

*ORAU Travel Training Scripts***Create an ORAU Travel Expense Statement (TES) – Research Participant***General Travel Expense Information*

#	Navigation/Path	Description/Comment
1	Input your name	First, middle initial, last name
2	Input the start date	List the first day of your total trip; any date format is acceptable
3	Input the end date	List the last day of your total trip; any date format is acceptable
4	Destination #1	List the City of Lodging
5	Start Date	List the date of the first day of your travel for destination #1. Any date format is acceptable.
6	End Date	List the date of last day of your travel for destination #1. Any date format is acceptable.
7	List your hotel room rate	
8	List your hotel room tax	
9	Total Lodging	(Room Rate + Room Tax) x total number of lodging nights. (RECEIPTS FOR ALL LODGING COSTS MUST BE SUBMITTED WITH YOUR TES OR YOUR TES WILL NOT BE PROCESSED).
10	Input the total per diem days	The first and last days of your trip should be counted as .75 of a day, all other days are counted as full days. Example: a 5 day trip would be counted as 4.5 total days per diem.
11	Enter the per diem rate	Obtain this rate from your TAR.
12	Enter the total per diem	Multiply the total number of per diem days by the rate.
13	# of Breakfast Deductions	List the number of breakfast deductions. ORISE will calculate the actual deduction cost.
14	# of Lunch Deductions	List the number of lunch deductions. ORISE will calculate the actual deduction cost.
15	# of Dinner Deductions	List the number of dinner deductions. ORISE will calculate the actual deduction cost.
16	Destination #2	List the City of Lodging.
17	Start Date	List the date of the first day of your travel for destination #1. Any date format is acceptable.
18	End Date	List the date of last day of your travel for destination #1. Any date format is acceptable

19	List your hotel room rate	
20	List your hotel room tax	
21	Total Lodging	(Room Rate + Room Tax) x total number of lodging nights. (RECEIPTS FOR ALL LODGING COSTS MUST BE SUBMITTED WITH YOUR TES OR YOUR TES WILL NOT BE PROCESSED).
22	Input the total per diem days	The first and last days of your trip should be counted as .75 of a day, all other days are counted as full days. Example: a 5 day trip would be counted as 4.5 total days per diem.
23	Enter the per diem rate	Obtain this rate from your TAR
24	Enter the total per diem	Multiply the total number of per diem days by the rate.
25	# of Breakfast Deductions	List the number of breakfast deductions. ORISE will calculate the actual deduction cost.
26	# of Lunch Deductions	List the number of lunch deductions. ORISE will calculate the actual deduction cost.
27	# of Dinner Deductions	List the number of dinner deductions. ORISE will calculate the actual deduction cost.
28	Input the Total Rental Vehicle Expense , if any.	Enter the actual rental car expense. Note: If rental car is used for both personal and business purposes, prorate the rental car expense and only enter the business portion here. Original receipts are required.
29	Rental Vehicle Gasoline	Enter gasoline expense for rental vehicle. Original receipts are required.
30	Input the Personal Vehicle Round Trip Mileage to/from Destinations.	Enter the actual number of miles and multiply by \$.36. Note: Round trip miles include the total miles to and from destinations, exclusive of intra-city miles.
31	Input the Personal Vehicle Intracity Mileage.	Enter the actual number of miles and multiply by \$.36. Note: Intra-city miles are miles driven during your stay at a destination.
32	Input the Personal Vehicle Round Trip Mileage to/from Airport	Enter the actual number of miles and multiply by \$.36.
33	Input the Airport	Enter the actual airport parking expenses.

	<i>Parking Expense.</i>	Note: If trips included personal days, prorate the airport parking expenses and enter the business portion here. <i>Original receipts are required.</i>
34	Input the <i>Hotel Parking Expense.</i>	Enter the actual hotel parking expense.
35	Input the <i>Telephone Business Expense.</i>	Enter the actual business phone call expenses.
36	Input the <i>Telephone Personal Expense.</i>	Enter the actual personal phone call expenses. Note: Phone calls are limited to amounts reimbursable in accordance with the ORAU Travel Policy.
37	Input any <i>ATM Fees.</i>	Enter actual ATM fees.
38	Input the <i>Ground Transportation Expense.</i>	Use the comment section to itemize the ground transportation. For Example: 8/1/03 – Taxi to Hotel \$35, 8/5/03 – Taxi to airport \$35, Metro to meeting facility \$5 per day. <i>Original receipts are required.</i>
39	Input <i>Other Expenses.</i>	Use the <i>Other Expenses</i> field to claim miscellaneous expenses. <i>(Original receipts are required for expenses over \$50).</i> Use the comment box to explain the miscellaneous expenses.
40	Input <i>Registration Fee Paid by the Traveler.</i>	Enter a registration fee that was paid by you (not ORAU). <i>Original receipts are required.</i>
41	Input <i>Air Expense Paid by the Traveler.</i>	Enter an airline ticket that was purchased by you or for additional airfare expenses incurred by you during travel status. <i>Original receipts are required.</i>
42	<i>Sub-Total Expenses.</i>	Enter the total of all costs listed on your TES.
43	Less <i>Cash Advance.</i>	Enter the amount of any cash advance you received from ORAU for this trip.
44	Less <i>Registration Fee paid by ORAU</i>	Enter the amount of any registration fee ORAU paid in advance for this trip.
45	Less <i>Airfare paid by ORAU</i>	Enter the amount of any airfare you received from ORAU for this trip.
46	Less <i>Hotel deposit paid by ORAU</i>	Enter the amount of any hotel deposit ORAU paid in advance for this trip.
47	<i>Total Expenses</i>	Sub-total expenses minus expenses paid by ORAU.

48	Due to/from Traveler	Enter if the total expenses are due to you (Due to Traveler) or if you owe ORAU (Due From Traveler).
49	Signature of Traveler	You must sign your TES.
50	Date	Enter the date you completed/signed your TES.
51	Program Approval	If your particular program requires a sponsor/mentor's signature/approval on your TES, obtain their signature at some visible location on the TES before you mail the form to ORISE.

SUBMITTING A TES FOR PAYMENT

After you have completed, signed and dated your TES, you must mail it, along with all of your original receipts to your ORISE Travel Contact.