



1.0 Purpose and Scope

AUI seeks to recruit and retain suitably qualified staff who can contribute to the mission and strategic goals of the organization and its research centers. When required to support this objective, prospective and existing employees are provided with appropriate financial support should they need to change their place of residence when accepting a position with the organization, either as a new hire or as a transferee whose relocation is at the convenience of the organization. This Observatory Staff Relocation Supplement to the AUI relocation policy sets forth approvals, guidelines, and limitations providing relocation allowances that will attract the outstanding talent needed to fulfil its missions and goals at AUI Research Centers. All relocation allowances and reimbursement amounts described in this document are in U.S. Dollars, unless otherwise specified.

Interview costs incurred prior to accepting a job offer with AUI do not fall within the scope of this policy.

The relocation policy does not cover reimbursements of expenses associated with employee business travel on behalf of the organization, including extended business trips of less than one year. Due to their temporary nature, expense reimbursements in these circumstances are business travel expenses, rather than relocation expenses.

The terms and conditions of the relocation policy may be amended for individuals or groups involved in redeployments as an alternative to a reduction in force during organizational change and/or when positions or business functions move. These circumstances have their own dynamics, which are carefully addressed by Human Resources (HR), and are not specifically referenced in this policy.

The relocation policy is subject to change at any time and at the sole discretion of AUI. This Observatory Staff Relocation Supplement and its application are expected to follow AUI policy, and any final determination on reimbursement and allowability issues rests with the AUI senior management, Chief Executive Officer, and Controller.

2.0 Definitions

- Authorized Approver - Person with business unit commitment authorization.
- Existing Employee – Person already in an active paid position relocating to a different designated work site, may also be referred to as the “transferee.”
- Home Leave - International Staff only return trip to prior residence.
- International Staff Members (ISM) – Person employed by AUI, paid by AUI’s North American payroll, whose duty station is outside of the United States.
- Prospective Employee – Person who has accepted an offer, but has not yet started work; may also be referred to as the “new hire.” Relocation Allowance Approval (RAA) - form



details the budgeted amounts for the planned move. It is submitted and approved prior to the start of the relocation. An example of the RAA form is attached hereto as Appendix A.

- Relocation Expense Voucher (REV) - Form details the actual moving expenses incurred during the relocation. An example of the REV form is attached hereto as Appendix B.
- Travel Authorization Form (TAF) - Details the approved expenses for an exploratory trip/home visit. An example of the TAF form is attached hereto as Appendix C.
- Travel Expense Voucher (TEV) - Details the actual expenses incurred during an exploratory trip/home visit. An example of the TEV form is attached hereto as Appendix D.

3.0 Eligibility

Moving and relocation support are not provided on an automatic basis and may only be provided if the Authorized Approver and HR jointly determine:

- The move will make an appreciable difference in the ability of the existing/prospective employee to fulfill the requirements of the job, or
- The relocation is in the compelling interest of the organization, rather than at the request or the convenience of the existing employee, and
- The relocation is to a property at least 50 miles away from their current home. Additionally, the new home must be 50 miles closer to the new work location than the current home is to the new work location. The new residence must be less than 50 miles and no more than 90 minutes travel by car from the new work locations. The distance eligibility must be verified prior to approval of the RAA.
- The existing/prospective employee will be assigned to a full-time position and has agreed to work on a full-time basis for at least one year.
- Relocation takes place within 12 months of the employee's hire date or reassignment date to the new location. Exceptions to the 12-month period may not exceed 30 days and must be approved in advance and authorized by HR, Fiscal, the Supervisor, and the Local Business Manager.
- Verbiage is included in the offer/transfer letter stating employees will reimburse AUI for relocation expenses received should they resign from AUI employment within 12 months of the date of hire, or transfer date, for reasons AUI determines are within the control of the employee, or if the employee is terminated for cause within that period.
- If the employee's spouse is an AUI employee and otherwise eligible for moving and relocation expenses, reimbursements of any such expenses will be paid to only one employee and only to move the primary household to the new location.
- At the earliest opportunity, the AUI employee should bring to the attention of the Authorized Approver of their relocation expenses any circumstances where their spouse or partner may also receive relocation expenses from another employer in connection with the same move.



4.0 Relocation Support Consideration

The use of relocation expenses as an incentive for recruitment purposes should be given careful consideration at the time of advertising a job posting. Hiring managers and HR should only refer to the availability of relocation expenses where recruitment is in a competitive market and/or if they consider the local job market will be insufficient to provide suitably qualified employees. If relocation expenses may be required as an incentive, the requested availability should be approved in the hiring requisition process.

When the circumstances warrant, hiring managers and HR should discuss with candidates whether relocation assistance may be needed. The specific circumstances of each selection process should be considered. Hiring managers should avoid an early commitment to the payment of specific relocation expenses but may note that relocation-related payments may be applicable, and that the terms of such would be specified should an offer of employment be made.

Offer letters, or relocation agreements appended to offer letters will include, as a minimum, a total not-to-exceed (NTE) amount for relocation and moving allowances, which will be negotiated based on the circumstances. Successful candidates may wish to discuss moving expenses with the hiring manager, site relocation specialist, and/or HR representative prior to accepting the position. Any amendments to the proposed relocation package must be reflected in a revised Relocation Authorization Allowance form and repayment agreement, which must be signed by all involved parties.

Once the offer letter is signed, the existing or prospective employee is responsible for communicating relocation plans with their designated relocation specialist prior to beginning their relocation.

Any exceptions to the NTE amount will be approved by the Assistant Director for Human Resources in consultation with the Site Director within one week of receipt of the request of the exception. An amended RAA will then be prepared.

5.0 Relocation Planning

The site relocation specialist or Business Manager will coordinate the relocation elements with the employee prior to incurring any relocation expenses which must be less than allowable cost as stated in the following sections. The relocation elements must be captured on a Relocation Allowances Authorization (“RAA”) form, and circulated for review and authorized approval. The form must be completed with all signatures before the move can be completed.

6.0 Relocation Expenses Covered

Relocation costs are capped based on the classification of the position being offered as outlined below:

- Non-exempt: \$5,000
- Scientific Fellowship Appointments (Jansky Fellows, Post-Doctoral Fellows, and Research Associates: \$10,000



- Exempt Professionals in pay grades 14-20: \$15,000
- Exempt Professionals in pay grades 21-23: \$25,000
- Assistant Directors: As negotiated up to \$50,000 limit as set in AUI Employee Relocation Policy # 3.2.7.

In order to be reimbursable under this policy all relocation expenses must qualify as allowable costs under the Code of Federal Regulations Title 2 Part 200 (the “Uniform Guidance”) and receipts must be provided for all costs incurred. Additionally, the requirements set forth in sections 7.0–9.0 below must be met, including compliance with any stated not-to-exceed amounts for allowable costs in each section.

All relocation expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual under the Tax Cuts and Jobs Act of 2017.

7.0 Exploratory Trip

After accepting an offer of employment or written notification of a permanent change in duty station, it may be appropriate for the individual and spouse to travel to the duty station for the purpose of securing living quarters. The exploratory trip will not exceed seven days and six nights. A Travel Authorization Form must be obtained from the site authorized approver, or their delegate, such as a site-based Relocation Specialist prior to making arrangements for the trip. The approved form must be submitted to Fiscal prior to the exploratory trip.

7.1 Allowable Reimbursements Related to Exploratory Trip

- Travel from the individual’s home to the airport and return by common carrier or private automobile, plus parking fees.
- Reimbursement for air travel for employee and spouse will be at advance purchase economy class with non-premium seating assignments basic standard economy rates (a standard of 7 days’ advance notice) in accordance with the Fly America Act. When a personal car is used at the traveler’s convenience in lieu of air travel, the reimbursement to the traveler will take into account the total expense which would have been incurred, had the traveler traveled by air. The traveler is entitled to the reimbursement of the lesser of: lowest available advance purchase (seven days minimum) airfare, necessary vehicle rental and other necessary expenses such fuel, parking and tolls. Documentation must be submitted with the TEV, and must be approved in advance. See section 3.14 of the travel policy.
- Car rental at the new duty station location. Intermediate, compact or economy rental vehicles should be used provided the choice meets the comparison requirement of being the most economical means of transportation. Full-size or standard vehicles may be rented if used by two or more authorized travelers.
- Per Diem at the local per diem rate, for the individual and spouse (per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>).



- Reasonable cost of lodging not to exceed established GSA lodging per diem (per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- Existing employees: Any excess travel time during scheduled work hours will be charged to vacation (or leave without pay if vacation is exhausted). This must be approved in advance by the supervisor.

8.0 Allowances During Relocation Travel

Human Resources or the site relocation specialist will be the administrators for relocation questions. Moving plans, for any AUI relocation expenses, must be approved by the Authorized Approver or their delegate, such as a site-based Relocation Specialist prior to making relocation arrangements.

8.1 Subsistence

A per diem allowance in accordance with the local per diem <https://www.gsa.gov/travel/plan-book/per-diem-rates> rate for each 24-hour period and prorated for partial days may be provided for each adult and for each child age 12 or over who will be relocating. Each child under age 12 may be provided an allowance of 50% of the per diem rate per day.

8.2 Lodging

The actual and reasonable cost of lodging expenses will be covered for all persons entitled to per diem, whether full or partial, while in route to the new location. The allowable portion of authorized lodging shall not exceed the GSA lodging per diem (per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the location where each night is spent.

8.3 Transportation

Reimbursement for travel by private automobile will be at the standard IRS business travel mileage rate, plus tolls. If the vehicle is shipped in lieu of being driven, reimbursement for the shipped automobile will be on the basis of mileage and tolls or the actual shipping cost, whichever is less. Reimbursement is limited to one automobile.

Individuals who are authorized to travel by commercial carrier will be reimbursed at cost. Reimbursement for relocation air travel will be at advance purchase economy class with non-premium seating assignments basic standard economy rates (a standard of 7 days' advance notice). See section 3.8 of travel policy for exceptions. For international travel the Fly America act is followed.

Relocation travel by rail will be reimbursed at the coach-class accommodation rate (this includes slumber coach accommodation on trains offering such accommodation, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodation).



If relocation travel by a commercial air carrier or by rail is authorized, reimbursement will be provided for the shipping of not more than one automobile.

8.4 Allowable Travel Period

Travel from the existing employee's former home to the new location is on the employee's personal time and should be by the shortest, most direct route available by conventional transportation. For travel by automobile, the maximum period for which subsistence and lodging may be paid is one day for each 500 miles or fraction thereof, plus one additional day for each 1,500 miles traveled. If travel is by commercial carrier, the allowance will be determined by the actual length of the time taken for the trip or the average time required to make the trip, whichever results in the shortest travel time. However, per diem and lodging will not be paid for any period in excess as determined above. Travel time from the employee's current location to new location should be charged to vacation or leave without pay if the relocation occurs during normal working hours.

9.0 Relocation Expenses During the Transition Period at the New Site

9.1 Temporary Housing and Subsistence Allowance

Employees and their dependents may be provided temporary living quarters for a period of up to thirty (30) days while they arrange for permanent living quarters, less the number of days taken for the exploratory trip. Temporary quarters may consist of hotel rooms or furnished apartment rentals. If the employee wishes to stay in quarters furnished by alternative lodging vendors (e.g., Air BNB, VRBO, etc.) they will need to pay for such quarters out-of-pocket and submit receipts for reimbursement.

While staying in temporary living quarters employees and their dependents are also eligible to receive a subsistence allowance based on the current GSA combined meals and incidentals per diem rate for the locality in which the temporary housing is located, less the number of days taken for the exploratory trip. Dependents under age 12 are provided the subsistence allowance at 50% of the GSA per diem rate. The maximum allowance for subsistence and lodging is 30 days, less the number of days taken for the exploratory trip.

Any additional days must be pre-approved and charged to an unallowable account. Special circumstances may require an extension to this period, and this must be previously approved in writing, quoting the revised maximum allowance, by the research center Director or designee per the approval authority matrix.

9.2 Use of a Rental Car

During the transition period employees who relocated by commercial carrier, and did not relocate a personal vehicle may have use of a rental car, for a period of up to thirty (30) days. The employee must use the least expensive compact car available, unless an exception for another class of vehicle is approved prior to rental.



AUI will not reimburse the cost of insurance coverage provided by rental agencies for vehicles rented within the contiguous 48 states, Alaska, Hawaii and Puerto Rico as this coverage is already provided by AUI's comprehensive automobile general liability insurance. In all other locations, the optional insurance should be accepted, and the cost will be reimbursed. Travelers should not elect other rental agency options, e.g., roadside protection assistance coverage, navigation devices, or satellite radio; these costs are unallowable.

9.3 Transportation and Temporary Storage of Household Goods

The research centers may pay the actual cost of packing/unpacking, transporting, storing, and removing from storage, of household goods, and transit insurance. As stated above, AUI may also pay for the transportation of one automobile.

Except in the case of international relocation, the storage of household goods and the associated costs of moving into and out of storage will be only reimbursed if immediate permanent housing has not been secured at the location. Prior approval of temporary storage must be obtained from the relocation specialist and the Authorized Approver, and the item noted as approved on the approved REV form. Temporary storage allowances normally will not be reimbursed for more than six months.

For international relocation, temporary storage may be reimbursed for the period of time that the foreign location is the duty station.

Recreation vehicles, e.g., boats and ATVs, will not be transported at AUI expense.

9.4 Relocation Using a Rental Trailer or Truck

The cost of transporting household goods by a rental trailer or truck is reimbursable. Allowable costs include the cost of gas and oil, the rental of cushions, dollies, tow bars, and trailers for towing automobiles.

9.5 Transportation of House Pets

The costs normally associated with the transportation and handling of dogs, cats, and other house pets, as well as costs due to stringent air carrier rules are reimbursable. Other animals (livestock, horses, fish, birds, reptiles, various rodents, etc.) are excluded because of their size, exotic nature, restrictions on shipping, host country restrictions, and special handling difficulties. Inoculations, examinations, and boarding quarantine costs are excluded. Boarding and hotel pet fees incurred while staying in temporary housing are excluded.

10.0 Non-reimbursable Expenses

The following items relating to residence transactions are not reimbursable under this policy:

- Losses due to failure to sell a residence at the price asked, at its current appraised value, or at its original cost, and any similar losses
- Interest on loans, points, and mortgage discounts



- Any fee, cost, charge, or expense which is determined to be a part of the finance charge under the Truth in Lending Act
- Property taxes
- Operating or maintenance costs
- Repairs or remodeling made in preparation for sale of a primary residence or resulting from a closing inspection
- Car registration and tags
- Driver’s licenses
- Security deposits
- Deposits made or forfeited

11.0 Relocation and Home Leave Travel for International Staff Members

Relocation Expense Vouchers (REV) pertaining to the relocation of International Staff Members (ISM) should be forwarded by the hiring manager/supervisor to the appropriate Business Office for review and approval. Approved REV’s will be forwarded to the AUI Fiscal Group for processing. Supporting documentation for all direct billed expenses pertaining to ISM relocation should be forwarded electronically to the AUI Fiscal Group and will be added to the employee travel file.

Travel Expense Vouchers (TEV) pertaining to Home Leave travel of International Staff Members (ISM) should be forwarded directly by the supervisor to the AUI Fiscal Group for processing. Supporting documentation for all direct billed expenses pertaining to ISM Home Leave should be forwarded electronically to the AUI Fiscal Division and will be added to the employee travel file.

Other ISM business-related travel will be processed through the Office of Chilean Affairs (OCA). All TEV’s for business-related travel sent to the Green Bank or Socorro Fiscal Divisions will be forwarded to the OCA for processing, even if the employee is requesting reimbursement to a US account.

12.0 Adequate Documentation

Unless payment was made directly by AUI, or a specific allowance has been approved, AUI requires proof of payment for the reimbursement of relocation expenses. Original documents are required for reimbursement, and the following examples offer guidance on the standards of documentation required:

- Household moves completed by a 3rd party established and licensed moving company – bill of lading, detailed invoice or receipt
- Moving vehicle rental – vehicle rental agreement and receipt.
- Labor during the move – receipt from the established and licensed business engaged to provide labor, with signature and amount paid; limited to a reasonable hourly wage; labor provided by the employee, employee’s immediate family member(s) or employee’s unbonded/unestablished/ unlicensed friend is not reimbursable



- Airplane tickets – airline ticket “receipt” coupon and/or equivalent printed receipt for e-tickets
- Lodging – itemized hotel bill or folio
- Auto rental – auto rental agreement
- Auto mileage – actual mileage as recorded by the odometer or mileage can be obtained from the Google Maps ref: www.google.com/maps
- Auto mileage travel should represent the most direct route
- Auto fuel and oil – original receipts for fuel and/or oil. Fuel and oil expenses are not reimbursable if the employee is also claiming reimbursement for mileage
- Storage and shipping – original itemized receipt or bill.

13.0 Return Relocation Expenses

With the exception of employees relocating to Chile and where legally mandated, AUI does not assume any obligation to pay return relocation expenses in the event an employee resigns or is discharged. In the case of the Observatory’s termination of an H1B sponsored employee, the Observatory will reimburse for the airfare (basic standard economy) travel back to their home country.

14.0 Relocation & Taxation

Under the Tax Cuts and Jobs Act of 2017, the personal deduction for relocation expenses and the exclusion from income of employer-paid relocation expenses are suspended from January 1, 2018, through December 31, 2025. As a result, all relocation expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual. Taxes will be automatically deducted from the payment and/or calculated on reimbursements and reported on the employee’s current year W-2.

15.0 Supporting Documents, Procedures, and Forms of this Policy

- Relocation Allowance Authorization is attached hereto as Appendix A.
- Relocation Expense Voucher is attached hereto as Appendix B.
- Travel Authorization Form – (Exploratory/Home Visit Only) is attached hereto as Appendix C.
- Travel Expense Voucher - (Exploratory/Home Visit Only) is attached hereto as Appendix D.

16.0 Regulatory References

§ 2 CFR 200.463 Recruiting Costs
§2 CFR 200.464 Relocation Costs of Employees
U.S. General Services Administration
IRS (4) IRM 1.32.12.2 (6)

17.0 Responsibilities



17.1 Existing and Prospective Employee

- Review Observatory Staff Relocation Supplement policy as provided by HR, the site relocation specialist or Business Manager.
- Maintain all receipts related to relocation.
- Work with the site relocation specialist or Business Manager to submit required reimbursement forms in a timely manner.
- Responsible for taxability of relocation reimbursements.

17.2 Authorized Approver

- Work with Budget and HR to establish relocation agreement and funding envelope.
- Ensure employees are using the correct business unit on all documents.
- Carefully review and approve employee's Relocation Authorization Allowance, Relocation Expense Voucher, Travel Authorization Form, and Travel Expense Voucher.

17.3 Business Manager and/or designated relocation specialist

- Work with existing or prospective employee to schedule the exploratory trip,
- Make any requested reservations (e.g., airline, rental car, hotel) for the exploratory trip.
- Prepare the TAF and TEV for the exploratory trip and obtain all required approvals.
- Submit the receipts and approved TAF and TEV forms to Fiscal for processing.
- Work with employee to schedule their household relocation.
- Work with the employee and Authorized Approver to create the RAA.
- Submit the RAA for approvals.
- Make any necessary travel reservations (e.g., airline, rental car, hotel), temporary housing reservations, and arrangements with the moving company for the relocation and storage of household goods.
- Collect all receipts for the relocation expenses, fill out the REV form, and submit it for approvals.
- Submit the approved REV and all related receipts to Fiscal for processing.

17.4 Fiscal

- Review submitted forms for accuracy with provided receipts and per diem request.
- Review cost for allowability.
- Provide approved forms to Payroll for processing.





17.5 Payroll

- Process approved Relocation Expense Voucher in a timely manner.
- Review taxability issues.
- Ensure that taxes are reported correctly to the IRS.
- Provide employee with accurate W-2.







APPENDIX

Appendix A - Relocation Allowance Authorization

Associated Universities Inc. 1400 16th Street NW, Suite 730 Washington, DC 20036-2252 202.462.1676	   	Green Bank Observatory 155 Observatory Road Green Bank, WV 24944-0002 304.45.2011	
National Radio Astronomy Observatory 520 Edgemoont Road Charlottesville, VA 22903-2475 434.296.0211	Relocation Allowances Authorization <i>(Complete prior to relocation)</i>		
1003 Lopezville Road Socorro, NM 87801-0387 505.835.7000	ALMA Av. Nueva Costanera 4091, Suite 502 Vitacura Santiago, Chile 56(2) 2210-9600		
Employee # _____	Filing Date: _____		
Name: _____	*****Relocation Duration*****		
Address: _____	Arrival Date: _____		
	Start Date: _____		
Transfer From: _____	To: Charlottesville, VA		
<small>(Present NRAO Location or place of residence)</small>	<small>(New NRAO duty station)</small>		
New AUI / NRAO duty station information:			
Division: _____	Division Head: _____		
Account Number to Charge: _____			
Travel Allowances (If not applicable, please designate N/A)	Individual	Family	Other
Airline _____			
Automobile _____ miles @ _____ ¢ per mile <i>(Current IRS Rate)</i>			
Other means of transportation - Limit \$ _____			
Lodging - Up to 30 days temporary housing _____			
Per Diem Days @ \$ per Adult(s) _____			
en route _____ Days @ \$ _____ per _____			
Child(ren) under the age of 12 receive 50% GSA daily per diem*			
Per Diem Days @ \$ per Adult(s) _____			
while occupying temporary housing _____ Days @ \$ _____ per _____			
Child(ren) under the age of 12 receive 50% GSA daily per diem*			
Moving Allowance			
Household goods and personal belongings 0 lbs (Weight or dollar limit)			
Remarks/Enclosures			
Approved: _____	(Supervisor)	Date: _____	
Approved: _____	(Human Resources)	Date: _____	
Approved: _____	(Business Office)	Date: _____	
Approved: _____	(Fiscal Office)	Date: _____	
Approved: _____	(Employee)	Date: _____	
<small>NOTE: To ensure these allowances, you must adhere to the conditions set forth in the NRAO Travel Manual. Please sign and date this form and return with a signed copy of your offer letter (if applicable) to the Human Resources Office. All relocation travel and expenses to be completed as soon as possible, and not exceed one year from the effective date of employment. Employees required to reimburse for all relocation allowances provided if resign or leave for reasons which AUI considers within the employee's control prior to completing one year of employment.</small>			
<small>Revised 04/21/2021</small>			







Appendix B - Relocation Expense Voucher

Associated Universities Inc. 1400 16th Street NW, Suite 730 Washington, DC 20036-2252 202.462.1676	   	Green Bank Observatory 155 Observatory Road Green Bank, WV 24944-0002 304.45.2011	
National Radio Astronomy Observatory 520 Edgemoont Road Charlottesville, VA 22903-2475 434.296.0211 1003 Lopezville Road Socorro, NM 87801-0387 505.835.7000		ALMA Av. Nueva Costanera 4091, Suite 502 Vitacura Santiago, Chile 56(2) 2210-9600	
Relocation Expense Voucher			
Employee # _____	Filing Date: _____		
Name: _____	*****Period Covered*****		
Address: _____	Began: _____	Hour: _____	
	Ended: _____	Hour: _____	
City to City Transportation			
From: _____	Carrier _____	Allowable Amount	Unallowable
To: _____	Personal Vehicle _____		
	_____ miles x <u>56</u> per mile		
Per Diem en route (amount per NRAO policy)			
Days @ \$ _____ per _____ adults			
Days @ \$ _____ per _____ child(ren) under the age 12 receive 50% per diem			
Date Began _____	Hour _____	Date Ended _____	Hour _____
Per Diem while occupying temporary housing			
Days @ \$ _____ per _____ adults			
Days @ \$ _____ per _____ child(ren) under the age 12 receive 50% per diem			
Date Began _____	Hour _____	Date Ended _____	Hour _____
Temporary Housing			
Other Taxable Expenses			
Account Numbers			
Allowable Expenses:			
Unallowable Expenses:			
Total taxable expenses			\$0.00
Less cash advance			
Less direct billed expenses			
Net amount due traveler			\$0.00
Supervisor _____			_____ (DATE)
Business Manager Steven Geiger _____			_____ (DATE)
Human Resources Faye Giles _____			_____ (DATE)
Fiscal Office Brenda Murphy _____			_____ (DATE)
Employee _____			_____ (DATE)



Appendix C - Travel Authorization Form

Associated Universities Inc. 1400 16th Street NW, Suite 730 Washington, DC 20036-2252 202-462-1676		   		Date Received by Reservationist:	
National Radio Astronomy Observatory 520 Edgemont Road Charlottesville, VA 22903-2475 434.296.0211		TRAVEL AUTHORIZATION FORM		Date Prepared:	
Green Bank Observatory 155 Observatory Road Green Bank, WV 24944-0002 304.456.2011				Account to be charged: (Required)	
National Radio Astronomy Observatory 1003 Lopezville Road Socorro, NM 87801-0387 505.835.7000				Employee Number: (Required)	
Av. Nueva Costanera 4091, Of. 502 Vitacura 7631097 Santiago, Chile +56(2)2210-9600					
Name of Traveler			NRAO Telephone Number		
Itinerary: <i>(Include <u>personal travel</u> associated with this trip)</i>					
Purpose of Trip: <i>(Be concise concerning activities planned and their relationship to approved programs or objectives.)</i>					
Period of Business Travel	Begin on or About:	End On or About:	Period of Vacation Travel	Begin on or About:	End on or About:
TRAVEL CONCERNS:			AUTHORIZATION FOR:		
<input type="checkbox"/> Observatory Business <input type="checkbox"/> Seminar or Training <input type="checkbox"/> Moving <input type="checkbox"/> Personnel Interview <input type="checkbox"/> Scientific or Professional Meeting <input type="checkbox"/> Observing Run / Data Reduction <input type="checkbox"/> International Travel (see Note 1) <input type="checkbox"/> High Altitude Physical			<input type="checkbox"/> Use of Private Automobile - Observatory's convenience <input type="checkbox"/> Use of Private Automobile - Employee's convenience <input type="checkbox"/> Use of Rental Car (compact) <input type="checkbox"/> Use of Commercial Flight <input type="checkbox"/> Conference Dependent Care <input type="checkbox"/> Other:		
			Note Does Traveler have a cash or transportation advance outstanding, or balance due AU? (If answer is "Yes", authorization must be signed by an Assistant Director.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
TRAVEL ADVANCE REQUEST			SIGNATURES		
A cash advance of \$ _____ is required by _____ <i>(one week in advance of travel.)</i>			Traveler Approval (Supervisor/Division Head)		
If advance is required earlier give explanation			Approval (Assistant Director) Approval (Director)		



Appendix D - Travel Expense Voucher



1725 LBJ Drive, Box 5400 752
Washington, DC 20032-2132
703-453-1576



520 Shawnee Trail
Chantilly, VA 22003-2475
434-746-0311
10011 Republic Road
Snohomish, WA 98066-6087
379-838-7520



155 Observatory Road
Green Bank, WV 24846
304-436-2011



Attn: Nancy Coleman 4581 So La 522
Manassas Station, VA 20108
703-793-3100

Expense Reimbursement Request

Traveler's Name/Address, Department, Employee ID, Date Submitted, Supplier/Vendor #

Table with columns: Date, Expense Type, Amount, Mileage, Lodging, GSA Per Diem, Meals, Lodging, Registration, Dependent Care, Daily Allowance, Actual Meals, Total Cost. Includes sub-totals for Allowable, Unallowable, and Sub-Total.

Purpose of Trip/Expense table with Date and Description columns.



1725 LBJ Drive, Box 5400 752
Washington, DC 20032-2132
703-453-1576



520 Shawnee Trail
Chantilly, VA 22003-2475
434-746-0311
10011 Republic Road
Snohomish, WA 98066-6087
379-838-7520



155 Observatory Road
Green Bank, WV 24846
304-436-2011



Attn: Nancy Coleman 4581 So La 522
Manassas Station, VA 20108
703-793-3100

Expense Reimbursement Request

Traveler's Name/Address, Department, Employee ID, Date Submitted, Supplier/Vendor #

Table with columns: Description, Business Unit, Object Code, Amount. Lists various expense categories like Lodging, Meals, Transportation, etc.

Table with columns: Date, Description, Allowable Amount, Unallowable Amount. Includes sections for Miscellaneous Expense, Registration Fee, Dependent Care, and Actual Meals.

I certify that the above statement represents actual and necessary business expenses incurred by me while engaged in company business.

Traveler Signature, Date, Title/Group Manager, Date

Supervisor, Date