

INFORMATION FOR ASSISTANCE IN COMPLETING FORM

This report should be submitted to your Division office for approval and then to OCF-ACT in Building 201 within seven (7) days after completion of the trip. Your prompt and accurate completion of the Travel Expense Report is requested to enable OCF-ACT to close out your travel account. Please print or write legibly, using a ball point pen, because this report will be used as submitted by you – it will not be rewritten. Do not make any entries in that section identified for OCF use only.

You are urged to refer to the Travel and Relocation Policy and Procedure Manual at the travel services website <http://www.ocf.anl.gov/travel/> for the details about specific allowable expenses, amounts, and other limitations. The site also allows the traveler to review the status of an expense report by selecting the "Travel Expense Report Status" button. OCF-ACT will be glad to answer any specific questions you may have and may be reached at 2-3412 on domestic trips and 2-6846 on foreign trips.

City

Indicate the city (as approved by the TA) in which the item of expense is incurred; abbreviate name of city, as necessary.

Description of Expenses Paid by Traveler

Be sure to include your lodging exception letter when reimbursement for lodging in excess of the GSA rate is requested to avoid a deduction on your expense report.

If your itinerary does not have comparable airfare amounts for a Saturday night stay vs. travel without a Saturday stay, be sure to secure this information from WTP (800-355-8313) and include with your expense report.

Any cash advance amount is not to be included on the travel expense report.

Local transportation, i.e., home or ANL to terminal, terminal to hotel, etc. Check the appropriate box. In the case of personal car, indicate the number of miles traveled. If expenses, such as taxi fares, were shared with other employees indicate their names on the report.

Be sure to obtain credit for any lodging deposit paid by ANL.

The traveler must complete the sections for lodging and M&IE per diems. The traveler may request up to 3/4 of the M&IE rate for the first and last day of travel.

All expenses, other than those printed on the form in the body of the report, must be entered with an adequate explanation. Items >\$25 require original receipts as support.

Other Expenses: Include items such as ATM/Teller fees and other mandatory fees for use of the U.S. Bank VISA card, fax fees, copying fees, etc.

If conference fees are paid by the traveler, attach receipts and a copy of the conference agenda and registration form showing what was included.

You may use attachments to continue itemizing expenses.

Employee Signature

Be sure to sign the report. If received unsigned, it must be returned for your signature.

Approval Changes Requiring an Amended TA

If this report reflects any of the changes listed below from the trip as originally specified in the Travel Authorization, an amended TA is required to authorize such changes. Changes requiring an amended TA are:

- 1) Change in destination.
- 2) Trip duration extended by more than one day. Trip extended by only one day requires a reason for the extension but does not require an amended TA.
- 3) Change in scope of the trip, e.g., additional organizations or places visited, meetings attended, etc., at the same destination.
- 4) Change in vacation or personal leave time taken in conjunction with this trip.
- 5) Change in third party reimbursement.
- 6) Car rental not checked yes.

Payment of Travel Expenses by Another Organization

If travel was paid for partially, or entirely, by another organization, indicate the organization and amount paid on the report.