

IRIS/PIC

Travel policy

PASSCAL Instrument
Center

Socorro, NM

March 29, 2012

Discussion Topics

- Travel Advances
- Updated Travel Policy
- Travel Expense Reports
- Fly America Act
- Other Travel Topics
- Q&A

Travel Advances

A travel advance is given to offset expected out-of-pocket expenses that will be incurred in conjunction with a business trip.

- Travel advances must be reviewed and approved by the appropriate IRIS Program Manager (e.g., James Gridley) before submitting to Financial Services.
- A travel expense report **MUST** be submitted in a timely manner.
- Traveler is responsible for reconciling an outstanding advance before another advance will be issued.

Failure to account for a cash advance within 120 days will result in the following:

- Travel advance privileges are suspended.
- Advance is reported as taxable income to the IRS
- Traveler continues to be responsible for clearing the advance.

Travel Advance Request

Please use the form below for all future travel advance request:

IRIS TRAVEL ADVANCE REQUEST

The immediate supervisor of the traveler/host must approve the advance request. (Please complete the information below and submit to your supervisor, who will forward the travel advance request and his/her approval to the IRIS Business Office [_admin@iris.edu_])

Advances must be accounted for within 60 days of completion of the event by submitting an IRIS Travel Expense Report to the IRIS Business Office (DC).

Traveler acknowledges the Liability of the Advance Amount and agrees to account for it by submitting a Travel Expense Report by the Accounting Due Date. Should the Traveler fail to do so, Traveler agrees to repay IRIS the full travel advance amount.

NAME OF TRAVELER:

MAILING ADDRESS (if check is to be sent to location other than IRIS DC, PASSCAL, or the DMC):_

MEETING/PURPOSE OF TRIP:

DESTINATION/LOCATION: _

DEPARTURE & RETURN DATES:

DATE THAT ADVANCE IS NEEDED

_(Please allow at least 1 week for processing.)

TRAVEL COSTS

Please indicate below the following items for which you are requesting a travel advance.

ESTIMATED AIRFARE: _

ESTIMATED RENTAL CAR:

ESTIMATED LODGING COSTS:

ESTIMATED MEALS & MISC COSTS:

-

TOTAL TRAVEL COSTS \$

Supervisor: I have reviewed the travel advance request and approve it for payment. --

IRIS/PASSCAL Instrument Center

NM Tech, 100 East Road

Socorro, NM 87801

Ph.#(505) 835-5070 Fax #505-835-5079



Traveler prepares TA



Forwarded to PM

Program Manager Approves



Forwarded to FS

FS reviews and issues
check or direct deposits
funds

Get direct deposit!

Travel Policy - Revised February 2012

- Expense reports should be submitted within **two weeks** of return from travel.
- Expenses submitted for reimbursement **30 days or more** after the ending date of travel must include a written justification for the delay in submission.
- Expenses submitted for reimbursement **90 days or more** after the ending date of travel are NOT eligible for reimbursement.

**The IRIS Travel policy and Travel forms may be found at www.iris.edu/hq/about_iris/travel/tips

or by emailing admin@iris.edu

Travel Costs

“Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by persons who are in travel status on official business of the organization. Travel costs are allowable...when they are directly attributable to specific work under an award”

-OMB Circular A-122 “Cost Principles for Non-Profit Organizations”

For any kind of unusual or nontypical travel expense, please provide an explanation or justification of the business purpose.

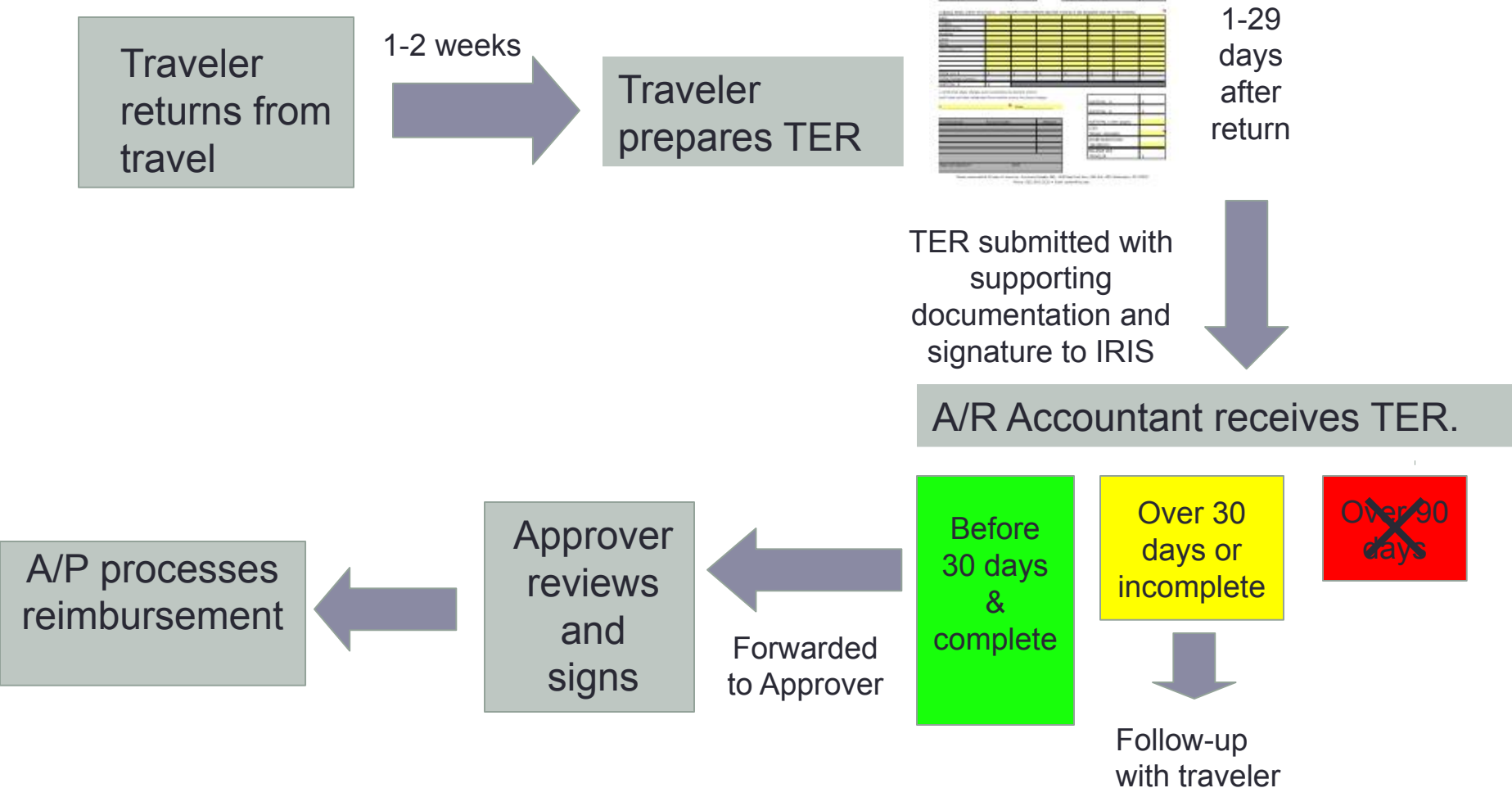
Allowable? Or Unallowable?

- Movie on-demand
- Toothpaste
- Thermal underwear
- Room at Holiday Inn
- Room at Ritz-Carlton
- Air France flight ticket
- Gym fee
- Speeding ticket
- Wine with dinner
- Unallowable
- Unallowable
- Allowable/Unallowable
- Allowable
- Unallowable
- Allowable/Unallowable
- Unallowable
- Unallowable
- Unallowable

Unallowable Expenses

- Entertainment costs
- Fees for fitness facilities
- Expenses related to vacation or personal days
- Loss or theft of personal funds or property
- Parking tickets or traffic violations
- Recreational expenses
- Spouse's or dependent's transportation, lodging or meal expenses
- Alcohol

IRIS Travel Expense Report (TER) Processing



Direct Deposit (ACH)

PIC staff can opt to receive travel and expense reimbursements and travel advances via direct deposit.

- Complete form and submit with a VOID check to A/P for account setup.



IRIS Direct Deposit Enrollment Form

ACTION: NEW CHANGE CANCEL

I wish to receive any accounts payable reimbursements by direct deposit.

I hereby authorize Incorporated Research Institutions for Seismology (IRIS) to originate electronic credit transactions for payments to be sent to the financial institution named below to be deposited to the designated account. If necessary, IRIS may make deductions from my account for any payments credited to my account in error. This authority is to remain in full force and effect until canceled by written notification from me.

I hereby cancel my enrollment in the IRIS Direct Deposit Program.

Last Name First Name

Street Address

City State Zip Code

(Work) Telephone Number e-mail address

Financial Institution:

Bank Name

Routing #

Please attach a voided check to this form.

Account #

Type of Depositor Account: Checking Savings

Ownership of Account: Self Joint Other

Payee Certification:

Signature Date

Joint Account Holders' Signature Date

Fly America Act



The Fly America Act requires foreign air travel funded with Federal dollars to be performed on U.S. flag air carriers, unless one has a sufficient reason not to.

Sufficient reasons not to “Fly America” include:

- U.S. carrier does not fly to traveler’s destination;
- Use of the U.S. carrier or non-U.S. carrier under a code share arrangement would extend travel time, including delay at origin, by 24 hours or more; and
- U.S. carrier or non-U.S. carrier service under a code share arrangement is deemed unavailable when connecting service at overseas interchange point would require connecting time of four hours or more.

If an individual travels on a foreign air carrier, documentation justifying the use of a foreign carrier is required.

Other Travel Related Items

- UATP travel insurance – Subject to IRIS Program Manager approval, PIC staff involved in field support may enroll in travel insurance through IRIS UATP Travel Insurance program
- UATP travel card (American Airlines account)
- NMT Travel Log (online)
- Rebilling travel

Universal Air Travel Plan (UATP)

UATP Executive Connection offers enhanced member benefits and travel protection coverage for corporate employees.

Benefits include:

- Travel Accident Protection
- Emergency Medical Evacuation and Repatriation
- Primary Rental Car Loss Damage Waiver
- Rental Car Personal Accident Protection
- Excess Medical Expense
- Checked Lost/Stolen Baggage Protection
- 24-Hour Worldwide Emergency Assistance

To become an Executive Connection member, you must use a UATP card issued by American Airlines, Continental Airlines, Delta Air Lines, US Airways or United Airlines as a form of payment for your airfare.

