

ORAU IMPLEMENTATION PROCEDURE MANUAL

SECTION 8 - TRAVEL CERTIFICATE PROCEDURES

When ORAU/ORISE authorizes travel for a research participant appointment and provides for reimbursement of transportation expenses only, the travel should be authorized by a letter and the traveler should use a Travel Certificate (TC) (see Attachment C-8) for requesting reimbursement. (At the present time, only Science and Engineering Education (SEE) use this arrangement.)

An Inbound TC (see Attachment C-8) is used to claim inbound travel expenses, and an Outbound TC (see Attachment C-8) is used for claiming outbound travel expenses.

The TCs are to be submitted by the traveler to the program issuing the letter authorizing the travel. The program will review the TC to ensure that the information is complete and that the requested reimbursement covers only the expenses authorized. The program office will resolve any problems/questions and endorse the TC, indicate the project and task number to be charged, and forward the TC to Travel Accounting for payment. Travel Accounting will then forward the TC to Disbursements for payment.