

ORAU IMPLEMENTATION PROCEDURE MANUAL

SECTION 1 - POLICY AND PURPOSE

Authorized travel is often required in conducting business for Oak Ridge Associated Universities/Oak Ridge Institute for Science and Education (ORAU/ORISE).

The determination of the necessity for travel should take into consideration (1) the urgency and complexity of the work and the specific objectives to be accomplished during the travel; (2) the total cost of the travel and the time the traveler would be away from normal duties; and (3) the benefit of the travel to ORAU/ORISE activities.

When travel is necessary, it is policy to reimburse authorized individuals (employees or non-employees) for necessary and reasonable travel expenses associated with official travel (see ORAU Travel Policy, TR-105). The purpose of this manual is to provide guidelines on determining "reasonable" reimbursement and to establish implementation procedures to be followed in authorizing travel and providing reimbursement as established in approved policy. These procedures are applicable for (1) travel required under and charged to the ORAU Corporate projects; (2) travel required under and charged to the ORAU/DOE contract; or (3) travel required for and to be billed to a third party (i.e., organizations other than a federal agency, such as public or private firms or DOE contractors) (see Attachment D). There are some instances in which corporate contracts will be negotiated with different travel reimbursement guidelines. The Corporate Contracts office will provide this information to Travel Accounting. The individual contract requirements will determine the basis for reimbursement. All travel expenses under the DOE contract will be reimbursed in accordance with the ORAU Travel Policy.

Travelers may accept direct payments from a third party for their travel expenses incurred, provided such payment is turned in and used to reduce the travel cost to the ORAU corporation or to the DOE contract project. This method is not preferred and should be used only where procedures for direct billing cannot be arranged. When direct payment is necessary, all arrangements should be outlined on the **Travel Authorization/Reservation (TAR) Form** (see Attachment C-1) in the "Remarks" section. In certain cases, direct payment may be made to the traveler in lieu of reimbursement. When direct payment is received, the amount must be noted on the Travel Expense Statement (TES) (see Attachment C-1) in the "Remarks" section.

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A. Retention of Voluntary Payments

Travelers who voluntarily give up their airline seats may retain the payments received from the airlines only under the following conditions: (1) Additional expenses beyond those normally incurred must be offset against the payment received by the travelers. (2) Travelers are expected not to voluntarily give up their reserved seats if it would impinge upon the performance of official duties. (3) To the extent the travel is delayed during official duty hours, the employee will be charged annual leave for the additional hours.

B. Denied Boarding Compensation

Denied boarding compensation is considered to be liquidated damages, not voluntary payments for the airline's failure to furnish accommodations for confirmed reserved space due to the government or ORAU. Therefore, all denied boarding compensation must be remitted by travelers to Travel Accounting and fully explained on the TES. If the traveler is denied boarding, there will be no annual leave required for the additional travel time.