



**Subcontractor Travel
Expense Worksheet**

Name (Last, First, Middle) Subcontractor Name:	Home Address (P.O. Box, Street, City, State, Zip, Country)	
	Phone:	Email:

Detailed Travel/Expense Information: **THIS IS FOR ONE SINGLE TRIP.**

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

Were personal days included in this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please note in Section #14, Details		
Official City:	Start Date:	End Date:
Business Purpose:		
Official City:	Start Date:	End Date:
Business Purpose:		

2. Airfare

Airline:	From:	To:	Economy Class? <input type="checkbox"/> Yes <input type="checkbox"/> No
Airline:	From:	To:	Economy Class? <input type="checkbox"/> Yes <input type="checkbox"/> No
Airline:	From:	To:	Economy Class? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Airfare			\$

3. Gasoline

	\$
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4. Local Transportation (Uber, Taxi, Lyft, Bus, Subway, Etc.)

	\$
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5. Parking (Airport, Hotel, Business Parking, Etc.)

	\$
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6. Private Auto Mileage (City to City)

From:	To:	Total Miles:	x current rate	\$
From:	To:	Total Miles:	x current rate	\$

7. Rental Car

State:	City:	Company:	Number of Days:	\$
State:	City:	Company:	Number of Days:	\$

8. Meal and Incidentals. Based on maximum allowable rate for the business 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)	\$

9. Lodging - Based on maximum allowable rate for the business location. Look at [current rate tables](#)

State:	City:	Number of Nights:	\$
State:	City:	Number of Nights:	\$
State:	City:	Number of Nights:	\$
State:	City:	Number of Nights:	\$
State:	City:	Number of Nights:	\$

10. Official Hotel Phone/Fax

	\$
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11. Registration Fee: LANL Issued? Yes No Were meals provided with registration? Yes No

	\$
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12. Other – Details Required (enter details in Section 15 on page 2)

	\$
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13. Total Trip Expenses

	\$
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14. Detailed Additional Information

Note: If you traveled to a location other than Los Alamos an "Is My Event a Conference" form needs to be submitted with Form 1127-C. Please contact your host for further information

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.

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

Traveler's Signature (required): _____

Date: _____

LA-UR-20-30300

INVOICE REVIEW TEAM REVIEW ONLY! DO NOT FILL OUT!

Contract Number: _____

Expense Sheet Number: _____

Instructions for Subcontractor Travel Worksheet 1127-C

1: Fill in all requested information completely.

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.

- Indicate purpose and dates official business was conducted at each business point. Indicate city in which business was conducted. Exclude all travel time en-route. If traveling to a location other than Los Alamos an "Is My Event a Conference" form must be attached to Form 1127-C.
1. Official Business and Purpose
 2. Airfare
 3. Gasoline
 4. Local Transportation
 5. Parking
 6. Private Auto
 7. Rental Car
 8. Meal and Incidental Expenses
 9. Lodging
 10. Official Phone
 11. Registration Fee
 12. Other
 13. Total Expenses
 14. Details
- 2:** Indicate airline companies used, cities of departure, and cities of arrival.
- 3:** Indicate total official gasoline charges, excluding amount from rental car receipts. Gasoline expenses are not reimbursed for private auto expense.
- 4:** Indicate total official local transportation charges, including taxis, metros, subways, tolls, etc.
- 5:** Indicate total official parking charges, excluding personal time.
- 6:** Indicate the departure and arrival cities and the total miles driven. Total equals official miles multiplied by current mileage rate.
- 7:** 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.
- 8:** 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.
- 9:** 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 Contract Administrator (CA) for hotel rates over the federal rate is required for reimbursement (Documentation for CA must be attached).
- 10:** Indicate total official phone charges.
- 11:** Indicate whether registration fee was LANL issued or paid out of pocket and total registration fee amount.
- 12:** Indicate total miscellaneous charges. If any single expenditure is over \$75, a receipt is required. Details are required for all amounts.
- 13:** Total of expenses from the right-hand column.
- 14:** Indicate any details that should be recorded with this trip.

Please read and sign for verification.