

ORAU IMPLEMENTATION PROCEDURE MANUAL

SECTION 4 - RESPONSIBILITIES

- A. All Levels (see Attachment A) are responsible for ensuring compliance with the policies, procedures, and guidelines contained in this manual as part of their management responsibilities.
- B. The Traveler is responsible for (1) compliance with applicable policy or guidelines specified in this manual; (2) initiating the TAR (see Attachment C) and securing the necessary approvals prior to performing the travel; and (3) completing and submitting the Travel Expense Statement (TES) (see Attachment C) to the appropriate travel contact within five business days of completion of travel. It is the traveler's responsibility to verify the confirmed rates with hotel and rental car agencies during travel.
- C. Business Support Services Department (BSSD) is responsible for travel conducted under the DOE contract including (1) the day-to-day operation of the travel functions; (2) providing travel services (including corporate travel) for hotel and transportation reservations, rental cars, etc.; (3) coordinating all requests for international travel and preparing documentation to secure DOE approval when required; (4) recommending changes in ORAU/ORISE policies, procedures, and forms associated with travel functions; (5) coordination and problem resolution with BSSD vendors; and (6) coordination of company credit cards for employees.
- D. The Relocation Coordinator, Facilities and Transportation Department (FTD)/Transportation Services Section (TSS), makes the detailed arrangements for inbound or outbound moves of household goods, and the team leader approves commercial move invoices for payment.
- E. Financial Operations Department (FinOps) (Travel Accounting and/or Disbursements) is responsible for (1) processing TARs and letter authorizations; (2) issuing checks for travel advances, advance payment of registration fees, hotel/motel deposits, etc.; (3) auditing foreign and domestic TES and processing all travel reimbursements within ten (10) business days; and (4) recommending changes in ORAU policies, procedures, and forms associated with travel functions.
- F. The Director, Employment, coordinates and authorizes travel for pre-employment interviews, house-hunting trips, inbound travel, and household moves.

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- G. Science and Engineering Education (SEE) Program authorizes travel for pre-employment interviews, house-hunting trips, and household moves for postgraduate research participants.