

ECOSS Travel Training

Resources

- <http://ecoss.nau.edu/employee-resources/>
- Currency conversion: www.oanda.com
- Send Excel form and all receipts to Stephanie.Mayer@nau.edu.

Exhibit J Reminders

- Use a clean form or saved template with only the top completed to avoid leaving old information.
- Include the grant information in the comments at the top.
- Exhibit J is door-to-door. Start with the day you left Flagstaff (or your point of departure) and end the day you returned.
- Use only one line for each date. Each date should have a line.
 - Exception: If you were in one location with no expenses, you can use a date range.
- List expenditures on the dates they took place. Sum totals in categories if necessary.
- Include information about anything missing in the comments box on page two: lodging, airfare, M&IE, ground transportation.
- Include all receipts and document lost receipts.
 - Take pictures of physical receipts with your phone.
 - If you lost a baggage receipt, you may be able to retrieve it using the ticket number on your bank statement from the purchase.
 - If you have airfare, include the receipt with the ticket number.
 - If you use a P-Card, upload receipts into PeopleSoft in PDF format.
- Foreign travel:
 - Use the Department of Defense site linked in Employee Resources for lodging and M&IE.
 - Maximum M&IE = Local meals + Local incidentals - \$10.
 - Include currency conversions from your bank statements or from the internet for the date the expense took place.