

ORAU IMPLEMENTATION PROCEDURE MANUAL

SECTION 2 - ADMINISTRATION OF POLICY

The Business Support Services Department (BSSD) is responsible for the implementation and administration of the established policy.

It is the responsibility of the appropriate organizational unit and those individuals who have been delegated authority to approve travel to (1) be familiar with the specific need for the travel; (2) ensure the policies and procedures are followed before authorizing such travel; and (3) the most cost effective routing and means of accomplishing travel, e.g., electronic mail, mail, teleconferencing, etc. and (4) ensure that the required documentation for reimbursement is obtained.

This Travel Manual attempts to be comprehensive, but it is impossible to anticipate every situation that will be encountered by the traveler. Therefore, as a general guideline, the traveler is expected to always adhere to the following principles:

- Exercise good business judgment with respect to any travel expenses
- Spend ORAU/ORISE's funds as carefully and judiciously as he/she would spend his/her own funds
- Obtain official receipts and/or other documentation for submission with the TES
- Document and explain all unusual circumstances encountered during travel on the TES

Situations that arise and are **not covered** by this manual should be discussed in advance with Level 3 or above (see Attachment A) before preparation of the TAR, supplemental TAR, or TES.

Exceptions to the established ORAU Travel Policy must be submitted in writing and approved **in advance of the travel** by the appropriate Level(s). Unusual circumstances may arise during travel that would necessitate an exception and/or additional approval upon completion of travel. Exceptions to the Travel Policy and/or special provisions approved for a specific trip must be documented on the approved TAR and/or the TES.

Requests for interpretation and proposed changes to the Travel Manual and Travel Policy shall be submitted in writing to the Director, BSSD, using the form in Attachment H. The Director, BSSD, will coordinate with appropriate personnel and forward recommendations to the Vice President, Business Operations, (BusOps). All approved decisions will be documented, signed by the Vice President, BusOps, and issued as an update or appendix to the Travel Manual.