

ORAU IMPLEMENTATION PROCEDURE MANUAL

SECTION 5 - SERVICES PROVIDED TO TRAVELERS

A. Credit Cards

Employees who travel will be offered a company credit card to be used for cash advances (see Section 5.F) and to cover incidental expenses such as hotel, rental car, etc., while in travel status. **These credit cards are issued to cover official business travel expenses only and shall not be used for personal purchases.** Retail Restrictions have been established to prevent retail purchases from certain categories of retailers such as jewelry or home shopping networks. Travelers will be able to use their travel cards to purchase official business related supplies while on travel from retailers such as Staples, Wal-Mart, etc. However, if the total purchase is for \$100 or more, the retailer will receive a message that telephone authorization is required for that purchase and then will call Diners Club to request authorization. Diners Club will inquire about the items being purchased and may ask to speak with the traveler for an explanation before approval is granted to the retailer. Purchases can not be broken down or split into separate purchases to circumvent the delegated dollar threshold. Non-employee participants may be eligible for credit cards. **Abuse of the travel credit card may result in disciplinary action(s) up to and including termination.**

An employee or participant who does not have a company credit card and who requires a cash advance before traveling should request a credit card application from the Travel Office. The traveler must complete the application and obtain his/her supervisor's approval. The completed application should be forwarded to the Travel Office as soon as possible.

Individual card holders are responsible for paying all charges on a monthly billing cycle. If the credit card is canceled for nonpayment, cash advances may be issued for each trip only after review and approval by Level 2 or above (see Attachment A). Delinquent payment of the monthly corporate credit card statement can (1) jeopardize the employee's credit rating; (2) result in cancellation of the employee's credit card; and (3) put the entire ORAU credit

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card program at risk of cancellation. Therefore, the corporation will assist the credit card company in the collection of delinquent charges and non-payments -- and take appropriate disciplinary action (s) as required.

Upon termination of employment, an employee is required to return his/her company credit card to the appropriate organizational unit representative who will complete the termination/transfer form. Refer to FM-705, Property, Inventory, and Materials Management Implementation Procedures.

B. Authorized Travel Agencies

ORAU has travel agencies to handle the normal travel functions, including reservations for airlines, hotels, rental cars, etc. The travel agencies arranges for all reservations used by employees.

C. Travel Reservations

All official employee travel reservations for airline tickets and rental vehicles **must** be arranged through an ORAU authorized travel agency. Reservations will be made upon receipt of a Travel Authorization (TAR) with details (where, when, how long, etc.) furnished by the traveler or when conference approval is obtained. Travelers who make their own reservations for hotel/motel accommodations are cautioned to check (1) the lodging ceiling rate for the area, and (2) hotel compliance with the Hotel and Motel Fire Safety Act of 1990. Reimbursement will be limited to the GSA lodging ceiling rate (see Attachment D-1). The traveler should obtain a **cancellation number** when canceling reservations and provide the cancellation number to Travel Accounting. If a lodging waiver is required, the justification must be noted in the "Remarks" section of the TAR.

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D. Guaranteed Hotel/Motel Reservations

In general, hotels and motels will not accept a guaranteed reservation in the name of a company. Normally, the guarantee must be in the name of an individual, and that individual's credit card number is required to make the guarantee. The company credit card issued to employees by ORAU will be used to guarantee reservations.

Individuals without the ORAU issued credit card must use their personal card. An authorized travel agency must make the reservations, but will need the traveler's personal credit card number and expiration date in order to guarantee the reservation. The travel agency will obtain a confirmation number and advise the traveler of the hotel's cancellation policy.

Travelers with guaranteed reservations are personally responsible for the cost if the travel does not occur and they fail to (1) request the Travel Office to cancel the reservation or (2) cancel the reservation themselves within the required timeframe.

E. Airline Tickets

All airline tickets must be purchased and made available to the traveler by the authorized travel agency. Any changes that results in an increase in airline ticket cost while in travel status must be approved in advance by the authorizing official. When changes *occur*, a justification statement must be provided in the "Remarks" section of the TES. If your trip is cancelled completely, you must notify the Travel Office as well as Travel Accounting. The Travel Office will handle the cancellation of your airline ticket or any partially used tickets. The Travel Office will make the necessary refunds of the airline ticket or they track tickets that can be used for future travel. Travel Accounting will cancel your TAR. The traveler is personally responsible for lost or cancelled airline tickets. The appropriate travel *agency must* be notified promptly if tickets are lost or cancelled.

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F. Travel Advances

Due to stringent DOE requirements pertaining to travel advance funds, cash advances issued by Travel Accounting will be held to an absolute minimum. The normal procedure for employees obtaining a cash advance will be to utilize the corporate credit card program offered by the corporate credit card company. Cash advances are available 24 hours a day, seven (7) days a week from numerous Automated Teller Machine (ATM) locations.

Employees will be allowed to access up to \$250 per day or \$500 during any seven-day period. *A higher ATM cash limit may be requested by providing written justification and obtaining prior supervisor approval.* However, individual ATM locations frequently have lower daily limits.

The current corporate credit card company will charge \$6 for each transaction in the Club Cash program. If applicable, additional associated ATM usage fees will be reimbursed. **One transaction fee will be authorized for each five-day period of travel.** (Example: Up to 5.0 days = 1 transaction fee; 5.1-10.0 days = 2 transaction fees; etc.). The transaction fee (s) will be reimbursed on the TES. An individual may use a personal credit card other than the corporate credit card for cash advances if his/her card allows and will be reimbursed transaction fees to the extent that it does not exceed the \$6 transaction fee limit. Any transaction fees in excess of the above limits should be explained in the "Comments" section on the TES.

The cash advance and the transaction fee(s) will be billed on the traveler's individual monthly statement. *Travelers shall not obtain cash advances for non-official business; these transactions are considered to be in violation of the travel credit card program.* Individual card holders are responsible for paying all charges. If a card is canceled for nonpayment or a traveler refuses a credit card, a cash advance may **not** be issued.

Only for unusual circumstances will FinOps issue a travel *advance payment* to an employee to cover miscellaneous expenses while on official travel (no advance will be issued for less than \$50). With written justification, cash advances for domestic or foreign travel, or non-employees will be reviewed on a case-by-case basis. *Advance payments* will be issued only prior to the commencement of travel. An advance must be requested on the TAR by indicating the amount of money and date it will be required. For employees, an additional statement must be added to

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the TAR stating why the employee is not utilizing the credit card cash advance program. FinOps shall review and approve all such requests. Since the traveler determines the date the advance payment is required, he/she should make the request at least three (3) working days prior to the date the advance payment is needed.

Travel advance payments will generally be limited to an amount equal to the anticipated per diem allowable for the travel period. This amount may be increased if a specific need is identified in the "Remarks" section of the TAR or on a list attached to the TAR. An example of a specific need would be an amount needed to cover a registration fee payable upon arrival at the conference. Traveler's may obtain assistance in calculating a travel advance through their travel contact.

The traveler is personally responsible for any travel advances received. Travelers receiving advances must account for their expenses and return the advance or repay any excess amount advanced. For more information, see the ORAU Accounting Manual, Section X.B (1) (c).

DOE mandates additional requirements for processing of delinquent travel advances paid with government funds. These requirements include credit bureau reporting, application of interest and administrative charges, or payroll deduction to avoid reporting and charges. Also, delinquent travelers will not be issued cash travel advances for a one-year period (see Attachment G-2 &3, Debit Information).

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G. Advance Payments (Registration Fees/Hotel/Motel Deposits, etc.)

When payment must be paid before the traveler departs for a conference, payment cannot be made until conference approval is received. Such payments should be requested on the TAR and submitted at least 45 days prior to the travel start date. Completed registration forms, mailing instructions, and information on the payee should be mailed to Travel Accounting. Travel Accounting will issue payment and provide the registration form to the payee. For more information see the ORAU Accounting Manual Section VI .E., Travel Accounting.

If a traveler **elects to pay** the registration fee using personal funds such payment cannot be made until conference approval is received. Registration fees paid prior to conference approval will not be reimbursed if conference approval is subsequently denied (see Section 7.F).

H. Conference Attendance (See Attachment J)

To comply with DOE Order 110.3, ORAU implemented the Conference Management Policy, GP-1250. This policy should be consulted before completing a Travel Authorization for conference attendance. The policy defines conference attendance and also lists types of trips that do not meet the criteria of the DOE order. In addition, the procedures for approval of conference travel are outlined in the policy.

Major differences in the procedures for conference travel and regular business travel include:

- Conference travel must be approved by Level 2 or above (see Attachment A)
- If five or more employees are attending a single conference, DOE must approve the conference travel
- No funds can be committed before all levels of approval are obtained

When travel involves attending a conference, the traveler must attach a copy of conference materials pertaining to meals to the TAR when requesting approval for the travel (see also Section 5.G, Advance Payment and Section 7.F, Registration Fees.

I. Vehicle Credit Cards

Credit cards for purchasing gasoline, oil, etc., for government vehicles are available for

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employees through the programs. The cards must not be used for rental cars or any other non-ORAU vehicles. Credit cards for corporate vehicles are available from *the President's Office*.

J. Rental Vehicles (See Section 7. A.6)

All reservations for use of rental vehicles by travelers must be made through an authorized travel agency. Nonemployees who have prior approval are responsible for making their own arrangements. Travelers are to use a mid-size vehicle.

A justification to rent a vehicle **must** be made on the TAR. Examples of justifications are (1) on a trip to Washington, D.C. area, a meeting site is in an area where no public transportation is available, i.e., Germantown; (2) the traveler will be transporting boxes of meeting materials; or (3) multiple passengers will be traveling.

If the traveler is in travel status and the need arises for a rental vehicle, the traveler should contact the appropriate organizational unit for authorization. Justification must be included in the "Comments" section of the TES.

1. Agencies That Will Not Rent to Individuals Under Age 25

Some agencies will not rent a vehicle to an individual who is under the age of 25. If the traveler is in this category, that information should be indicated on the TAR and made known to the appropriate authorized travel agency or the off-site travel agency that is making the rental vehicle reservation. In most cases, the age limitation only applies to the individual in whose name the vehicle is rented and does not apply to other authorized drivers. This could vary from location to location. It is the responsibility of the traveler in whose name the vehicle is rented to check with the rental agency at the pickup point to determine what the restrictions are and to control the use of the rental vehicle by other staff accordingly.

2. Authorized Drivers

Some agencies limit the number of authorized drivers of the rental vehicle. A survey of

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rental agencies indicates that this may vary from location to location. It is the responsibility of the traveler in whose name the vehicle is rented to determine the requirements of the rental agency at the time the vehicle is picked up and to control the use of the vehicle accordingly. If an employee is authorized to use a rental vehicle on the TAR, ORAU/ORISE/the government will cover any accident claim arising from the use of the vehicle while on official business.

3. Personal Use

If the traveler plans to use the rental car for personal business, the request for shared use must be indicated on the TAR. Records must be kept on the dates, mileage, and gasoline purchased.

L. Personally Owned/Rented/Chartered Aircraft

The ORAU travel accident insurance will not cover such travel. The traveler must include a statement recognizing this on the TAR. For more information, see ORAU Contract, Attachment F, Section 4 (u), Travel Accident Insurance. The use of personally owned, rented, or chartered aircraft will not be authorized for travel by employees. However, if there appears to be some unusual circumstance for the use of such an aircraft, prepare a TAR stating the unusual circumstance, and submit the TAR to the appropriate organizational unit and approved by Level 2 and above (see Attachment A).