



Los Alamos
NATIONAL LABORATORY
— EST. 1943 —

Applicant Travel Process

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Revised 11/17/2021



Applicant Travel process now simpler

- Travel and HR have partnered together to streamline the applicant travel process for those applying to jobs at the Laboratory.
- **A look back — and a new process moving forward**
 - Formerly, the hiring organization would provide a form to the Travel Office, to take care of the reservations and expense report for the applicant. Now, the hiring organization's point of contact will indicate which applicants will be traveling in Oracle and then process Travel in Concur.
- **Process improvement benefits everyone**
 - Booking directly in Concur will ensure the applicant's travel is arranged within policy, eliminate significant out-of-pocket expenses and reduce the time it takes to process all aspects of travel.

Applicant Travel Process



- Human Resources – Field & Central Services:
 - LANL HR IRC Hiring Organization
 - How to enter Travel Information in iRecruit

- Controller – Travel:
 - Applicant numbers
 - How to enter a Travel Request
 - How to make Travel Reservations
 - How to create an Expense report

Oracle iRecruitment - Requirements

The following is required for the Hiring Organization point of contact to handle Travel for the Applicant:

– **LANL HR IRC Hiring Organization entitlement in Oracle.**

- Request the entitlement in [AccessIT](#) and provide justification.

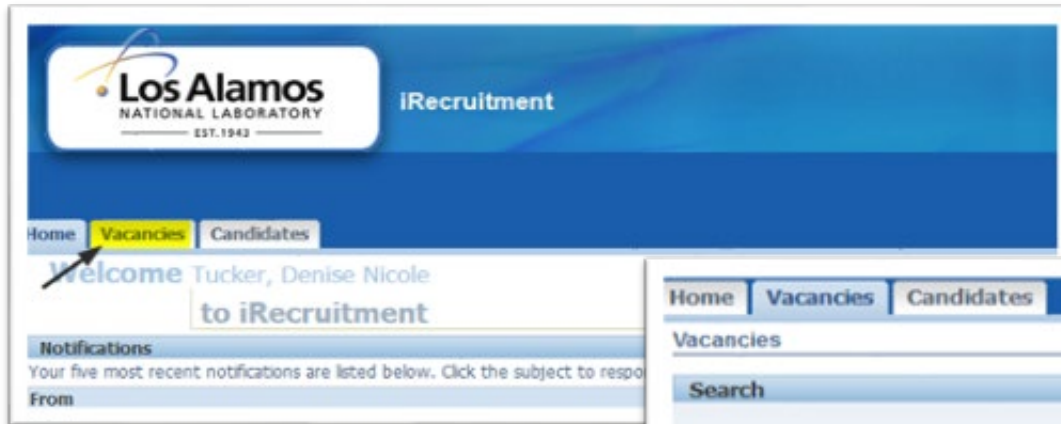
– **Added to the Recruiting Team for the vacancy.**

- If not on the Recruiting Team, please contact your HR Generalist.
- The Recruiting Team is added as delegates within Concur to assist with Request, Reservations and Reimbursement.

PLEASE NOTE: If Admin/POC is applying to IRC do not add to recruiting team, or if already on the recruiting team remove them from it.

Oracle iRecruitment – Update Travel Information

Oracle > LANL HR IRC Hiring Organization > iRecruitment Home
– Click on the **Vacancies** Tab



Enter Vacancy Name and click **Go**

Select Vacancy Name	Job Title	Org Code	Posting Scope
No search conducted.			

Oracle iRecruitment – Update Travel Information

Click on the count of Active Applicants

Vacancy Name
Job Title

Select Vacancy:

Select	Vacancy Name ^	Job Title	Org Code	Posting Scope	Status	Number of Openings	Filled	Active Applicants	...
<input checked="" type="radio"/>	IRC76394	LAB-0P2452.Construction Engineer 2	HD160C	External External	Approved	5	2	29	15

Click on the Applicant Name

Vacancy Name **IRC76394**
Start Date **14-Oct-2019**
End Date **12-Apr-2020**

Search

Applicant Name
Status
Resume Keyword Search
Qualified

Current Applicants
 Hired Applicants
 Terminated Applicants

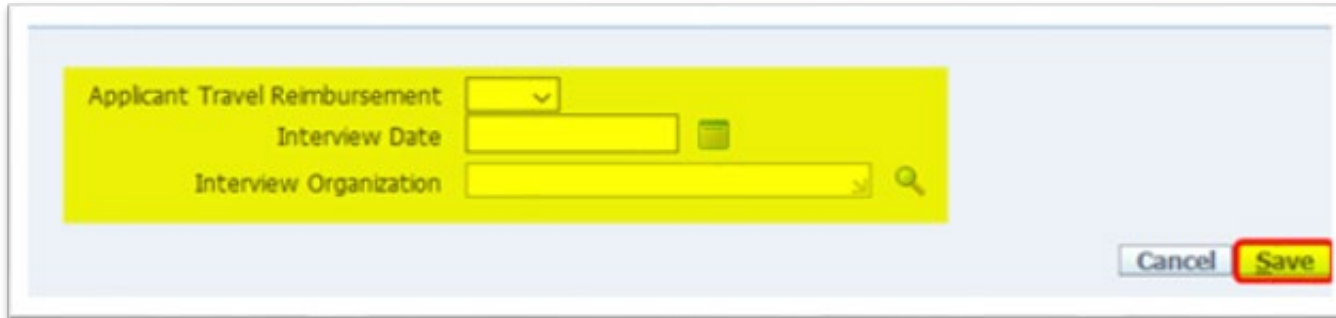
Select Applicants:

[Select All](#) | [Select None](#)

Select	Applicant Name ^	Email	Status	Date Applied
<input type="checkbox"/>	A	A	Review in Progress	21-Feb-2020
<input type="checkbox"/>	B	f	Review in Progress	20-Oct-2019
<input type="checkbox"/>	C	d	Review in Progress	03-Mar-2020

Oracle iRecruitment – Update Travel Information

Scroll to the bottom and enter the Applicant Travel Information



Applicant Travel Reimbursement

Set to Yes for Travel

Interview Date

Applicants will need to have an interview date entered to be created in Concur. Interview date must be in the last 90 days or in the future for the Applicant to be created in Concur. Applicants will be inactivated in Concur 90 days after the interview date.

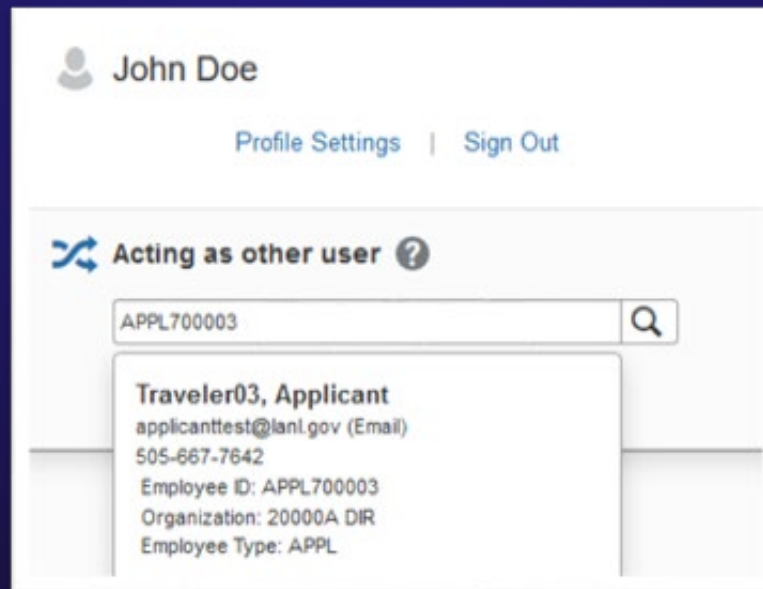
Interview Organization

Organization used for the Travel Request and Expense Report. The Approving Manager will be derived from this Organization in Concur

FYI: Don't forget to click SAVE after entering applicant travel information. If not SAVED then a Travel record will not be created in Concur.

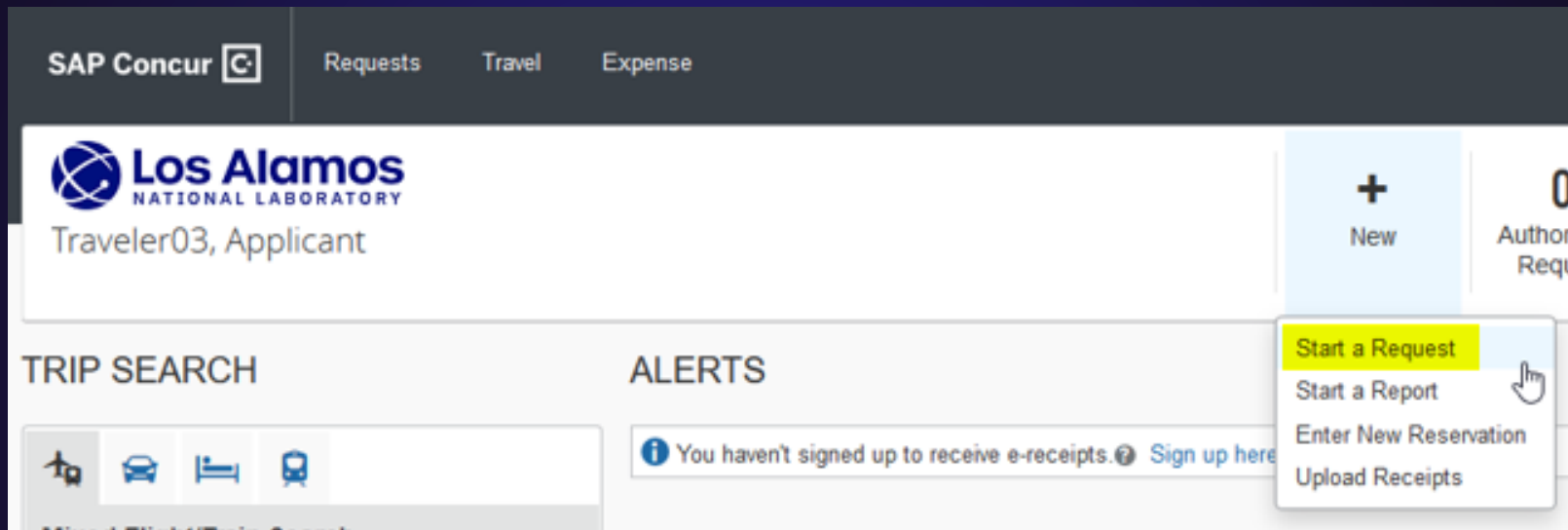
Concur – Applicant Created

- Concur will be updated the next business day with an email sent to the Recruiting Team containing the Applicant Number to start the travel process.
- A 1792 is no longer required
- Search for the Traveler by the Applicant Number to ensure you are working in the correct profile.



Concur – Start Request

- Click New – Start a Request



Concur – Enter Request Header

Ensure Request Policy is **Travel - Applicant** and complete all required fields.

The screenshot displays the SAP Concur 'Request' form. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', and 'Expense'. The user is logged in as 'Traveler03, Applicant'. The main header shows 'Request [Traveler03, Applicant]' with buttons for 'Cancel', 'Save', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. The 'Request Name:' and 'General Business Purpose:' sections are visible. The 'Request Header' tab is active, showing fields for 'Traveler Name' (Traveler03, Applicant), 'Request Policy' (Travel - Applicant), 'Request Name', and 'General Business Purpose'. Below these are fields for 'Trip Start Date', 'Trip End Date', 'Personal Days (List details in Comments)', 'Trip Type' (Applicant), 'Org Contact Name, Phone #', 'Org Contact Email', 'Organization' ((20000A) 20000A DIR), 'Project (Required field)', and 'Task'. A 'Comment' text area is also present. At the bottom, there are dropdowns for 'Modification of' and 'Orig Trip Postponed/Cancelled'.

Concur – Enter Request Itinerary

The Expenses tab is used to enter the business itinerary and estimate of the trip. Select the appropriate expense as shown below to indicate whether the trip is **Interview** or **Area Familiarization**.

The screenshot shows the 'Request LELL' interface for a traveler. The 'Expenses' tab is active, displaying a table with columns for Date, Expense Type, Amount, and Requested. A yellow highlight is placed over the 'Area Familiarization' and 'Interview' options in the expense type list.

Request LELL [Traveler03, Applicant]

Attachments Print / Email Delete Request Submit Request

Status: Not Submitted

Request Name: Interview with CNTL
General Business Purpose: Interview with CNTL

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense T...	Amount	Requested
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Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- Area Familiarization
- Interview

Concur – Enter Request Itinerary cont'd

- Applicant requests require expenses to be estimated prior to approval. The system will auto populate an estimate based on the itinerary for only the traveler.
- Approval to bring the spouse and Area Familiarization will require Division Leader. Expenses for the spouse will be entered on the expense report.

The image displays two screenshots of the Concur 'Enter Request Itinerary' form. The left screenshot shows the 'Area Familiarization' form, and the right screenshot shows the 'Interview' form. Both forms have the following fields:

- Expense Type (dropdown)
- Travel Type (dropdown)
- Familiarization Date (calendar icon)
- Country (dropdown)
- City (Required field) (dropdown)
- Spouse Included (checkbox)
- Transaction Amount (input field) and USD (dropdown)
- Comment (text area)

The right screenshot also includes a Job Number (input field) and an Interview Date (calendar icon) field. Both forms have 'Save' and 'Allocate' buttons at the bottom.

Concur – Enter Request Allocations

- If you have a traveler coming out for multiple job interviews you can use the Allocation function at this point to distribute the costs to multiple codes.
- This can be done by percentage or dollar amount by clicking **Add New Allocation**.

Expense Type: Interview

Job Number: IRC76394

Country: (US) United States

Transaction Amount: 1,076.00

Allocations for Request : Interview with CNTL

Request List

Date	Expense Type	Group	Amount
06/16/2021	Interview		\$1,076.00

Allocations

Total: \$1,076.00 Allocated: \$1,076.00 (100%) Remaining: \$0.00 (0%)

Percentage	* Organization	* Project	* Task	Code
50	(2000A) 2000...	(AC6300) SAG...	(00000000) DE...	(20000A) 20000...
50	(9A700C) 9A7...	(R99400) R994...	(MK4ATECH) M...	(9A700C) 9A70...

Buttons: Save, Allocate, Cancel

Concur – Request Trip Summary

Review trip summary details by selecting ‘Print/Email’ to view the LANL Travel Applicant Request Report. This can also be used by the travel delegate to send a copy of the Request to the traveler.

[PDF](#) [Email](#) [Print](#) [Close](#)

LANL Travel Applicant Request Report

<p>Employee Name : Traveler03, Applicant Employee ID : APPL700003 Organization : 20000A DIR</p>	<p>Request Policy : Travel - Applicant Request ID : LELL Name : Interview with CNTL Approval Status : Not Submitted</p>
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Purpose : Interview with CNTL

Start Date : 06/16/2021
End Date : 06/18/2021
Personal Days : 0
Org Contact Name, Phone # : test
Org Contact Email : test

Itinerary Estimates

Expense Type	Job Number	Spouse Included	Start Date	Country	City	Estimate
Interview	IRC76394	No	06/16/2021	United States	Los Alamos, NM	\$1,076.00

Total Approved Amount : **\$1,076.00**

Concur – Submit Request

- Select **Submit Request** and **Accept & Submit**

Request LELL [Traveler03, Applicant]

Request Name: Interview with
General Business Purpose:

Request Header | Expenses | Ap

+ New Expense | Delete

Date	Expense T...
06/16/2021	Interview

Attachments | Print / Email | Delete Request | **Submit Request**

Status: Not Submitted
Amount: \$1,076.00

Final Review

Certification of Travel Request

The sponsoring organization must contact the Office of Counterintelligence, Foreign Visits & Assignments, and LANL's Immigration Services Office (ISO) for guidance if the interviewee is coming from a foreign country.

Airfare reimbursement is limited to the lesser of the standard coach airfare or the actual amount paid. The lowest available airfare should be obtained based on the official business dates and locations. The reimbursement amount will be based on the most direct route available between the interviewee's residence and the Laboratory. Costs incurred over the lowest available fare will be the traveler's responsibility.

Per diem is also provided, based on the destination and any required layovers for international travel.

An original airline passenger coupon or ticket confirmation is required for reimbursement. A US carrier, as required by Public Law 96-192, the "Fly America Act," must issue all commercial travel between a foreign country and the US.

Road mileage is based on the Rand McNally Standard Highway Mileage Guide

Accept & Submit | Cancel


\$1,076.00 | \$1,076.00

Save | Allocate | Cancel

- Once approved the reservations may be made.

Concur – Make Reservations

- The Laboratory travel system, Concur, should be used for all reservations in order to ensure they are within policy and receive full reimbursement. The hiring organization will book reservations on the applicant's behalf using the LANL Corporate Card.
- The traveler completes the [Interviewee Travel Information](#) and sends to the Hiring Organization Point of Contact to complete the Applicant Profile and make the travel reservations requested.



Los Alamos
NATIONAL LABORATORY

Controller Division Office, Travel

Los Alamos National Laboratory
P.O. Box 1663, MS P234
Los Alamos, NM 87545

Interviewee Travel Information

Travelers are required to use the Laboratory travel system, Concur, for reservations. The hiring organization will book reservations on the applicant's behalf. Please review the [LANL Interview Travel Process](#) for more information.

Traveler Information

Name:

Your Name and Airport Security: **Please make certain that the name above is identical to the photo identification that will be presented at the airport.** Due to increased airport security, you may be turned away at the gate if the name on the identification does not match the name on the ticket.

Home address:

Email address: Contact phone number:

Date of Birth: Male Female

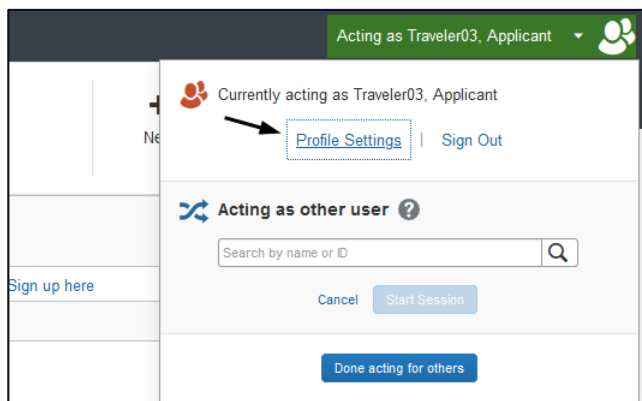
TSA Pre-Check Known Traveler Number

Reservations

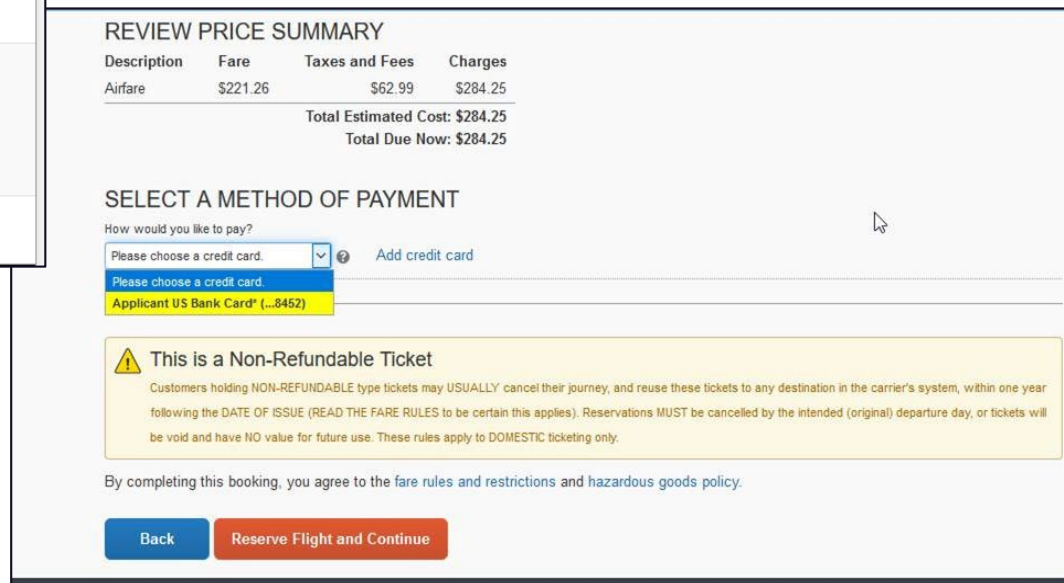
Reservations will be reserved using the Laboratory Corporate Card for airfare, hotel, and car rental. No credit card should be required at the Hotel or Car Rental.

Concur – Make Reservations

After receiving the Interviewee Travel Information, the Hiring Organization Point of Contact will update the Applicant Profile by selecting 'Profile Settings' under the Applicant Name and populating the Traveler Information.



A personal card is not required on their profile. During the booking process, select 'Applicant US Bank Card' for Business Travel.



If Personal Travel is included, traveler must use their personal card for all reservations.

Concur – Make Reservations

Santa Fe Airport

Flights arriving after the Rental Car Companies close can stay at one of the following hotels in Santa Fe that provide shuttle service:

- **Courtyard Santa Fe** (3347 Cerrillos Rd, Santa Fe, NM 87505) - The shuttle runs 7 days a week, 9am-9pm, with 24-hour notice to the front desk. Goes to the Santa Fe Regional Airport and downtown.
- **Doubletree Santa Fe** (4048 Cerrillos Rd, Santa Fe, NM 87507) - The shuttle runs daily from 5am-11pm.

Airline Seats

Travelers without assigned seats need to wait to check-in directly with the airline for seat assignment or use the airline app to check-in virtually starting 24-hours in advance. Seat upgrades are not reimbursable.

Approved Spouse Bookings

If approved on the Request, a spouse/companion can be booked in Concur within the Trip Search by selecting the number of adults.

Concur – Expense Report

- The Traveler completes the [Interviewee Expense Information](#) and sends to the hiring organization point of contact with receipts for the Expense Report to be entered in Concur within 90 days of Trip Completion.
- Hiring Organization point of contact coordinates the following:
 - Enter Expense Report in Concur for Traveler
 - Send the Expense Report Detail (Print/Email Report) to the Traveler to certify expenses.
 - Attach the signed copy of the Expense Report Detail to the Expense Report in Concur and submit for Travel Office Review.

Concur – Enter Expense Report

- Please follow the [Domestic Expense Report Guide](#) with the following inclusions:
- Additional fields on the Report Header to indicate where the Payment should be sent

Mailing Type
Address Listed - No Insert

Address Line 2 Address Line 3 City, State Zip Code

- If a spouse was approved please check the 'Add 75%' for Meal Reimbursement for the Applicant to claim the additional amount

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Extended Trip	Add 75%	Allowance
<input type="checkbox"/>	06/01/2020 Bangor, Maine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$72.19
<input type="checkbox"/>	06/02/2020 Bangor, Maine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$96.25
<input type="checkbox"/>	06/03/2020 Bangor, Maine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$96.25
<input type="checkbox"/>	06/04/2020 Bangor, Maine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$72.19

- Please import all Company Paid Transactions and Reservations into the Expense Report and upload receipts for Car and Hotel.

Resources

Human Resources

- For Oracle iRecruitment questions 4myhrprod@lanl.gov
- For Oracle iRecruitment technical issues hrorasys@lanl.gov

Travel

- [External Interview Travel Site](#)
- [Applicant Travel Guide](#)
- [Applicant Travel Procedure TR9014](#)
- [Interviewee Travel Information](#)
- [Interviewee Expense Information](#)
- [Domestic Expense Report Guide](#)
- Contact Info: applicant@lanl.gov
- Phone: (505) 819-1053