Traveler Certification

Why Certify?

Travelers must certify their Expense Reports prior to being submitted for payment. Travelers must certify that the travel was required for business purposes and that the expenses were incurred as a results of that business

The traveler will receive an email notification when an arranger submits an Expense Report. An example of this email notification is shown at the right. To complete Certification, **click on the hyperlink at the bottom of the email**.

This takes you directly to the specific Expense Report. **Sign into TREX** using your LDAP ID as shown at the right.

The Certification window is shown for the traveler to certify that the expenses incurred are in compliance with business that was conducted on behalf of LBNL.

At this point, you must click on the **Certify and Submit** button.

The Submit Confirmation window appears. To finalize the certification process, **click OK**.

Subject: Travel expense report is awaiting your approval.
From: fms-logmail@mailbot.lbl.gov
Date: Thu, 31 Jul 2008 10:31:21 -0700 (PDT)
To: APecoraro@lbl.gov

Travel expense report is awaiting your approval.

Traveler : Malone,David ID: 001688
Arranger : Pecoraro,Aurora
Trip Name : DEMO ER NO AUTH
LBNL Trip # : 000060666
Report ID : 0000010294
Total Expenses : $1498.5
Reimbursement : $848.5
Begin Date : 01/20/2008 End Date: 01/25/2008
First Business Location: DENVER,CO
Business Purpose : Site Visit

https://trextrn.lbl.gov/psp/trextrn/ZT_TRAVEL/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_APPROVE

Berkeley Lab FMS

Ernest Orlando Lawrence Berkeley National Laboratory

User ID:
Password:
Sign In

Select a Language:
English, Español, Dansk, Deutsch, Français, Français du Canada, Italiano, Magyar, Nederlands, Norsk, Polski, Português, Suomi, Svenska, Čeština, 日本語, 한국어, Русский, ไทย, 简体中文, 繁體中文, العربية

Gas for a Rental or Gov/t	02/26/2008	30.00	SAN DIEGO,CA	Cash	
Parking / Tolls	02/22/2008	10.00	SAN DIEGO,CA	Cash	
Parking / Tolls	02/23/2008	10.00	SAN DIEGO,CA	Cash	
Parking / Tolls	02/24/2008	10.00	SAN DIEGO,CA	Cash	
Parking / Tolls	02/25/2008	10.00	SAN DIEGO,CA	Cash	
Parking / Tolls	02/26/2008	10.00	SAN DIEGO,CA	Cash	

Add: New Expense OK | Copy Selected Expense(s)... | Delete Selected Expense(s)

Check For Errors | Personal Days and Meals Provided | Trip History | Travel Currency Converter | Apply Cash Advance(s)

Expense Report Totals

Employee Expenses:	874.00 USD	Due Employee:	874.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	Update Totals
Cash Advances Applied:	0.00 USD		

Save For Later | Select Approver | Certify And Submit | Printable View

Current Approval Status

Routing	Name	Status	Date
Originator	Pecoraro,Aurora	Submitted	
Division Approver 1	Axthelm,Charles A		
Pre-Pay Auditor			

Approval Detail Find | View All First 1 of 2 Last

Name: Axthelm,Charles A
Comment:

Expense Report
Submit Confirmation
Rosa Cruz

Employee ID: 192521 Report ID: 0000010138

Expense Report Totals

Employee Expenses:	874.00 USD	Due Employee:	874.00 USD
Non-Reimbursable Expenses:	0.00 USD		
Prepaid Expenses:	0.00 USD	Definition of Totals	
Cash Advances Applied:	0.00 USD		

Click OK to submit, or click Cancel to return to the expense report without submitting.

Note

By clicking the OK button below, I am certifying that:
* This is an accurate report of travel expenses incurred to accomplish official Laboratory business on the dates indicated.
* All required receipts have been submitted to the Travel Office.
* I have not received reimbursement from another source(s) for any expenses claimed.
* In the event of overpayment or if payment is received from another source(s) for any portion of the expenses claimed, I assume responsibility for repaying the Laboratory in full for those expenses.
* The expenses being claimed are allowable under Contract 31 and in compliance with LBNL Travel policy.

OK | Cancel