

TRAVEL MANUAL
August 9, 2001

ATTACHMENT D-5

Third Party Billing Guidelines

Confirm that all necessary documentation is available to bill for travel expenses, the following guidance is provided:

1. When a TAR is initiated for a trip, the accounting information must be established. If the expenses are to be paid by a party other than ORAU, this must be noted on the TAR. Check the appropriate box in the top portion of the TAR and note the party's name and billing address in the "Remarks" section. If only a portion of the expenses are to be billed to the third party, please indicate this in the Project/Task and "Remarks" section. An example to include in the Project/Task section of the TAR is:

Project/Task - 40%
Amount to be billed - 60%

If the total (100%) expenses of the travel are to be reimbursed by the third party, show the TAR estimate as \$0. Note that the percentage is an estimate to be included on the TAR for accrual purposes. The actual dollar amount to be billed to the third party should be included on the TES when it is processed.

2. The items that will be reimbursed by the third party must be established prior to travel. Ideally, these reimbursable items should be in written form from the third party. If you do have this documentation, include a copy with the TAR. The third party may have their own requirements for billing. For instance, the third party may only pay for airfare, or pay less than the current personal vehicle mileage. If this is the case, the employee will still be traveling under ORAU's travel policy and will be reimbursed according to ORAU's travel policy. The portion that will be paid by the third party will be billed according to their requirements. For instance, another laboratory may only pay .26 cents per mile for personal vehicle mileage. The traveler will still be reimbursed the current ORISE rate per mile on their TES. The amount that will be billed to the other laboratory will be .26 cents per mile.
3. The third party may also require that certain original receipts be kept and sent to them when they are billed for the expenses. This must also be determined prior to travel.
4. Once a traveler returns from travel, the following procedures must be followed:
 - a. Complete a TES. Claim expenses based on ORAU reimbursement guidelines. Include the actual amount to be billed to the third party in the project/task section of the TES. Do not include percentages. If the third party requires that certain original receipts be provided to them, please note this in the "Remarks" section of the TES. An example of the note to include on the TES would be *"Original passenger coupon, lodging receipt, and rental car receipts sent to the other laboratory for reimbursement. Copies of these receipts are attached."*
 - b. Complete the expense form provided by the third party, if applicable. Claim expenses on their form based on their requirements.
 - c. Complete the attached form titled Travel Billed to Third party. This form must be completed even if a form from the third party is not required. Send the completed form to Travel Accounting along with a copy of the traveler's TAR and TES, the party's original expense form, and all

necessary original receipts required by the third party. Make copies as required. Include a copy of this form and its attachments to your TES as backup documentation.

- d. Submit the original TES, all remaining receipts, and a copy of the form mentioned in 4c. above through the normal process within your division or office.
5. Once the Travel Billed to Third Party form and its attachments are received by Travel Accounting, bill the party based on the information provided to Travel Accounting. The third party's required documentation, the original receipts, and an invoice will be sent.
6. If the third party mails the check directly to the traveler, please have the traveler sign the check. Make a copy of the check and send the original check to Central Accounting with a note or memo explaining what the check is regarding.

