

Top 13 Most Common TRS Mistakes

1. Airline information needs to be entered line by line; each leg of flight must be entered. Please do not enter roundtrip. Airline must be entered as it is on the original itinerary, if flight was delayed please state in the Additional Comments box on the Validate/Submit page.
2. When traveling during normal working/travel status hours (M-F 8-5) the shortest distance must be claimed. When departing for duty point if the meeting begins during working hours the shortest distance must be claimed, it does not matter when you depart your residence. After arriving back home/to headquarters if you arrive during working hours the shortest distance must be claimed, if you arrive back after 5 or on a non-workday you may claim the full mileage.
3. Specify method of calculating mileage. Check odometer box or state in the Duties Performed box that the TRS/Bing calculated the mileage.
4. If you rode with another state employee via rental car, state vehicle or their personal vehicle, please state in the Additional Comments box on the Validate/Submit page. If your personal vehicle was used and no mileage is claimed please state in the Additional Comments box on the Validate/Submit page.
5. Please do not enter roundtrip mileage unless you are using the Round Trip indicator. All other mileage entries must be entered as point to point.
6. If you are the renter of a rental car, please do not centrally bill gasoline.
7. Define all acronyms at least once on the voucher.
8. If you are submitting a TRS that is mileage only, please state Mileage Only in the description box on the Trip Information Screen. If you are submitting mileage and incidentals or meals please do not state Mileage Only in description box.

9. Please be sure to submit both the electronic TRS voucher and your original supporting documentation (Receipt Checklist and any required receipts). We cannot audit the voucher without both sets of data, exception for Mileage Only claims.
10. If you are a passenger of a rental vehicle and you are claiming gasoline that you purchased, please submit a copy of the other travelers rental car receipt.
11. When submitting a hotel receipt, please submit a zero balanced copy, not Zip, Express Checkout or To Be Settled To.
12. Please submit proper supporting paperwork (TR, Airline Itineraries, Zero Balance hotel receipts)
13. When making purchases at a grocery store or gas station (for any item other than fuel) with a DART card, be prepared to provide a receipt or additional information if requested. You can also list the items purchased in the Additional Comments box on the Validate/Submit page.