

# How to Report Crew Travel Expenses in WA

A. In the *Itemized Costs* tab create a new itemized cost measure.

The screenshot shows the 'Itemized Costs' tab in a software application. The interface includes a top navigation bar with tabs: Audit Information, Status, Shell, Heating (1), Cooling (1), Ducts/Infiltration, Baseloads, Health & Safety, Itemized Costs (3), and Utility Bills (0). Below the navigation bar, there are two dropdown menus for copying measures: 'Copy from User Defined Measures' and 'Copy from Library Health and Safety Measures'. To the right, there is a 'Referenced User Defined Measure' field with a dropdown arrow and a 'Clear Reference to User Defined Measure' button. The main form area contains the following fields: 'Measure Name' (Crew travel time), 'Cost (\$)' (\$150.00), 'Include in SIR' (checked), 'Material' (empty), and 'Annual Energy Savings' (empty) with a 'Units' dropdown. At the bottom, there is a 'COMMENT' field. A 'ITEMIZED COST' panel is visible at the bottom left, showing a list of 3 items, with the first item selected and a 'New' button highlighted in red.

B.

This screenshot is identical to the one above, but with three numbered steps overlaid in red text: '1. Measure Name' points to the 'Crew travel time' field, '2. Cost (\$)' points to the '\$150.00' field, and '3. Include in SIR' points to the checked checkbox. The 'ITEMIZED COST' panel at the bottom left also shows the 'New' button highlighted in red.

C.

1. Fill in the *Measure Name* field
2. In the *Cost (\$)* field enter the total labor cost of travel
3. Select the *Include in SIR* box

# How to Report Crew Travel Expenses in WA

D. In the *Measures* tab of the work order select *Travel* in the *Measure Type* drop down

Work Order Information | Status | Measures (11)

Order # 1 Active

MeasureType **Travel**

Measure Name Crew travel time

Components

Cost Center

Actual/Estimated Adjustment Factor (%) 100.00%

**Materials/Labor Details**

Order # 1 Type Labor Copy Supply

Components

Description Travel time to and from jobsite

Units+ Hour

**MATERIAL OR LABOR**

	Quantity	Unit Cost	Total
Estimated	2	\$75.00	\$150.00
Actual			

**MEASURES**

	Estimated	Actual
Cost	\$150.00	
SIR	0.0	

E.

Work Order Information | Status | Measures (11)

Order # 1 Active

MeasureType Travel

Measure Name Crew travel time

Components

Cost Center

Actual/Estimated Adjustment Factor (%) 100.00%

**Materials/Labor Details**

Order # 1 **1.** Type Labor Copy Supply

Components

**2.** Description Travel time to and from jobsite

**3.** Units+ Hour

**MATERIAL OR LABOR**

	Quantity	Unit Cost	Total
Estimated	2	\$75.00	\$150.00
Actual			

**MEASURES**

	Estimated	Actual
Cost	\$150.00	
SIR	0.0	

1. Select *Labor* from the *Type* drop down
2. Fill in the *Description* field
3. Select *Hour* from the *Units+* drop down
4. Enter the *Quantity* and *Unit Cost* information