

**March 2009**

## **Travelers Common Mistakes on Expense Reports in TREX**

The following is a list of common mistakes made during the creation of an expense report. Please avoid these common data entry mistakes by noting the resolutions in parenthesis and colored red. In doing so, your expense report should be processed without any further delays.

Review information about receipts, “what and why” from this website:

[http://travel.lbl.gov/reimbursements/receipts\\_whatwhy.html](http://travel.lbl.gov/reimbursements/receipts_whatwhy.html)

Review “travel reimbursement guidelines” from this website:

[http://www.lbl.gov/Workplace/CFO/assets/docs/travel/reimbursement\\_guidelines.pdf](http://www.lbl.gov/Workplace/CFO/assets/docs/travel/reimbursement_guidelines.pdf)

### **AIR TRAVEL**

- Forgetting to select Central Lab Account for airfare issued through Cliqbook or CarlsonWagonlit (You still need to claim this expense on your report to apply the cost against the project ID you noted on the Travel Authorization. This will appear as a pre-paid expense.)

### **DOMESTIC/LOCAL TRAVEL**

- Entering lodging taxes in one day (break down daily taxes)
- Not entering any lodging taxes (break down daily taxes. Note: foreign travel does not require reporting lodging taxes on a separate line.)
- Not entering any phone calls (break down calls per day)
- Submit registration with no credit card statement/receipt (submit charge receipt with amount of registration fee)
- Car Rental Insurance (review the car rental receipt. If you added car rental insurance (CDW/LDW), subtract that from the total amount of the bill. CDW/LDW insurance is not an allowable expense for domestic travel only.)
- Adding phone calls to lodging amount (break out phones/internet costs to separate expense line)
- Adding internet fees, etc. to misc expenses (phones/internet has their own expense line category)
- Forgetting to include all receipt costs (make sure every receipt is accounted for)
- Changing location to match receipts (keep location the way it is)

- Delete any expense done by accident (do duplicate any unnecessary expenses)
- Combining receipts together (ex: all transportation (bus, taxi, private auto), etc. Break out each expense by category.)
- Adding duplicates (double check and make sure there are no duplicate lines)
- No airfare receipt to back up the expense (print out travel receipt. If you have a CarlsonWagonlit reservation, make sure receipt shows a VISA/CC charge and dollar value. If there is no VISA/CC charge, then you are probably looking at an itinerary.)
- Entering a wrong amount from receipt (double check your amounts with receipts)
- Not entering correct dates with receipts (again double check your work)

## **FOREIGN TRAVEL**

- Not entering correct USD amounts (use OANDA website to get correct conversion amounts: <http://www.oanda.com/convert/classic>)
- Entering Internet/Phone under misc expenses (Enter them under internet/phone expense)
- Not submitting all receipts with explanations to what they belong to especially if receipt is foreign language (write an explanation if the receipt is in foreign language so that we know what category it belongs to or if we have further questions)