EAO Business Procedures

Job Aid: 3.03 – Completing the Travel Expense Report Form

1. Open the Travel Expense Report Form on the OFA website, under Forms.
2. Complete Tab 1, section 1 with basic personal information.
   a. Be sure to change “Type of Travel” to International and “Define Travel” to Study Abroad.
   b. The speedchart is the program’s agency account number.
   c. Trip departure and return dates must be entered properly for per diem to be calculated correctly on the third tab.
3. Complete Tab 1, Section 2 with the purpose of the trip. Be sure to include any dates for personal time or vacation as this cannot be included in your expense statement.
4. Click on Tab 2, “Mileage and Other.”
5. If you have not filled out the Reconciliation Spreadsheet, stop. The spreadsheet must be completed first.
6. Fill out each of the sections by label. If you have items that don’t fit into the categories, enter a total amount under section “(G-O) Related Expenses – Other Operating (L).”
7. Click on Tab 3, “Per Diem Calculator.” For more help with per diems, visit Job Aid 3.04.
8. Use the U.S. Department of State website to look up foreign per diem rates by location.
9. Use the drop-down menu under “Per Diem Rate” that says “Select Here”.
10. Choose your per diem rate.
11. Make sure your trip departure and return dates are entered correctly on the first tab.
12. For meals that were provided or you do not want to claim per diem, check the box under the appropriate meal. The spreadsheet will automatically update the total for you.
13. Click back to the first tab. All totals from tabs 2 and 3 should appear under Tab 1, Section 3. This should match the total on your Reconciliation Spreadsheet.
14. Print a copy and sign under Section 6. Submit to EAO front desk with your other required documentation (receipts, reconciliation spreadsheet, backup documents, itinerary, etc.). Put all in an envelope addressed to “EAO Operations Coordinator.”

Last Updated: April 13, 2016