



**Controller Division Office, Travel**

**Interviewee Expense Information**

An Expense Report must be submitted via Concur within 15 days of trip completion. The Laboratory reimburses only those travel expenses that are 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 other costs associated with personal business and personal preferences will be the responsibility of the Traveler.

Applicant Name	Applicant Number	Request ID

Airfare and car rental booked in the LANL travel system will be paid by LANL upon booking. The traveler will be responsible for hotel, meals, local transportation, car rental gas, parking, baggage fees, privately owned vehicle mileage reimbursement, and ATM fees. The traveler must submit all receipts for the expenses listed to the hiring organization point of contact in order to be reimbursed.

Provide a copy of the Travel Itinerary for the following expenses and an itemized receipt for both Car Rental and Hotel.

Expense	Type	Amount
Airfare	LANL Issued: Yes ___ No ___	
Rental Car	LANL Issued: Yes ___ No ___	
Hotel	LANL Issued: Yes ___ No ___	

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. An official LANL airfare quote is required.

Private Auto						Amount
From:		To:		Total Miles:		x <a href="#">Current rate</a>
From:		To:		Total Miles:		x <a href="#">Current rate</a>

Itemized receipts are required for Hotel, ATM Fees, Baggage Fees, Parking and Miscellaneous Expenses over \$75. Meal allowance will be calculated based on the itinerary and the [GSA Meals & Incidental Rate](#) for the business

Additional Expenses:	Amount
Baggage Fees	
Rental Car Gasoline	
Local Transportation ( <i>taxis, metros, subways, tolls, etc.</i> )	
Parking	
ATM Fees	
Other ( <i>details required</i> )	

Details

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**Check Disbursement Details**

**Mail to the following address:**

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**Additional Comments**

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The Hiring Organization Point of Contact will need to attach this form to the Expense Report. Once the Expense Report is entered in Concur, the Hiring Organization Point of Contact will send the Expense Report to be reviewed and signed. If there are any issues or questions regarding reimbursement, please contact [applicant@lanl.gov](mailto:applicant@lanl.gov).