TRAVEL MANUAL
August 9, 2001

ATTACHMENT C-9

REQUIREMENTS FOR BLANKET TARs

Also see General Steps for Blanket TARs

1. Each trip must be to the same destination.
2. Each trip must be for same purpose.
3. Each trip must be within the specific time period of the Blanket TAR.
4. Each blanket TAR will only cover a three-month period of time. If it is for a longer period, a new Blanket TAR must be completed and approved for re-validation purposes.
5. TAR must reflect total estimated cost for all trips associated with the Blanket for approval purposes.
6. Each TAR and TES must be identified as a "Blanket TAR or TES" on the first pages.
7. TES's must be filed on a "per trip" basis and completed within 5 working days after completion of the trip. (NOTE: If the TES's are not timely, future Blanket TAR's will not be granted).
8. Each TES must be approved on a per trip basis. This will aid the approver in tracking travel costs for the Blanket TAR.
9. A separate EZ Travel TES form needs to be completed for each individual trip.
10. Last TES for the Blanket MUST be identified as the final expense claim for Audit/Accounting purposes. (i.e.: "LAST TES ON THIS BLANKET TAR").
11. Initially, Blanket TAR's will only be accepted for ORAU employees.

NOTE: Trip costs associated with a Blanket TAR will NOT be accrued – this is why TESs must be filed in a timely manner. If a Blanket TAR crosses into a new Fiscal Year, an accrual will be done at year end upon request.

BLANKET TARs WILL NOT BE ALLOWED FOR THE FOLLOWING TYPES OF TRAVEL:

1. Conferences, one-time or periodic meetings, training sessions
2. International Travel
3. Household Move/Relocation

GENERAL STEPS FOR BLANKET TARs

1. Traveler fills out TAR based on the Blanket TAR Specifications.

   NOTE: Please make sure to identify the TAR as a Blanket.

2. Traveler will e-mail the TAR to the Travel Office (TRAVELOS) and the appropriate approver.
3. Once approved, the approver will forward the TAR (via e-mail) to EZ Travel. *NOTE: Travel Accounting will provide Travel Audit with the approved hard copy.*
4. Traveler will then e-mail the Travel Office with individual trip requirements.
5. Once each trip covered by the Blanket is completed, a TES must be submitted in a timely manner and identified as a "Blanket TES."