



Guest Travel Expense Worksheet

Return to LANL Host Organization/Group Office
for approval signature and review

| | | | | |
|--|---------------------|--|-------------------|----------------------|
| Name (Last, First, Middle) | | Home Address (P.O. Box, Street, City, State, Zip, Country) | | |
| Z Number | | | | |
| Group Contact Name and Email for Questions | | Group | Phone | Mailstop |
| Org. Code | Project Code | Cost Acct./Work Pkg. | Percentage | Dollar Amount |
| | | | | |
| | | | | |
| Total | | | | \$ |

1. Itinerary (Include travel time enroute)

| Departure City, State | Date of Departure | Time of Departure | Arrival City, State | Date of Arrival | Time of Arrival |
|-----------------------|-------------------|-------------------|---------------------|-----------------|-----------------|
| | | | | | |
| | | | | | |

2. Official Business Points and Purpose (Do not include travel time)

Were personal days included in this trip? Yes No If yes please notate in details in section #15

| | | |
|-------------------|-------------|-----------|
| Official City: | Start Date: | End Date: |
| Business Purpose: | | |
| Official City: | Start Date: | End Date: |
| Business Purpose: | | |

3. Airfare

| | | | | |
|---------------|-------|-----|--------------|--|
| Airline: | From: | To: | LANL Issued? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Airline: | From: | To: | LANL Issued? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Airline: | From: | To: | LANL Issued? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Total Airfare | | | | \$ |

4. Gasoline

| | |
|--|----|
| | \$ |
|--|----|

5. Local Transportation

| | |
|--|----|
| | \$ |
|--|----|

6. Parking

| | |
|--|----|
| | \$ |
|--|----|

7. Private Auto

| | | | | |
|-------|-----|--------------|--------------------------------|----|
| from: | to: | total miles: | x current rate | \$ |
| from: | to: | total miles: | x current rate | \$ |

8. Rental Car

| | | | | |
|--------|-------|----------|------------|----|
| state: | city: | company: | # of days: | \$ |
| state: | city: | company: | # of days: | \$ |

9. Meal and Incidentals. Based on maximum allowable rate for lodging location. Look at [current rate tables](#) for item 9 and 10.

| | |
|--|----|
| Day of Departure (75% maximum) | \$ |
| Official Business Days (100% of maximum) | \$ |
| Day of Return (75% of maximum) | \$ |

10. Lodging—If the FTR GSA rate is exceeded justification is required. Enter the justification in section #15.

| | | | |
|--------|-------|--------------|----|
| state: | city: | # of nights: | \$ |
| state: | city: | # of nights: | \$ |
| state: | city: | # of nights: | \$ |

11. Official Phone/Fax

| | |
|--|----|
| | \$ |
|--|----|

12. Registration Fee: LANL Issued? Yes No Were meals provided with registration? Yes No

| | |
|--|----|
| | \$ |
|--|----|

13. Other – Details Required (enter details in section 15 on page 2)

| | |
|--|----|
| | \$ |
|--|----|

14. Total Trip Expenses

| | |
|--|----|
| | \$ |
|--|----|

15. Details/additional information.

16. For Student Guests and Faculty Guests Only

To be eligible for travel expenses the following 3 statements must apply:

- I am maintaining a residence more than 50 miles from the business location.
- I will not reside in a home owned or leased by a family member.
- I will incur costs for temporary housing during the Guest Agreement.

Traveler's Signature Certification (*required*): _____ Z Number: _____ Date: _____

17. Check Disbursement Details (*required*)

| | |
|---|---|
| <input type="checkbox"/> Send to mailstop: _____ <input type="checkbox"/> Direct Deposit – Please see “note” on page 3 | <input type="checkbox"/> Mail to the following address below: <i>Note: if foreign address, phone number is required.</i> |
|---|---|

Note: If you traveled to a location other than Los Alamos an “*Is My Event a Conference*” form needs to be submitted with the 1127-A form. The conference form is located at http://int.lanl.gov/services/conference_management/index.shtml.

I hereby certify that, except as otherwise noted, the information submitted in this expense worksheet reflects only expenses incurred by me during official business for Los Alamos National Laboratory on the dates shown. The worksheet reflects all discounts, reductions, trade-ins, or offsets whatsoever, which reduce the expenses actually incurred. False claims and statements are illegal and may be punishable by fines and/or imprisonment.

If lodging is other than commercial lodging (a hotel or motel) a signed lease is required. Please attach copy to 1127-A.

Traveler's Signature (*required*): _____ Z Number: _____ Date: _____

Return to host organization for approval and review.

I approve expenses as submitted:

Line Manager Signature (*required*): _____ Z Number: _____ Date: _____

Management notes:

Instructions for Guest Travel Worksheet 1127-A

- Host Group Fill in all requested information completely. If split coding is required, include all codes and percent or dollar amount information. **Note:** Only one Org. Code will be accepted.
- For home address do not list the Los Alamos address if this expense is for temporary lodging in Los Alamos. Please indicate permanent home address.
1. Itinerary A detailed travel itinerary is required for all travel reimbursement. Indicate city, date, and time of each and arrival location.
 2. Official Business and Purpose Indicate purpose and dates official business was conducted at each business point. Indicate city in which business was conducted. **Exclude all travel time enroute.** If traveling to a location other than Los Alamos an "Is My Event a Conference" form must be attached to the 1127-A. The form is located at http://int.lanl.gov/services/conference_management/index.shtml
 3. Airfare Indicate airline companies used, cities of departure, and cities of arrival.
 4. Gasoline Indicate total official gasoline charges, excluding amount from rental car receipts. Gasoline expenses are not reimbursed for private auto expense.
 5. Local Transportation Indicate total official local transportation charges, including taxis, metros, subways, tolls, etc.
 6. Parking Indicate total official parking charges, excluding personal time.
 7. Private Auto Indicate the departure and arrival cities and the total miles driven. Total equals official miles multiplied by current mileage rate.
 8. Rental Car For each rental, indicate state and city in which you rented the vehicle, the company used, and the number of days rented. Indicate total from the rental car receipt; i.e. Total = rate + tax + gasoline. Rental car insurance, FF surcharge fees, upgrades, and GPS fees are not reimbursable.
 9. Meal and Incidental Expenses Look at current rate tables to determine maximum for meals and lodging location. Note that date of departure and return are reimbursed at 75% of this rate.
 10. Lodging For each hotel, indicate the country or state and city. Indicate total number of official nights and the total lodging cost to be reimbursed. Justification from line management for hotel rates over the federal rate is required for reimbursement.
 11. Official Phone Indicate total official phone charges.
 12. Registration Fee Indicate whether registration fee was LANL issued or paid out of pocket and total registration fee amount.
 13. Other Indicate total miscellaneous charges. If any single expenditure is over \$75, a receipt is required. Details are required for all amounts.
 14. Total Expenses Total of expenses from the right-hand column.
 15. Details Indicate any details that should be recorded with this trip.
 16. For Student Guest and Faculty Guests Only Please read and sign for verification.
 17. Check Disbursement If you would like your reimbursement check sent to an address other than your mailstop, indicate in space provided.
- Questions:** If you have any questions regarding your reimbursement, please call the Guest Travel Office at 667-4138.
- Send To:** Attach **itemized** receipts, sign where indicated, and mail to your host Group Office for final review and approval. Host Group Office will then forward completed and approved form and all receipts to: CFO-DISB, MS P234.

Note: Direct deposit can be requested for Guests with multiple reimbursements such as monthly travel payments. Deposits can only be made to US bank accounts. Electronic Funds Transfer Authorization Form and instructions located at: <http://cfo.lanl.gov/tp/default.shtml>

GUIDELINES FOR GUEST TRAVEL REIMBURSEMENT

A Laboratory Guest is an individual who visits the Laboratory on a short-term or infrequent basis under a formal Guest Agreement. Prior to Guest arrival at LANL or other agreed-upon location, the sponsor must complete and submit the appropriate Guest Agreement to Human Resources (HR). Information regarding the various types of Guests and required forms can be obtained at: <http://int.lanl.gov/employees/staffing-guidance/guest-agreements/index.shtml>. Guest travel expenses are submitted on a Guest Travel Expense Worksheet, Form 1127A. Reimbursements will not be accepted until the Guest Agreement has been approved by HR.

Guest travel allowances are based on Federal Travel Regulations and LANL travel reimbursement policies. Travel policies and forms can be obtained at: http://int.lanl.gov/finance/travel/travel_reimbursement.shtml.

All Guests are required to comply with DOE Conference Regulations. If a Guest travels to any location other than Los Alamos the "Is My Event a Conference" form must be completed and included with the Guest Travel Expense Worksheet. The form is located at http://int.lanl.gov/services/conference_management/index.shtml. Any questions regarding the form will be addressed by STB Conference Management at 665-5512 or conferencemanagement@lanl.gov. If the event is determined to be a conference please see the "Conference Information" section below.

****Please be aware that Guests traveling on any type of tourist visa or tourist visa waiver such as B-2 or VWT cannot be paid any type of reimbursement or fee.**

TRAVEL EXPENSES

Airfare: LANL travelers are required to use commercial airlines. Flights must be booked by the most direct route at the lowest available fare. Lowest available fare is defined as the least expensive non-refundable fare with a maximum of one stop. In the event a personal stop is included in the fare, the LANL Reservations Team will prepare a fare quote to determine the reimbursable portion. Please provide the air ticket confirmation with the travel itinerary as well as the proof of payment (receipt) when submitting for reimbursement. The receipt must show the exact amount per person and an acknowledgement that the cost was paid (not just a flight confirmation). Credit card statements alone are not acceptable, but may be used along with an invoice as confirmation. LANL cannot reimburse early bird check-in, Business Select fees, additional fees for assigned seats or booking fees charged by internet based travel sites.

Airport Parking: Reimbursement for airport parking is allowed. If parking is over \$75 a receipt is required.

Conference Information: Note: Before attending a conference, please refer to the Guest Travel web page located at <http://int.lanl.gov/finance/travel/guest-travel.shtml> and review the "Before Guest Departs" section. Guests are not allowed to incur any expenses until Conference Management has notified them that their attendance at the conference has been approved. An email from Conference Management verifying approval must be attached to the expense report.

Per DOE requirements, conference information must be submitted with the reimbursement claim. A brochure that includes event title, dates, location, cost and what is provided e.g. meals, tours, etc. must be provided. If meals were provided each meal must be excluded from the per diem allowance.

Ground Transportation: Roundtrip airport shuttle from Albuquerque or Santa Fe to Los Alamos is reimbursable. A midsize rental car is approved for reimbursement. Additional charges for upgrades, frequent flyer surcharges, insurances, and GPS are not reimbursable. LANL has agreements with Hertz and National, both offering a discounted rate to official laboratory travelers. Reference CDP#72120 for Hertz reservations and XZ#34001 for National reservations to utilize the discounts. Collision Damage Waiver (CDW)/(LDW) is included in the LANL contract and should therefore be declined. Additional insurance will not be reimbursed. Transportation to and from the airport at origin is also reimbursable.

Lodging: Lodging reimbursement is limited to the General Services Administration (GSA) government rate for the business location, plus tax, per night. Approved rates are available at <http://www.gsa.gov/portal/content/104877>. Please be sure to ask for the government rate when making reservations. Booking fees for hotels reserved on internet based travel sites such as Expedia, Travelocity, etc. are not reimbursable. These services also may not provide itemized receipts which are required for reimbursement. Itemized receipts showing the cost of each night's lodging and applicable taxes are required.

If longer term housing is recommended, such as an apartment, house, duplex, etc., a signed lease will be required. If utilities are not included in the rent, copies of all utility receipts will be required. The total cost of the rent and utilities cannot exceed the daily allowed GSA rate.

Meals and Incidentals: A daily per diem allowance based on the GSA rate for the business location will be provided. This will be automatically calculated at the current rate for each full day and prorated at 75% for travel days. No receipts are required. If meals are provided, each meal must be deducted from the per diem.

Private Auto: Travel by private automobile is allowed when used as a replacement for air travel or local transportation. The current reimbursable rate for private automobile usage is based on the current GSA rate. Mileage is determined by the mileage calculator found at <http://www.randmcnally.com>. Reimbursement is based on the most direct route from point of origin to the place of official business and return. For travel that is more than 400 miles (one way), reimbursement is at the lesser of the current rate per mile or the applicable airfare as determined by LANL Reservations. LANL does not cover insurance or damages for private auto usage.

FOREIGN TRAVEL

Guests traveling on official LANL business from a foreign country to another foreign country or from the United States to a foreign country must obtain DOE approval through the Foreign Travel Program Office (SRO-FT) before departure. To begin the process, Form 1512 must be completed and submitted to (SRO-FT). A copy must also be provided to the CFO reservation team at CFO-1foreigntravel@lanl.gov. For more information, please see the Foreign Travel web page at http://int.lanl.gov/finance/travel/foreign_travel.shtml or call SRO-FT at (505) 665-3096.

If the Guest is traveling from a foreign country into the USA, per DOE regulation, no additional approval is necessary and DOE approval through SRO-FT is not required.

ADDITIONAL INFORMATION

If you have questions pertaining to the various types of Guests and required forms, please call HR at 505-667-6633. If you have questions pertaining to Guest travel reimbursement, please call (505)667-4138 or email affiliates@lanl.gov