

ORAU IMPLEMENTATION PROCEDURE MANUAL

SECTION 9 - TRAVEL BY CORPORATE OFFICIALS

A. ORAU Board of Directors

ORAU will reimburse travel expenses incurred by members of the Board of Directors in connection with official meetings. The President's Office will issue the letter requests/announcements to the Board members to attend the meetings; these letters are the travel authorizations. Copies will be furnished to Travel Accounting.

Expenses of Board members are paid from DOE and ORAU Corporate funds. They are reimbursed on the basis of transportation and lodging plus an allowance for per diem and incidental expenses. The per diem allowance for Board members is established by the ORAU Council.

Members of the Board are not required to submit their claim for reimbursement on a TES. Normally, the request will be in the form of a letter or a form specifically developed for this purpose. Official receipts should be submitted with the letter or form.

B. ORAU Council

The President's Office will issue the letter requests/announcements to the Council members to attend the annual meeting. Copies for the appropriate members will be furnished to Travel Accounting.

The Sponsoring Institutions are to bear the travel expenses for their representatives to attend the ORAU annual business meeting.

ORAU will reimburse the travel expenses for Council Chair and Vice Chair to attend the annual council meeting.