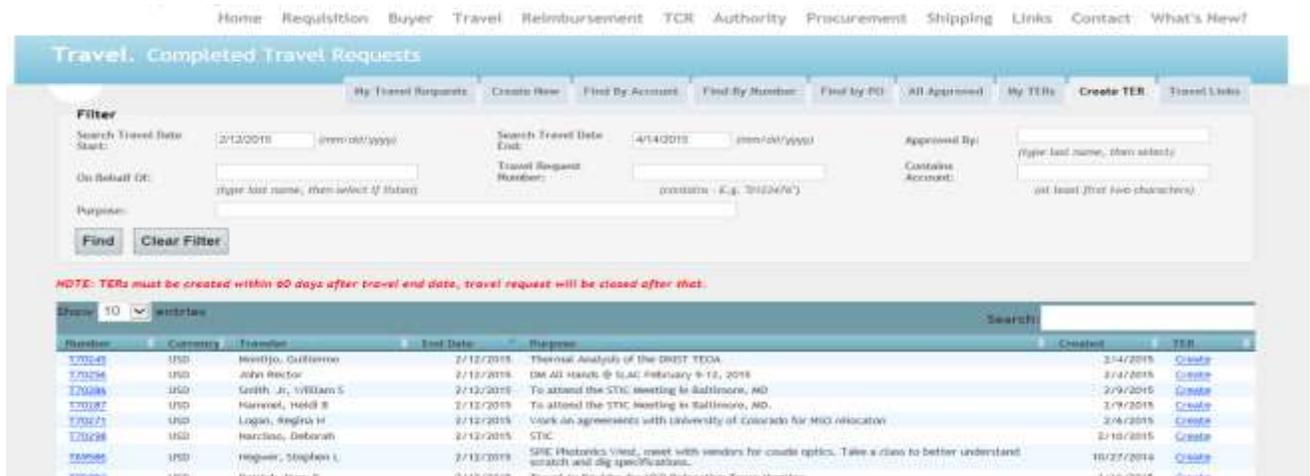
All AURA paid travel requires an approved Travel Request (TR). Within 60 days of the trip being completed, a Travel Expense Report (TER) must be completed. Failure to submit your Travel expense Report within 60 days of the completion of travel will result in your reimbursement being taxed as regular wages, see [http://www.aura-astronomy.org/about/policies/Section%20B/B19\)%20B-XIX-Accountable%20Plan%20Memo.pdf](http://www.aura-astronomy.org/about/policies/Section%20B/B19)%20B-XIX-Accountable%20Plan%20Memo.pdf)

Procedure:

1. Access the TER
 - Sign into Reqless at <https://cas.aura-astronomy.org/Reqless> using your user name and password.
2. Create the TER
 - Under the "Travel" tab, choose either "My TERs" or "Create TERs", to access the Travel Request to be expensed.



- Locate and click on the "Create" link at the end of the TR you wish to process.



Scroll to the Expense Table; enter all daily out of pocket expenses incurred during your travel. (Note: if an item was paid for directly by AURA, do not enter it into the table, more on this later)

- A. Meals and Incidentals: Meals and incidentals are paid on a per diem basis, based on the city of your destination. 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](#). *Receipts not required.*
 1. Enter the dollar amount of any meals provided for you.
 2. The per diem amount, less the meals provided, will automatically calculate in to this field.
 - B. Lodging: List hotel charges and rate per day. **Receipt required.**
 - C. Airfare: Show roundtrip fare including federal transportation tax. **Receipt required.**
 - D. Baggage Fees: Enter fee amount. **Receipt required.**
 - E. Auto Rental and Gasoline: Enter USD or peso amount. **Receipt required.**
 - 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](#). **Receipt required.**
 - G. Mileage/Personal Auto: Enter number of miles travelled, *not dollar amount*. **Attach document showing driving directions and point-to-point mileage.**
 - H. Parking: Enter fee amount. **Receipt required.**
 - I. Communication: Expenses for Telephone, Internet, etc. **Receipt required.**
 - J. Conference Expense: Enter registration fees. **Receipt required.**
 - K. Other: Provide a brief description. **Receipt(s) required.**
 - L. Items with No Receipt. A [Missing Receipt Form](#) **MUST** be completed and attach.
- Expense to be paid directly by AURA:
 - If AURA paid directly for the Automobile, Airfare, Hotel or any other necessity, these items should not be entered into the expense table. Check the appropriate boxes to indicate which expenses will be billed directly to AURA.
 - Cost Allocation:
 - Account Number: Enter the account to which the dollar amount will be charged. Typing the first six letters of an account

number will provide a drop down list of Select an account from the list.

- 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.
 - Expense Code: Choosing the drop down arrow will provide a list of expense codes. Choose the appropriate code that applies.
 - Amount: Enter the USD or CLP amount that will be charged to the specified account number.
 - The sum of all the amounts entered in this section should match the total in the expense table.
 - Advance for Trip: This field will populate with the amount of advance requested on your Travel Request. Please confirm the amount of any funds received from AURA in advance for the trip is correct. If the amount is not correct, contact TravelCAS@aura-astronomy.org .
 - Amount Due AURA: This field will calculate the amount the traveler owes AURA, if the traveler spent less than any advance received.
 - Amount Due Traveler: This field calculates the amount to be reimbursed to the traveler by AURA.
 - Final Report and Clear All Encumbrances: Only choose "yes" to this question if all of the information and receipts that are necessary to completely close this travel request have been provided.
 - Interactions: All receipts that are required for this TER should be uploaded here. Multiple receipts can be uploaded in one scanned document. NOTE: **AURA policy requires employees to retain all original receipts for three years from the travel dates.**
3. Send for Review or Approval or Save: Once all of the information has been entered and all receipts uploaded, the TER must be forwarded for Review or Approval. 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" to complete the TER at a later time.

Travel. View Travel Expense Report

Create TER | My TERs | All Pending TERs | All Approved TERs | TER Manual

Travel Information

Traveler's Name: Logan, Regina H
 Travel Request Number: 22108
 Traveler's Employee Number: 10488
 Status: Unfinished
 Created By: Fowler, Drew A
 Date Prepared: 12/29/2015
 Purpose: Federal Publication Seminars - The Masters Institute in Government Contracting

Itinerary Modified

MAIN TRAVEL POINTS		
FROM	TO	DATE
Tucson, Arizona, USA	Arlington, VA, USA	12/4/2015
Arlington, VA, USA	Tucson, Arizona, USA	12/12/2015

Edit Travel Information



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 [USA Website](#). For rates outside of the US, go to the [ODG Website](#). For a definition of Meals and Incidentals, please refer to the Meals and Incidentals Expense section of the [Travel Policy FAQs](#). Enter full per diem rate.
 - A1. Meals Less Those Provided: Enter dollar amount of Meals provided.
 - A2. Meals Not Per Diem: This is an auto-calculated field (A subtracted by A1).
- B. Lodging: List hotel charges and rate per day. Attach Receipt.
- C. Airfare: Show roundtrip fare including federal transportation tax. Attach Receipt.
- D. Baggage Fees: Attach Receipt.
- E. Auto Rental: Attach Receipt.
- F. Taxi/Limousine: Revenue taxi and limousine fares—showing start and destination. Do not include items classified under Meals and Incidentals. Please refer to the Meals and Incidentals Expense section of the [Travel Policy FAQs](#). Attach Receipt.
- G. Mileage/Personal Auto: Attach document showing driving directions and point-to-point mileage.
- H. Parking: Attach Receipt. Attach Receipt.
- I. Communication: Expenses for Telephone, Internet, etc. Attach Receipt.
- J. Conference Expense: Registration fees. Attach Receipt.
- K. Gasoline and other: Attach Receipt(s). 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.

Currency Conversion Website (OWBIS): [Open](#) | [Rates](#) | [Rates](#)
 U.S. Per Diem: [Open](#) | [Rates](#)
 International Per Diem: [Open](#) | [Rates](#)

Hide/Show column: Meals - MealsA1 - MealsA2 - Lodging - Airfare - Baggage Fees - Auto - Taxi - Mileage - Parking - Communication - Conference Expenses - Other - Items With No Receipt

MONTH / DAY	A. Meals and Incidentals	A1. Meals Less Than Provided	A2. Meals Not Per Diem	B. Lodging	C. Airfare	D. Baggage Fees	E. Auto	F. Taxi	G. Mileage	H. Parking	I. Comm	J. Conf. Exp.	K. Gas and Other	L. Items with No Receipt	Total
12/4 Sunday															
12/7 Monday															
12/8 Tuesday															
12/9 Wednesday															
12/10 Thursday															
12/11 Friday															
12/12 Saturday															
Total:			10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00

EXPENSE TO BE PAID DIRECTLY BY AURA

Tapris Direct Bill
 AUTO
 AIRFARE
 HOTELS
 OTHER
 Specify Other: _____

ADVANCE FOR TRIP: \$0.00 (paid only)
 AMOUNT DUE AURA: \$0.00 (paid only)
 AMOUNT DUE TRAVELER: \$0.00 (paid only)
 FINAL REPORT AND CLEAR ALL DISBURSANCES
 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
CA300100	500 Domestic Travel - Staff	100.0000

Add Allocation Account

Interactions [\(expand/collapse\)](#)

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

Attach Receipt or Document: (drag to file) | Add Comment:

No file chosen
 (Max file size is 4 MB)

Tracking: Action: Comment: Owner: and comment: \$0.00: None: File: Date added: 12/29/2015 14:12: Added by: System

Send For Approval | Save As Unfinished | Print Preview

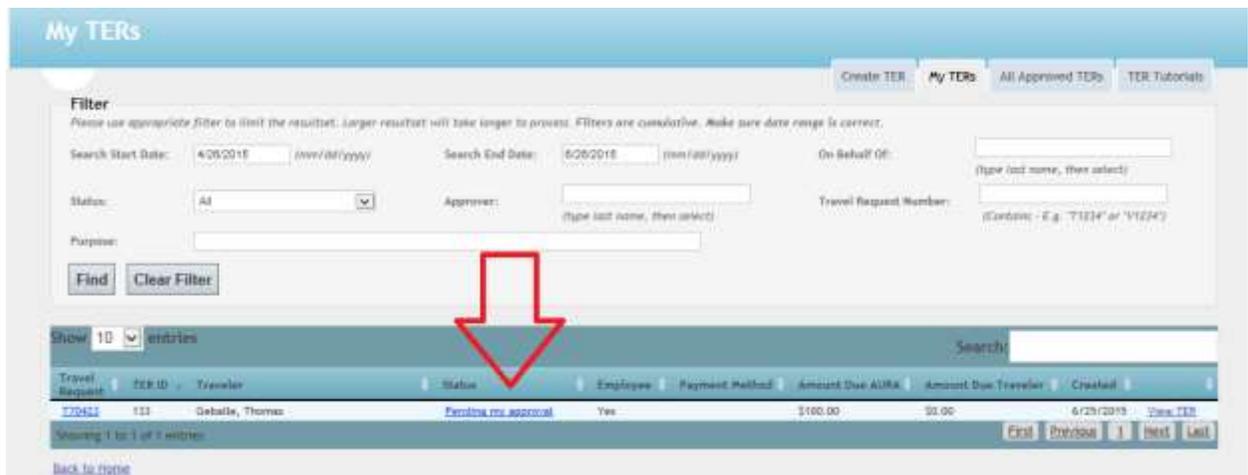


Supervisors Instructions

When a traveler submits the TER for review or approval, the approver will receive an email notification that there is an outstanding TER waiting for approval.

Procedure:

1. Access the TR
 - If already signed into the CAS website, click the link within the email notification to directly access the TER. If not, sign into Reqless via the CAS website, <http://auracas.aura-astronomy.org/> and log in using your user name and password..
 - Under the "Travel" tab, choose either "My TERs" or "Create TERs", to access the Travel Request to be expensed.
2. The "Filter" feature, may be used to locate a specific travel request, rather than scrolling through the entire list.
3. Once the appropriate TER has been located, click the "Pending my approval" link.



The screenshot displays the 'My TERs' interface. At the top, there are navigation tabs: 'Create TER', 'My TERs', 'All Approved TERs', and 'TER Tutorial'. Below this is a 'Filter' section with the following fields:

- Search Start Date: 4/25/2018 (mm/dd/yyyy)
- Search End Date: 6/26/2018 (mm/dd/yyyy)
- On Behalf Of: (type last name, then select)
- Status: All
- Approver: (type last name, then select)
- Travel Request Number: (format - E.g. 'T1234' or 'V1234')
- Purpose: (text input)

Buttons for 'Find' and 'Clear Filter' are located below the filter fields. Below the filter section is a table with the following columns: Travel Request, TER ID, Traveler, Status, Employee, Payment Method, Amount Due AURA, Amount Due Traveler, and Created. The table contains one entry:

Travel Request	TER ID	Traveler	Status	Employee	Payment Method	Amount Due AURA	Amount Due Traveler	Created
T7041	T33	Gaballe, Thomas	Pending my approval	Yes		\$100.00	\$0.00	6/25/2018 View TER

At the bottom of the table, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. A red arrow points to the 'Pending my approval' link in the 'Status' column of the first row.

4. If all information on the TER is correct, choose the "Approve" box.
 - Entering a comment in the comment box is not required, but available for any comments that are felt necessary.
 - Choose the "Approve" box to approve the TER.
 - Email notification will be sent to the traveler or creator, and the status of the TER will change to "approved" on the traveler's TERs.

The screenshot shows a web interface titled "Approve" for a TER with ID T70423. At the top right, there are navigation tabs: "Create TER", "My TERs", "All Approved TERs", and "TER Tutorials". Below the title, the text reads "TER for T70423" and "An approval E-mail will be sent to the requester. Please provide a comment. (100 characters max)". A large text input box is provided for the comment. Below the input box is a button labeled "Approve". At the bottom left, there are two links: "Back To TER" and "Back to Home".

5. If the approver is lacking information required to approve the TER, the approver may return the TER by choosing the "Return TER" box.
 - Comments on why the TER is being returned should be provided in the comment box.
 - Email notification will be sent to the traveler, creator or reviewer and the status will change to "Return for Editing", if sent back to the traveler or TER creator, or to "Pending Review" if sent to reviewer, on the traveler's TERs.

The screenshot shows a web interface titled "Return TER" for a TER with ID T70423. At the top right, there are navigation tabs: "Create TER", "My TERs", "All Approved TERs", and "TER Tutorials". Below the title, the text reads "TER for T70423" and "An E-mail will be sent to the requester. Please provide a comment. (100 characters max)". A large text input box is provided for the comment. Below the input box is a button labeled "Return TER". At the bottom left, there is a link: "Back to Home".