



Controller Division Office, Travel

Interviewee Travel Information

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. 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 _____

A personal credit card is required for Hotel reservations. If personal days are included, then a personal card is also required for Car Rental. Provide the following personal credit card information for booking:

Name on Card: _____

Card Type: _____

Credit Card Number: _____ Expiration Date (MM/YY): _____

Billing Address different than home address: ____

Billing address: _____

Reservations

Reservations will be reserved using the Laboratory's Corporate Card for airfare and car rental. A personal credit card is required for Hotel reservations. If personal days are included, then a personal card is required for both Hotel and Car Rental. **An itemized receipt for lodging and car rental will be required regardless of payment type and should be obtained during checkout or upon return of the rental car.**

Booking Airfare: Yes _____ No _____

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. Seat upgrades are not reimbursable.

List the departure and return date, preferred airline, and flight numbers/times. Please be specific and include the preferred flights since we are not aware of your travel time to the airport.

Departure City or preferred airport code: _____ Date/Time: _____

Return Date/Time: _____

Flight Details if known:

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If Private Auto is used in place of flying of 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](#) prior to making final travel arrangements.

Booking Car Rental: Yes _____ No _____

Laboratory-contracted rental car vendors should be used. Mid- size/intermediate-size cars are required to be used. All insurance offered for purchase by/at rental car companies must be declined. Itemized will be required

Booking Hotel: Yes _____ No _____

Lodging reimbursement is limited to the General Services Administration (GSA) government rate for the business location, plus tax, per night. Lodging selected that exceeds the GSA established lodging rate will be the travelers responsibility.

The following hotels are available to be booked based on availability and preference within Concur. Please indicate your top 3 choices:

Location	Hotel	Preference	Check-In Date	Check-out Date
Los Alamos, NM	Comfort Inn & Suites 2455 Trinity Dr, Los Alamos, NM 87544			
Los Alamos, NM	Holiday Inn Express & Stes Entrada Park 60 Entrada Drive, Los Alamos, NM 87544			
Santa Fe, NM	Homewood Suites by Hilton Santa Fe-North 10 Buffalo Thunder Trail, Santa Fe, NM 87506			
Santa Fe, NM	The Lodge at Santa Fe 750 N St Francis Dr, Santa Fe, NM 87501			
Santa Fe, NM	*Courtyard by Marriott 3347 Cerrillos Rd, Santa Fe, NM			
Santa Fe, NM	*DoubleTree 4048 Cerrillos Rd, Santa Fe, NM			
Albuquerque, NM	**Sheraton Albuquerque Airport 2910 Yale Boulevard SE, Albuquerque, NM 87106			

Las Vegas, NV	JW Marriott Las Vegas Resort & Spa 221 N Rampart Blvd, Las Vegas, NV 89145			
Las Vegas, NV	The Westin Las Vegas Hotel & Spa 160 East Flamingo, Las Vegas, NV 89109			
Las Vegas, NV	Sonesta Select Las Vegas 1901 N Rainbow Blvd, Las Vegas, NV 89108			
Las Vegas, NV	Hampton Inn Las Vegas/Summerlin 7100 Cascade Valley Court, Las Vegas, NV 89128			

*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

**Sheraton Albuquerque Airport provides free shuttle service to the airport and is convenient if you are arriving late or have an early flight. Albuquerque to Los Alamos is 96 miles and takes about an hour and thirty minutes to drive.

Additional Comments

If there are any issues or questions regarding reservations, please contact applicant@lanl.gov or reservations@lanl.gov.