

EARTH SCIENCES DIVISION BUSINESS PRACTICE TRAVEL (ESD-BPT-001 REV01)

OVERVIEW/BACKGROUND

When an employee needs to travel (local, domestic, or foreign) to a conference/meeting, field-work, program peer reviews, etc.; you should discuss and obtain pre-approval by your Supervisor/ PI of the Project you are working on, and the appropriate Program Head. The pre-approval validates that the trip is necessary, is an appropriate use of project funds, and that funding is available.

The traveler must certify that all travel expenses being claimed for reimbursement are related to the business needs of the project and are allowable under DOE or other sponsor travel regulations.

FIRST TIME TRAVELERS

- Review LBNL's Travel Policies and Procedures [<http://travel.lbl.gov/index.html>]
- Fill out a Traveler Profile [<http://www.lbl.gov/Workplace/CFO/assets/docs/travel/forms/travelerProfile-6.rtf>] and email it to LBNL@Carlson.com

PRE-APPROVAL

Traveler: Obtain estimate information for travel costs from travel agency or other website (you must try to obtain **Y-Cal Fares**) and discuss with your supervisor/PI/Program Head to obtain funding sources (Project ID).

Foreign Travel

Foreign Travel requests require at least 30 days advance notice and must be approved by the Division Director, Don DePaolo (or his designee) prior to the purchase of airline tickets. Provide the Division Director with a detailed summary of your foreign trip, which includes: date(s), business city, activities to be conducted, and the name of the DOE Program Manager who is familiar with the research area and Project ID being charged.

Late Requests

A foreign travel request that is less than 21 days prior to departure date, for travel to non-sensitive countries, or 30 days for travel to sensitive countries, please provide a statement which includes:

1. A justification for exception of delayed submission
2. A statement to what impact to the laboratory, program, project, or DOE, if travel does not occur.

TRAVEL AUTHORIZATIONS

Traveler: Process a Travel Authorization form.

TREX

1. Use TREX for all your Domestic, Local, or Foreign Travel. Go to Berkeley Lab Website [trex.lbl.gov] to create an Authorization (you must have a LDAP-email access!!).
 - a. If this is a Foreign Travel Authorization, complete and attach applicable supporting documentation per DOE's requirements. Submit this well in advance of the trip and allow additional days for processing. Refer to the section on Pre-Approvals.

APPROVALS

Domestic Travel- The Division requires that the traveler submit their Authorization in TREX. A division budget review will occur. TREX will automatically mark it approved.

Foreign Travel- The Division requires that the traveler submit their Authorization in TREX. A division budget review will occur. **This requires Division Director approval in TREX. Approval is required by the Division Director prior to completing purchase of airticket.**

DIVISION REVIEW

Division Reviewer(s):

1. Review the purpose, project ID and available data.
2. Work with staff and traveler to support various reporting and approval requirements to LBNL and DOE.

RESERVATIONS*

Traveler: will make reservations as usual using the LBNL Trip # (i.e., "00000123").

To direct-bill tick to LBNL:

1. **CliqBook CWT** (on-line booking <https://app2.outtask.com/default.asp?host=www.cwt.com>) saves overcharge fees \$\$* and you can direct-bill the airticket to the Lab with the LBNL Trip#
2. **Carlson Wagonlit Travel (CWT)** (direct call 1-888 243-1125) costs more \$\$ and you can direct-bill to the Lab when using the LBNL Trip##

To pay ticket on personal credit card or LBNL Traveler Corporate Credit Card:

3. Book with **preferred web-site** when a lower reimbursable fare is found (within Y-cal fares). NOTE: you must confirm that the fare is not over the Y-cal limit by calling CWT.

* For **Foreign Travel:** Federal Travel Regulations require that U.S. carriers must be used for travel that is to be reimbursed from federal grants and contracts. Read more on the **Fly America Act** (http://travel.lbl.gov/foreign/fly_america_act.html) and/or contact the Travel Office, x4500.

EXPENSE REPORTS (VOUCHERS)

Traveler: Process a Travel Expense Report to obtain reimbursement and to apply costs to the appropriate Project ID:

Foreign Travel: Remember to convert the currency to US\$. Use the OANDA Currency Converter at <http://www.oanda.com/convert/classic>. Use the date of 1st night's lodging for the rate unless you have other documentation, such as a conversion rate shown on a receipt.

TREX

1. Create the expense report with corrected dates of travel (if necessary) and include actual values for the travel expenses incurred.
 - a. Foreign Travel - Complete and attach applicable supporting documentation for Foreign Expense Reports. Traveler will not receive reimbursement until this is completed. See Section on Foreign Travel Trip Reporting.
2. Select the appropriate Program Head for approval.
3. Print a hard copy from the “Printable View” link and attach original receipts.
4. Give your expense report package to a **ESD Travel Coordinator** to cross check information
5. **ESD Travel Coordinator** will send travel voucher and receipts down to Travel Office

Approver(s): Electronic approval required.

FOREIGN TRAVEL TRIP REPORTING

Traveler: The post-travel trip report is required for foreign travel when salary and/or travel expenses are funded from DOE monies. The trip report should be submitted to the Berkeley Lab Travel office within 25 days after the completion of your trip.

Please review LBNL requirements at http://travel.lbl.gov/foreign/foreign_tripreports.html.

MISCELLANEOUS TRAVEL DETAILS

Processing ESD Guest (Non-Employee) Travel

If you decide to pay for a guest’s travel, you must complete the travel process as you normally would yourself. However, to begin this process, please provide traveler’s name, e-mail address, company and/or mailing address, phone number and Project ID to an ESD Travel Coordinator.

If foreign travel is involved, please refer to IRSO’s detailed discussion on [Allowable Payments](http://www.lbl.gov/Workplace/HumanResources/irss/index.html).
[<http://www.lbl.gov/Workplace/HumanResources/irss/index.html>]

For further discussion on this issue please refer to the [Guidelines for Non-Employee Travel](http://travel.lbl.gov/non-employee_travel/guest_travel.html).
[http://travel.lbl.gov/non-employee_travel/guest_travel.html]

Unauthorized Travel

In the event of unauthorized travel, you may be asked to document why you did not obtain approval prior to taking the trip. Any unauthorized travel, ESPECIALLY FOREIGN TRAVEL may result the possibility of not being reimbursed.

Request for Funds/Pre-Payments/Early Reimbursement

The request for funds may be used if the traveler is interested in reimbursement prior to the actual trip taken. This mainly applies to early registration fees, conference fees, etc. that the traveler may personally pay. Please contact and ESD Travel Coordinator to complete applicable paperwork.

Travel Charge Card (Corporate Card)

[http://www.lbl.gov/Workplace/CFO/assets/docs/travel/charge_card_app.doc]

The Travel Charge Card is for travel purposes only but you must treat it as your own personal credit card. Any delinquent payments may result in harming your personal credit report. Any fees are considered interest, which is an unallowable cost under the Laboratory's contract with the DOE. They may not be reimbursed with Laboratory funds. If you have any issues with your Travel Charge Card, please contact the Travel Office.

**Approval is required from the traveler's supervisor or Department Head.

KEY CONTACTS

Berkeley Lab Travel Hotline: x4500 (travelhotline@lbl.gov)

Berkeley Lab Travel Directory: http://travel.lbl.gov/staff_contacts.html

ESD Travel Coordinators:

Yingying Kooyman, x6455 & Helen Prieto, x6696, Building 90/64;
Theresa Pollard, Building 70/70A/14, x6740

Foreign Travel Questions: Helen Prieto, x6696

Approvers for ESD travel are the Scientific Program Heads.

- Climate and Carbon Sciences – Margaret Torn
- Energy Resources – Ernie Majer
- Environmental Remediation and Water Resources – Susan Hubbard
- Fundamental and Exploratory Research – Ernie Majer
- Geologic Carbon Sequestration – Curt Oldenburg
- Nuclear Energy and Waste – Jens Birkholzer

If you have any questions or comments, contact ESD Business Manager:

Maryann Villavert, x7357