

Expense Report Job Aid

Step#	Instructions to Complete Form	Descriptions/Comments
1	Input Your Name	First, middle initial, last
2	Input the Start Date of the Trip	List the first day of the trip
3	Input the End Date of the Trip	List the last day of the trip
4	Destination #1	List the city of lodging
5	Start Date	List the first day of the trip at destination #1
6	End Date	List the date of the last day of travel for destination #1
7	List nightly lodging rate	
8	List nightly lodging tax rate	
9	Total Lodging	Enter the room rate + room tax times the total number of nights lodged. (Receipts for all lodging costs must be submitted with your expense report or your reimbursement cannot be processed)
10	Input the total per diem days	The first and last days of your trip should be counted as .75 of a day. All other days are counted as full days. Example: a 5-day trip would be counted as 4.5 days of total per diem.
11	Enter the per diem rate	Obtain this rate from your Travel Request
12	Enter the total per diem	Multiply the total number of per diem days by the rate.
13	# of Breakfasts provided	List the total number of breakfasts that were provided on travel. Travel Central will calculate the total deduction amount
14	# of Lunches provided	List the number of lunches that were provided on travel. Travel Central will calculate the total deduction amount.
15	# of Dinners provided	List the number of dinners that were provided on travel. Travel Central will calculate the total deduction amount.
16	Destination #2	List the city of lodging
17	Start Date	List the date of the first day of your travel for destination #2.
18	End Date	List the date of the last day of your travel for destination #2.
19	List your hotel room rate	
20	List you hotel room tax	
21	Total Lodging	Enter the room rate + room tax times the total number of nights lodged. (Receipts for all lodging costs must be submitted with your expense report or your reimbursement cannot be processed)

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22	Input the total per diem days	The first and last days of your trip should be counted as .75 of a day. All other days are counted as full days. Example: a 5-day trip would be counted as 4.5 days of total per diem.
23	Enter the per diem rate	Obtain this rate from your Travel Request
24	Enter the total per diem	Multiply the total number of per diem days by the rate.
25	# of Breakfasts provided	List the total number of breakfasts that were provided on travel. Travel Central will calculate the total deduction amount
26	# of Lunches provided	List the number of lunches that were provided on travel. Travel Central will calculate the total deduction amount.
27	# of Dinners provided	List the number of dinners that were provided on travel. Travel Central will calculate the total deduction amount.
28	Input the Total Rental Vehicle Expense, if any	Enter the actual rental car expense. Note: if the rental car was used for both business and personal purposes, prorate the rental car expense and only enter the business portion for reimbursement. The original receipt is required.
29	Input Cost of Rental Vehicle Gasoline	Enter gasoline expense for the rental vehicle
30	Input Personal Vehicle Mileage	Enter the actual number of miles to/from destination(s) and multiply by \$.565. Note: round trip miles include the total miles to/from destinations, exclusive of intra-city miles
31	Input Intracity Personal Vehicle Mileage	Enter the actual number of miles to/from destination(s) and multiply by \$.565. Note: Intra-city miles are miles driven during your stay at a destination
32	Input Personal Vehicle Mileage to/from the airport	Enter the actual miles to/from the airport and multiply by \$.565.
33	Input the Airport Parking Expense	Enter the actual airport parking expenses. Note: if the trip included personal days, prorate the airport parking expenses and enter the business portion here.
34	Input the Hotel Parking Expense, if any	Enter the actual hotel parking expense
35	Input any ATM fees	Enter actual ATM fees for business purposes
36	Input the ground transportation expenses	Use the Comment section to itemize the ground transportation. For example: 8/1/20 - Taxi to hotel \$35, 8/2/20 - taxi to airport \$35, Metro to meeting facility \$5/day for 3 days

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37	Input Other Expenses	Use the Other Expenses field to claim miscellaneous expenses. (Original receipts are required for expenses over \$75).
38	Input Registration Fee paid by traveler	Enter a registration fee that was paid by you. Original Receipts are required.
39	Input air expense paid by the traveler	Enter the amount of all airline tickets that were purchased by you.
40	Sub -Total Expenses	
41	Less Cash Advance	Enter the amount of any cash advances you received from ORAU
42	Less Advance Reimbursement for Registration Fee(s)	Enter the amount of any advance reimbursements you received from ORAU
43	Less Airfare	Enter the amount of any airfare that was reserved by ORAU.
44	Less Hotel Deposit	Enter the amount of any hotel deposit that was paid in advance for this trip.
45	Total Expenses	Sub-total expenses minus expenses paid by ORAU.
46	Due to/from traveler	Enter the total expenses that are due to you (Due to traveler) or if you owe ORAU (Due from traveler).
47	Signature of traveler	Sign the expense report (Required)
48	Date	Enter the date you completed/signed your expense report
49	Program Approval	If your program requires a sponsor/mentor signature/approval on your expense report, obtain their signature under your signature on the expense report before submitted to Travel Central.

Submitting an Expense Report for Payment

After you have completed, signed and enter the date on your expense report, you must email it along with scanned copies of your original receipts to Travel Central at SAWDTravel@orau.org.