

IRIS TRAVEL REPORT

Name:	Address:		
Phone:	Fax:	Email:	
Date Travel Began:	Date Travel Ended:	Purpose of Travel:	
Itinerary:			

Charges Billed Directly to IRIS

ALL RECEIPTS ARE REQUIRED

DO NOT INCLUDE IN OTHER SECTIONS

DATE:							
Air/Rail Transportation							
Automobile Rental							
Gas							
Hotel/Lodging							
Other (Specify)							
TOTAL U.S. \$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ -						

*I certify that these charges were incurred by me and are correct,
and I have not been reimbursed from another source for these charges.*

X_____ Date_____

Account Code	Amount
Approval Signature	Date

DIRECT-CHARGE CAR-RENTAL COMPANY	
DIRECT-CHARGE UATP CARD/TRAVEL AGENCY	
DIRECT-CHARGE CORPORATE CREDIT CARD	
OTHER (e.g., HOTEL, etc.)	
TOTAL DIRECT-BILLED TRAVEL EXPENSES	\$ -

TRAVEL REPORT INSTRUCTIONS

ITEM #	FIELD	DESCRIPTION/INSTRUCTIONS
Traveler Information Section		
1*	Name	Traveler's full name as it should appear on the reimbursement check/1099 if applicable.
2*	Address	The complete address where check should be mailed.
3*	Phone	Where to reach you by phone during business hours if there are any questions.
4*	Fax/Email	How to reach you by fax or email during business hours if there are any questions.
5*	Date Travel Began	The date your official business travel started.
6*	Date Travel Ended	The date your official business travel ended.
7*	Purpose	The purpose of your official business travel.
8*	Itinerary	Please identify all major stops (city,state) on your business travel, including origination.
9	Exchange Rate	The rate in effect during the time of travel and identification of foreign currency.
Transportation Information Section		
10	Private Automobile	The number of miles multiplied by the current (IRS) mileage rate.
11	Air/Rail Transportation	Attach a ticket coupon or itinerary if it is an electronic ticket along with payment proof.
12	Automobile Rental	The amount paid for a rental vehicle, less excess insurance or personal usage.
13	Taxis, Limo, Bus, etc.	Local transportation.
14	Parking, Tolls, etc.	Expenses at the airport and fees incurred in route or during official business.
15*	Subtotal A	Subtotal of transportation expenses paid by traveler.
Charges Billed Directly to IRIS (provided for verification and informational purposes) ¹		
16	Prepaid airline	The amount billed to an IRIS charge card or account.
17	Prepaid auto rental	The amount billed to an IRIS charge card or account.
18	Prepaid hotel/lodging	The amount billed to an IRIS charge card or account.
19	Prepaid other	The amount billed to an IRIS charge card or account.
20*	IRIS Billed Total	Subtotal of travel expenses billed directly to IRIS by the vendor.
Lodging, Meals, Other Information Section		
21*	Dates	The individual dates of official travel.
22	Lodging	Lodging costs paid by the traveler, excluding personal charges.
23	Telephone/Fax	Safe arrival call, departure call, and official business calls.
24	Breakfast	Breakfast meal expense (actual). Itemized receipts listing items are required over \$25.
25	Lunch	Lunch meal expense (actual). Itemized receipts listing items are required over \$25.
26	Dinner	Dinner meal expense (actual). Itemized receipts listing items are required over \$25.
27	Other (specify)	State the type of expense and justify if it is an uncustomary expense.
28*	Subtotal B	Subtotal of lodging, meals, and other expenses paid by traveler.
Summary Expense Section		
29*	Subtotal A	Subtotal of transportation expenses paid by traveler.
30*	Subtotal B	Subtotal of lodging, meals, and other expenses paid by traveler.
31*	Less Travel Advance	Amount of any travel advance previously issued to the traveler. (Enter as negative number.)
32*	Balance Due	Net reimbursement amount due to traveler (or due from traveler if travel advances exceed travel expenses.)
Traveler Signature and Date Section		
33*	Traveler signature	Traveler's signature is required to certify that all travel expenses are appropriate for reimbursement as official business travel expenses incurred by the traveler.
34*	Signature date	Date of traveler's signature and completion of travel expense report.
Business Office Section (Traveler should leave this section blank.)		
35	Approval signature	FOR OFFICE USE ONLY
36	Coding	FOR OFFICE USE ONLY

General Notes: All reports must be typed or printed in blue/black ink. Pencil is not acceptable.
Receipts need to be itemized and submitted for expenses over \$25.

*** Required Fields ***

¹ Use optional Travel Report (page 2) to list direct-billed charges, if you have more than 3-4 direct-billed charges.

JUSTIFICATION FOR USE OF FOREIGN-FLAG AIR CARRIER

(Submit to IRIS with travel expense report and/or ticket.)

I. General rule: All air transportation of persons or property must be performed by, or under a code-sharing arrangement with, a U.S.-flag air carrier if available. Tickets (or documentation for electronic tickets) must identify the U.S.-flag air carrier's designator code and flight number.

II. Unacceptable reasons for using foreign carriers:

- (A) It doesn't matter that a U.S. carrier doesn't have a direct or through service. You must use a U.S. carrier to the farthest interchange point.
- (B) It doesn't matter that comparable or different service can be provided at less cost by a foreign carrier.
- (C) It doesn't matter that it is more convenient to use a foreign carrier.

III. When you may use a foreign carrier:

(A) Travel to and from the U.S.

Use of a foreign-flag air carrier is permissible if the airport abroad is:

- 1. your origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag carrier; or
- 2. an interchange point, and use of U.S.-flag air carrier service would increase the number of aircraft changes you must make outside of the U.S. by 2 or more, would require you to wait 4 hours or more to make connections at that point, or would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier.

(B) Travel Between Points Outside the U.S.

Use of a foreign-flag air carrier is permissible if travel by a:

- 1. foreign-flag air carrier would eliminate 2 or more aircraft changes en route;
- 2. U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier; or
- 3. U.S.-flag air carrier would require a connecting time of 4 hours or more at an overseas interchange point.

(C) Other

- 1. Short Distance Travel. You may use a foreign carrier, regardless of origin and destination, if the elapsed travel time from origin to destination airport is 3 hours or less and service by a U.S.-flag air carrier would double the travel time.
- 2. U.S. carrier does not serve an origin or interchange point: You may then use a foreign carrier only to the nearest interchange point that connects with a U.S.-flag carrier.
- 3. Involuntary rerouting: You may use a foreign carrier if a U.S.-flag carrier involuntarily reroutes you via that foreign carrier.

IV. **Certification:** I certify that my use of the foreign-flag air carrier cited below was permissible for the reason stated in paragraph III () () [fill in letter and number] . Unless IRIS or its agents made the travel arrangements, I understand that I may be liable to IRIS for reimbursing this fare if in fact none of the permitted reasons for using a foreign carrier applies.

Airline: _____ Flight No: _____ Date(s) of flight: _____

Additional information: You may provide specific details by separate memo.

Print name: _____ Sign: _____ Date: _____

NOTICE ABOUT DOMESTIC RENTAL CAR INSURANCE

For IRIS travelers who rent an automobile for IRIS business within the U.S., IRIS maintains commercial automobile coverage for hired autos, so that you may decline all insurance options.