Ecoss Travel Refresher
Overview

1. Ecoss Process
2. Tips for Pre-Travel
3. During Travel
4. Return
5. Tips on Completing the Exhibit J & New Ecoss J-form
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6. Q & A
Pre-Travel Tip

Complete the Annual Travel Certification prior to leaving.

https://nau.edu/comptroller/travel-forms/

(2nd link from the top, titled “Annual Travel Certification Form”)
Pre-Travel Tips

We are here to help you both avoid spending your money for a business trip and speed up the reimbursement processes.

1. Pay with a P-card, when you can.
   Work with the travel specialist to book flights, hotels, and other arrangements to be charged on a P-card.

2. Combining work and personal travel?
   Yes. Please pull a cost comparison for just business expenses and hold onto them like a receipt! You will need it for the Exhibit J.
Pre-Travel Tips

1. Group Travel? No problem!

   Work with the travel specialist to identify ways to reduce up-front personal costs (food, lodging, etc.)

2. Extended travel or tricky travel?

3. International Travel – Fly America
During Travel

Whether you are using a Pcard or your personal bank account, we will need a copy of the receipt on return.

1. Lodging: Make sure to sign up for the electronic folio delivery to avoid any hassle on check-out.
2. Ground or Air Transportation: Keep this receipt too!
3. Rental Car & Gas: Please keep the copy of the rental contract and final receipt. Keep original gas receipts.
4. Airport Parking: Sky Harbor limit is $6.50 Economy parking elsewhere is OK
5. M&IE: No receipts are necessary!
On Return

We know there are some charges you can’t put on the Pcard, and we want to make sure to reimburse you as quickly as possible!

1. Tricky travel?
   a. Come Talk to Us! We are happy to help with filling out the J-form.

2. International Travel?
   a. Pull currency conversions from: https://www.oanda.com/currency/_converter/
Tips on Filling out Exhibit J

With our new Ecoss Template, we hope to make the Exhibit J forms easy to fill out and provide a roadmap for readers.

Again, please stop by our office if you have any questions!
Tips on Filling out Exhibit J

<table>
<thead>
<tr>
<th>Date</th>
<th>Address Departed From</th>
<th>Time</th>
<th>Address Arrived At</th>
<th>Time</th>
<th>M &amp; IE</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>[add street address and name of location, if applicable]</td>
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**Addresses:** Street address & Location Name (e.g. Hilton at)

**M&IE Breakdown:** When applicable, separate charges across Breakfast, Lunch and Dinner. Note when meals are provided on page 2.
Tips on Filling out Exhibit J - Page 1

US (excluding Alaska and Hawaii) M&IE Breakdown for different meals are in the bottom right corner of the Exhibit J.

The first and last day of travel are 75% of the Full Rate

<table>
<thead>
<tr>
<th>MIE</th>
<th>B</th>
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<th>$75 of Full Day Rates</th>
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<tr>
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<td>$9.00</td>
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*MIE policies - TRVL 540-01 thru TRVL 540-07
For Alaska, Hawaii, and International

- Meal and Per diem rates can be found at: http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

- Maximum M&IE = Local Meals + Local Incidentals - $10

- 20% Breakfast, 25% Lunch, 55% Dinner
Tips for Exhibit J - Page 1

Place the charges on the correlating days the expenses happened. Combine like charges on same day and note on Page 2.

Place lodging charges on each day, when applicable.
Side 2 provides reminders and road map for the reader.

Use the upper left as a reminder for documentation and all potential reimbursements.
Miles:
Auto-populate on page 1

Deduct commute miles if you left from home.

A map from Point A to Point B!

<table>
<thead>
<tr>
<th>Date</th>
<th>Odometer Start</th>
<th>Odometer Stop</th>
<th>Map</th>
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Enter Commute Miles Here -->

Totals

- - -
Use Page 2 as a place to explain tricky or confusing travel and compare costs, if you combine personal and business.

Indicate charges carried by a third party or note why there are not certain necessary expenses (lodging, meals, etc.)
Questions?