



Ecosse Travel Refresher

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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

NORTHERN ARIZONA UNIVERSITY
TRAVEL EXPENSE SUMMARY

Exhibit J
Revised 4/17/2017

TA #
Cash Advance #

Expense Report #

Prepared by:	Date:	Traveler:	Emplid #:
Entered By: Brian Marbury	Date:	Department: Ecosystem Science & Society	Phone: 523-2191
Purpose of Travel/Description:	Destination:	County:	
Traveler's Home Address:	Traveler Duty Post: NAU - Flagstaff	Comments: [enter project name or speedchart]	

With our new Ecost 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

TRAVEL EXPENSE SUMMARY							
Date	Address Departed From	Time	Address Arrived At	Time	M & IE		
					B	L	D
	[add street address and name of location, if applicable]		[add street address and name of location, if applicable]				
	[add street address and name of location, if applicable]		[add street address and name of location, if applicable]				

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

	MIE						
Full Day Rates	B	\$ 9.00	\$ 9.00	\$10.00	\$11.00	\$12.00	\$13.00
	L	\$11.00	\$11.00	\$13.00	\$14.00	\$15.00	\$16.00
	D	\$21.00	\$24.00	\$26.00	\$29.00	\$32.00	\$35.00
		\$41.00	\$44.00	\$49.00	\$54.00	\$59.00	\$64.00
75% of Full Day Rates		\$30.75	\$33.00	\$36.75	\$40.50	\$44.25	\$48.00

*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

“The B-Side” J form

Documentation Requirements and Reminders				
Airline Itinerary/receipt				
Ticket #				
Event Brochure indicating location, accommodations, dates, meals provided				
Registration confirmation				
Meeting agenda				
Travel log				
Rental car agreement and receipt				
Shuttle or Taxi receipts				
Commuter Miles Deducted				
Copy of travel expense receipts paid by NAU Purchasing Card				
*Original Purchasing Card receipts remain with P-Card Log				
Blanket Letter of Exception attached			or	Blanket Letter on file
Supporting Documentation for exceptions				

Side 2 provides reminders and road map for the reader.

Use the upper left as a reminder for documentation and all potential reimbursements.

ADDITIONAL DETAILS

Use this space for additional justification, notes, or descriptions as necessary. Include disclosure of any third party payments or reimbursements.

[Description of purpose for travel]

[Identify any shared lodging or travel arrangements, if applicable]

[Indicate any third party charges (e.g. lodging, airfare, etc.), if applicable]

[Explain any missing lodging costs if applicable. Ex: shared with colleague (include names), stayed in Ecosystem research cabin paid by XYZ, first night paid by third party, etc]

[Explain any missing airfare or ground transportation costs, if applicable. Ex: flight paid on XYZ's pcard, flight paid by third party, rode a camel to and from meeting for free, etc]

[Explain any missing M&IE costs or reduced M&IE rates, if applicable. Ex: reduced M&IE rate per PI as cost saving measure, breakfast provided by hotel, aforementioned camel ate my lunch, etc]

[If travel was not from/to Flagstaff, provide details and include any required cost comparisons. Ex: personal travel in MSO prior to conference, round trip flight comparison from FLG included]

[details related to any other unusual circumstances or costs, if applicable]

[Explain any PCard splits between Speedcharts]

Reimbursement Total:

Lodging:

Airfare:

Ground Transport/Taxis:

M&IE:

Total:

B-Side

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?