

# Interviewee Travel Regulations

## Scope

These regulations apply to the reimbursement of round-trip travel expenses incurred by interviewees. These regulations do not apply to applicants who live within a 50-mile radius of Los Alamos based on the Rand McNally Standard Highway Mileage Guide.

## Reimbursement

Travelers are required to use the Laboratory travel system for reservations. Lodging selected that exceeds the FTR established lodging rate will be the travelers responsibility. 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.

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 all of which receipts are required. The traveler may then submit all receipts for the expenses listed above to the Hiring Group in order to create an expense report.

Within 90 days of trip completion, the Traveler/Admin must submit an [expense report](#).

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.

Please note: Any travel made outside of LANL travel system will not be reimbursed.

## Travel by Spouse

With the prior approval of the sponsoring organization, the Laboratory will reimburse round-trip travel expenses incurred by the interviewee's spouse and 75% of Meals and Incidentals if the interviewee is a candidate for an exempt position.