NCAR DOMESTIC TRAVEL PROCEDURES

By Chris McDill
March 3, 2008
Steps to follow for NCAR travelers

- All business travel must be approved by Marla before starting the travel process.
- Chris will prepare a Travel Authorization (TA), obtain signature approval and send to Travel.
- Once your travel has been approved, contact Chris to discuss travel options.
  - You may make your own arrangements, paying for them yourself and await reimbursement.
  - You may use Boulder Travel which bills directly to NCAR (Chris can provide you with a TA number) or
- Boulder Travel contact information and Per Diem rates can be found on the UCAR Travel Page at [https://www.fin.ucar.edu/travel/](https://www.fin.ucar.edu/travel/).
- Notify Chris and Susan of any registration fees (also to be noted on your TA.)
- Be sure to keep all receipts for any business reimbursements needed. These will be turned in to the Travel Department along with your Travel Voucher. Allow two weeks for reimbursements.
The Travel Home Page has Boulder Travel information and Per Diem Rates by area.
Travel Authorization Form (TA)

- A TA authorizes your travel and is for indicating estimated travel costs such as airfare, lodging and miscellaneous business expenses. If travel begins before it is authorized, the appropriate member of the President’s Council must ratify the trip.
- This form must be completed and submitted to the Travel Office at least 14 calendar days prior to the commencement of travel.
- The TA must be approved by the traveler, **Marla Meehl** (or acting) and **Al Kellie** (or acting) before sending to the Travel Department. (All international travel must also be approved by the Director of NCAR.)
- All TA’s must provide a valid account key.
Information needed for obtaining a Travel Authorization (TA) Number from the online Travel Program
Creating the actual TA in Filemaker. Figures can be estimates.
Travel Voucher Form

- **Travel Vouchers** are required documentation for reimbursement of business travel expenses (those charged directly to UCAR, those to be reimbursed to the traveler, those to be reimbursed from the traveler to UCAR and those to be reimbursed by another organization).
- All receipts (original if possible) for airfare, lodging, automobile rental and other miscellaneous expenditures must accompany the travel voucher.
- All travel vouchers must be signed and certified as correct by the traveler and approved by an individual in the employee's management chain with appropriate travel authority.
- The travel voucher should be submitted within two weeks of the completion of the trip.
Once all receipts are obtained, the Travel Voucher is completed in Filemaker.
### INSTRUCTIONS
Receipts originating outside the U.S. for transportation, lodging, parking, and other miscellaneous items, greater than $25, must be attached to this voucher. If NO receipts are attached, please provide Exception to Policy approval. All long-distance calls must be itemized as business or personal.

### Domestic Charges

**CHARGES TO CORPORATION**

<table>
<thead>
<tr>
<th>DATE</th>
<th>LODGING</th>
<th>AMOUNT</th>
<th>MISC. EXPENSES</th>
<th>AMOUNT</th>
<th>OTHER (Fees, Miscellaneous, etc.)</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Registration fee</td>
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**TOTAL:** 100.00

### Domestic Charges

<table>
<thead>
<tr>
<th>DATE</th>
<th>RENTAL AGENCY</th>
<th>LOCATION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>1/14/2008</td>
<td>HERTZ</td>
<td>Tempe, AZ</td>
<td>230.02</td>
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### Domestic Charges

**REIMBURSABLE TO TRAVELER**

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<tbody>
<tr>
<td>01/14/08</td>
<td>Marriott-Tempe</td>
<td>846.00</td>
<td>Fuel for Rental Auto</td>
<td>13.40</td>
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**TOTAL:** 846.00

### Domestic Charges

<table>
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<th>LOCATION</th>
<th>AMOUNT</th>
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Explanation of personal expenses or detailed amounts to be reimbursed by another organization:

Personal travel from 1/14/08 to 1/15/08. Parking is $30.25/day (5 days = $151.25) and $60.25/parking ticket. Hotel charge for Marriott is $874.75. Car rental $155.00.
MORE TO PONDER & FAQS

- Chris will make copies of your TA, voucher, receipts and all other documentation pertaining to your travel. You will receive one copy and one copy will be on file.
- Hotel charges cannot be reimbursed without a breakdown of charges such as room, tax, phone and other miscellaneous. A credit card receipt with total only will not suffice.
- Get a receipt for all miscellaneous expenses (taxi, phone, parking, etc.) especially those over $50 as they will not be reimbursed without an original receipt.
- Commercial air carriers for all UCAR business travel regardless of the source of funds must be selected in accordance with the Fly America Act (See UCAR’s Travel Procedure Page.)

- **What is the local mileage rate?**
  As of 1/1/08, it is $.505/mile.
- **Do I have to use a specific travel agency?**
  No, UCAR policy states "coach class or lowest airfare."