

Instructions for Completing your Travel Expense Report

Completion of the Travel Expense Report (TER) is necessary in order to receive reimbursement for any travel expenses incurred. You must submit your TER within four weeks of the meeting date in order to receive reimbursement. Please read the directions below carefully and refer to the corresponding line numbers.

The following documentation is required to process your TER:

- ORIGINAL airline, rail or bus coupon
 - Car rental contract and receipt (if applicable)
 - ORIGINAL hotel receipt
 - ORIGINAL receipts for any meal which is \$75 or more*
 - ORIGINAL receipts for any other expense (including taxis) which is \$75 or more*
- * While we do not require receipts for meals or other expenses under \$75, we request that you provide them.

Please do not staple all your receipts together. Instead, please tape smaller receipts to a blank sheet of paper and paper clip the rest to your TER.

NOTE: Academy personnel will complete ALL shaded areas on the TER form.

Directions:

1. Mail Check To—Write the address you wish your check to be sent to. You may prefer to have your check sent to your home address rather than your office.
2. Traveler Type—Check the appropriate box.
3. Trip Type—Check the appropriate box.
4. Please remember to sign and date all forms! Without your signature, we cannot process your TER.
5. Purpose of Trip—Please enter the purpose of the trip (i.e., committee meeting).
6. Meeting Date(s)—Please enter the actual date(s) of the meeting(s).
7. Meeting Location(s)—Please enter the location of the meeting(s).
8. Date—Enter the first date for which you traveled on Academy business under “Day 1”.
9. City—Enter the city you were in on the corresponding dates. For example, if you left from Tampa on August 1 to travel to Washington, D.C. on the same day, you would put “Tampa to D.C.” as the city.
10. Breakfast/Lunch/Dinner—Enter your individual expenses incurred for breakfast, lunch, and dinner. Meals paid for by the Academy are not to be included on the TER, and The National Academies will not reimburse you if meals were provided. If you do not wish to eat the breakfast/lunch provided, we cannot reimburse you for the cost of that meal. Total daily meal expenses are subject to a reasonableness test.

NOTE: Simply checking off that you ate breakfast, lunch, or dinner is not sufficient for reimbursement. Actual dollar amounts must be written in the spaces provided.

11. Lodging—Write the cost of your hotel, NOT including any taxes, for each night in the corresponding boxes. Hotel tax is considered a non-per diem expense and should be added into line 13 under “Lodging Taxes.” Please remember to include a copy of your hotel bill when you submit your TER. Your TER cannot be processed without it.

NOTE: If the hotel was initially paid for by The National Academies, an Academy employee will fill in these amounts.

12. Tips—Enter the daily amount for tips other than meals and/or taxis.

13. Incidentals—Enter any fees and tips given to porters, baggage carriers, bellhops, hotel maids, or hotel servants in foreign countries.
NOTE: If the “Total Expenses Included In Per Diem” exceeds the allowed per diem amount, you will not be reimbursed for the full amount that you spent.
14. Lodging Taxes—Write in the cost of your hotel tax for each night in the corresponding boxes.
NOTE: If the hotel was initially paid for by The National Academies, an Academy employee will fill in these amounts.
15. Meeting Related Calls—Enter the total amount of the daily calls associated with business travel (i.e., call determined to be of official nature, calls to inform family members of safe arrival, change of itinerary or daily check in with immediate family). Calls must be reasonable in length.
16. Parking/Tolls, etc.—Please enter the daily amounts and itemize parking, tolls, etc.
17. Taxis/Metro—Enter your daily total.
18. Transportation—Enter the type of transportation (i.e., air, rail, bus, or car rental) and the amount. Please remember to include a copy of your receipt(s) and/or ticket stub(s), which has the cost, ticket number and issue date on it when you submit your TER.
NOTE: If transportation was initially paid for by The National Academies, an Academy employee will fill in these amounts.
19. Personal Auto—Write in the total # of miles (ROUNDTRIP) put on personally owned vehicles. Reimbursable miles include travel between your home and the airport or meeting location.
20. Miscellaneous Expenses—Write in any meeting related expenses that were not covered in an earlier section. Be sure to include sufficient explanation and receipts for expenses over \$75. If the expense is not deemed meeting related, it will not be reimbursed (i.e., passport and passport photo charges, Visa fees, Inoculations, travelers check fees, excess baggage when required for official business [*must have advance approval*], special transportation arrangements required in emergency situations, laundry, international lodging taxes, use of computers, printers and fax machines.)

When will I receive my check?

Turn around time varies with the number of TERs being submitted for the meeting. Within the division we tend to complete our TERs within 10-14 working days upon submission. It is to your advantage to submit your TER immediately following the trip.

Mailing Instructions:

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