

Applicant Travel

1.0 PURPOSE

The purpose of this document is to describe the Laboratory's Applicant process for interviews, reservations and reimbursement for Los Alamos National Laboratory applicant candidates (hereafter referred to as travelers) who travel to LANL for interviews for open positions at the Laboratory. This document describes processes unique to applicant travel that differ from TR9001 Domestic Travel.

2.0 AUTHORITY AND APPLICABILITY

2.1 Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory, as delegated to the Laboratory's Controller's Division as provided in the [Prime Contract](#). This document derives from the Laboratory [Governing Policies](#), particularly the section on Assets Management.

- Issuing Authority (IA): Controller's Division (CNTL)
- Responsible Manager (RM): Controller's Division (CNTL)
- Responsible Office (RO): Controller's Division (CNTL)

2.2 Applicability

This document applies to all applicants who travel to Los Alamos National Laboratory for an interview for open positions at the Laboratory, except those who live within a 50-mile radius of Los Alamos based on the Rand McNally Standard Highway Mileage Guide.

3.0 PROCEDURE DESCRIPTION

3.1 Introduction

Interviewee travel shall be properly authorized, conducted, reported, processed and reimbursed in accordance with this document. Travel is to be carried out, as far as reasonably possible, to make the best use of available funds. Travelers are expected to exercise good judgment in the type and amount of expense incurred. Personal travel is not to be charged to or temporarily funded by the Laboratory.

3.2 Travel by an Interviewee's Spouse or Eligible Domestic Partner

With cognizant division- or higher-level leader approval, the Laboratory will reimburse travel costs when the spouse or eligible domestic partner accompanies an interviewee on his/her interview trip to Los Alamos. The spouse or eligible domestic partner will be reimbursed for round-trip travel, lodging, rental car, and 75% of meals allowance.

3.3 Familiarization Trip for Prospective Employee

With cognizant division- or higher-level leader approval, an area familiarization trip may be granted to a prospective employee and his/her spouse or eligible domestic partner after the

receipt of an offer letter, but before acceptance of the Laboratory position, if the prospective employee was not brought to Los Alamos for an interview. A spouse/eligible domestic partner may accompany the prospective employee on either an interview trip or an area familiarization trip, but not both. Reimbursement for a spouse may be made for a maximum of six days/five nights and will include round-trip travel, lodging, rental car, and 75% of meal allowance. Expenses for children on an area familiarization trip are not reimbursed. Time spent on an area familiarization will be deducted from the 10-day house-hunting allowance. Trips subsequent to an offer acceptance will be considered house-hunting travel.

3.4 Travel Request

As soon as travel is planned, the hiring group must initiate an online Travel Request (TR) in the LANL travel system. The hiring organization will be responsible for entering the TR, requesting an applicant number from HR, and entering the expense report on behalf of the applicant. All TRs must be entered 10 business days prior to the trip start date. The Laboratory reimburses expenses for properly authorized travel **only**. Travelers who have not been granted access to the LANL travel system must work with their organizations to make sure their travel is properly authorized and in compliance with this policy. Changes to an approved TR will require a new TR be submitted.

3.5 Travel Reservations

Travelers are required to use the Laboratory travel system for making domestic air, hotel, and rental car reservations. Travelers are required to use airline and rental car companies that offer Laboratory negotiated rates. As stated above, Travelers who have not been granted access to the LANL travel system must work with their organizations to make sure that their travel is properly authorized and in compliance with this policy.

3.6 Travel Expense Reimbursement

Within 90 days of trip completion, the Traveler/Admin must submit an expense report via Concur. A signed 1127-I must also be attached to the expense report with all required receipts. The Laboratory reimburses only those travel expenses that are ordinary and necessary to accomplish the official LANL business purpose of the trip. Travel expenses will be reimbursed based on the most economical mode of transportation and the most direct route consistent with the authorized purpose of the trip. Personal expenses and all costs associated with personal business and personal preferences are the responsibility of the Traveler.

3.6.1 Airfare, Lodging, and Car Rental

Travelers are required to use the Laboratory travel system for reservations. The hiring organization will book reservations on the applicant's behalf.

- **Airfare.** Flights are to be booked by the most direct route and reimbursement will be limited to the lowest available fare. Lowest available fare is defined as the least expensive nonrefundable fare with a maximum of one stop.
- **Lodging.** Lodging reimbursement is limited to the General Services Administration (GSA) government rate for the business location (Los Alamos, NM), plus tax, per night. Lodging selected that exceeds the GSA established lodging rate will be the travelers responsibility.
- **Car Rental.** Laboratory-contracted rental car vendors should be used. It is required that the travel system be used when making rental car arrangements. Mid- size/intermediate-size cars are required to be used. All insurance offered for purchase by/at rental car companies must be declined.

All airfare, lodging, and car rental booked in the LANL travel system will be paid by LANL upon booking. The traveler will be responsible for meals, local transportation, car rental gas, parking,

baggage fees, and ATM fees. The traveler may submit all receipts for the expenses listed above to the hiring group in order to create an expense report upon their return home.

Please note: Airfare, lodging, and car rental arrangements made outside of the LANL travel system will not be reimbursed.

3.6.2 Travel by Private Auto

A private vehicle is an automobile/motorcycle owned by the Traveler or near relative (a Traveler's spouse, parents, siblings, children, adoptive relatives, step relatives, or relatives-in-law). A Traveler on travel by private automobile must carry valid liability insurance coverage in the amounts required by law.

For travel of 400 miles or less (one way), transportation reimbursement is computed at the current applicable mileage rate. When one-way travel is more than 400 miles, reimbursement is at the current rate per mile up to the equivalent airfare. The comparison may also include the private auto mileage from residence to departure airport, airport parking, and rental car expense at the business location. An official LANL airfare quote is required and can be obtained by following the policy at [Air Availability and Fare Quote \(pdf\)](#) prior to making final travel arrangements.

3.6.3 Miscellaneous Transportation

Reimbursement is provided for bus, streetcar, subway/metro, taxi, and airport limousine/shuttle fares and tips used/paid during official LANL business. Receipts are required for any single expense of \$75.00 or more.

3.6.4 Meals and Incidental Expense (M&IE)

LANL's Meals and Incidental Expense allowance is limited to the [FTR Maximum Per Diem Allowances](#) for the *business* location. The M&IE portion of the per diem allowance is intended to substantially cover expenses for meals, tips, and fees for personal services, etc. at the following percentages:

- Day of departure – 75 percent of the M&IE allowance for the business location,
- Business days – 100 percent of the M&IE allowance for the business location, and
- Day of return – 75 percent of the M&IE allowance for the business location.

***The approved spouse may also receive a meals and incidental allowance at 75% of the applicants allowances.**

3.6.5 Receipts

Receipts are required for:

- ATM fees
- Baggage charges
- Parking
- Miscellaneous expenses over \$75

4.0 RESPONSIBILITIES

4.1 Required Levels for Approval

- Interviewee – Group Leader or above
- Interviewee and Spouse – Division Leader with proper justification

- Area Familiarization – Division Leader with proper justification

4.2 Manager

- Coordinates interviewee travel with the appropriate Laboratory organization
- Approves or disapproved travel by interviewee

4.3 Division Leader or Higher-Level Manager

- Approves or disapproves travel by an interviewee’s spouse or eligible domestic partner

5.0 TRAINING

There are no training requirements needed to implement this document.

6.0 EXCEPTION OR VARIANCE

To obtain an exception or variance to this document, contact the [CNTL Policy Coordinator](#) who will coordinate with the CNTL Executive Committee.

7.0 DEFINITIONS AND ACRONYMS

7.1 Definitions

See LANL [Definition of Terms](#).

Term—Definition of a word or a group of words

7.2 Acronyms

See LANL [Acronym Master List](#).

8.0 HISTORY

| Revision History (Proc_Revision_History_Title) | | |
|--|----------------|---------------|
| XX/XX/XX | PXXX-X, Rev. 0 | Initial Issue |

9.0 REFERENCES

- [Prime Contract](#)
- [PD 810 Financial Management](#)

10.0 FORMS

There are no forms associated with this document.

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Form Number, *Title of Form is in Italic.* (Proc_Forms_BodyText_List)

Use the current form found in the [Forms Center](#) website [List any forms that are related to this document or are referenced in the document. Use live links. Forms may also be included as an attachment, but include as live links when posted to the forms page.]

11.0 ATTACHMENTS (Optional)

There are no attachments associated with this document.

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Attachment A. *Title of Attachment is in Italic* (Proc_Attachment_BodyText_List)

Attachment B. *Title of Attachment is in italic* (Proc_Attachment_BodyText_List)

(Attachments are introduced by letter and title in the Procedure text. In this cell, list all attachments referenced in the document. Attachments are numbered A, B, C, not 1, 2, 3)

12.0 CONTACT

Controller's Division (CNTL)

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No: PXXX-X Title to this Procedure (Proc_Attachment_Number_Title)
Attachment A. Title of Attachment (Page 1 of 2) (Proc_Attachment_Title)

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