

**TRAVEL MANUAL**

**August 9, 2001**

**ATTACHMENT G-1**



**DATE:**

**TO:**

**FROM:** Ruth Barry/Travel Accounting

**COPIES:** Sudha Radhakrishnan, Mary Ooten, File

**SUBJECT:** SETTLEMENT OF EXPENSE CLAIM

Attached is your travel expense claim that shows expenses reimbursable under ORAU's policy. Your travel advances exceed expenses by \$ \_\_\_\_\_. In order to settle your travel claim, and to avoid DOE and IRS requirements of (A) penalties, interest, and administrative charges, (B) reporting to credit bureaus, and IRS requirements of reporting a taxable income, please forward a check payable to Oak Ridge Associated Universities.

**TRAVEL DATES**

**TOTAL EXPENSES**

\_\_\_\_\_ \$ \_\_\_\_\_

**LESS PREPAYMENTS**

**Advance**

- \_\_\_\_\_

**TOTAL BALANCE DUE ORAU**

\$ \_\_\_\_\_

To assure proper credit, please reference the travel dates/cities on the check. Your check should be sent to our Central Accounting office. The address is as follows:

**OAK RIDGE ASSOCIATED UNIVERSITIES  
ATTN: MARY OOTEN, MS 35  
P. O. BOX 117  
OAK RIDGE, TN 37831-0117**

**RETURN THIS FORM WITH CHECK**