Applicant Travel Guide

The Applicant Travel Guide contains the process for the Recruiting Team to select which applicant(s) they would like to Travel for an interview, obtain travel pre-approval (Request), make Reservations and enter expense reimbursement (Expense Report).

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Oracle LANL HR iRecruitment – Flag for Travel

- Candidate completes application process in LANL HR iRecruitment
- Once the Recruiting Team selects which applicant(s) to Travel for an interview, the Applicant Travel fields need to be updated by a Recruiting Team member using LANL HR IRC Hiring Organization in Oracle in order for the Applicant to be created in Concur
  1) Oracle > LANL HR IRC Hiring Organization > iRecruitment Home

2) Click on the Vacancies Tab

3) Enter Vacancy Name and click Go:
4) Click on the count of Active Applicants

5) Click on the Applicant Name hyperlink
6) Scroll to the bottom and enter the Applicant Travel Information and click **Save**. 
*All three values need to be entered in order for the Applicant to be created in Concur.*

**Applicant Travel Reimbursement**

- **i. 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 60 days or in the future for the Applicant to be created in Concur. Applicants will be inactivated in Concur 60 days after the interview date.

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

The Concur Employee Import is an overnight process that will populate the Applicant in Concur with the Recruiting Team as the Travel & Expense Delegates. If the Admin/Recruiting teams Point of Contact does not have access to the Applicant in Concur they will need to ensure they are on the Recruiting Team by contacting their HR Generalist. An email will be sent to the Recruiting Team from Concur with the Applicant Information created in Concur.

If the manager has decided not to add the Admin or POC to the recruiting team then anyone on the recruiting team can enter the travel piece in iRecruitment and the travel information the day after the iRecruitment information is entered.

If you are experiencing technical difficulties with Oracle/iRecruitment, please send an email to 4myhrprod@lanl.gov and someone will assist you.

*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.*

**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.
**Concur – Enter Request**

An email will be sent to the Recruiting Team from Concur with the Applicant Information created in Concur.

Acting as a delegate, select the icon next to ‘Profile’ and click ‘Act on behalf of another user.’

1) Enter Applicant Number or Email Address in ‘Choose a user’ box.
   
   *Please select the record with the Employee Type of ‘APPL’ and the Employee ID beginning with ‘APPL’. If the employee got a visitor badge in the past, requires one for their interview or is hired on before the interview trip is fully processed they will have two records created in Concur. For all applicant Travel please use the Applicant Employee Record.*

   ![Concur User Interface](image)

2) Select ‘Start Session.’
3) Request > New Request

1. Enter ‘Request Name’. Use a trip name and date that enables the traveler and recruiting team to reference the trip at a later time. (32 character maximum)

2. Enter ‘General Business Purpose’. Provide more information to describe the trip to the approver(s).

3. Enter ‘Trip Start Date’, ‘Trip End Date’ and ‘Personal Days’. If personal days are included, enter details within the comments, such as the actual dates of personal time.

4. Applicant will default for ‘Trip Type’.

5. Enter ‘Org Contact Name, Phone #’.

6. Enter ‘Org Contact Email’. Notifications will be sent to this email.

7. Organization will default based on the Interview Organization entered in Oracle iRecruitment. Select the ‘Project’ and ‘Task’ that will be charged for the trip expenses. Type in the appropriate project to view a list of available Projects and choose from the dropdown.

   a. If the trip will be charged to more than one Project or Task the costs can be allocated to multiple Projects, Tasks in the Expense section. This section will be filled in after the ‘Request Header’ is complete. For more information see the ‘Allocate’ section of the guide.

   NOTE: Allocations for a trip may be changed/redistributed to ensure costs post appropriately to the correct Project and Task.
a. Only Projects in Approved status will be available for selection (contact the budget analyst if the Project or Task is not shown on the dropdown menu).

b. If the Project and Task have been charged for a previous trip, the codes will appear Bolded and the Task will populate automatically.

2. Select ‘Save’ once all required fields are populated. The ‘Request ID’ will populate on the top left side of the Request.

The Expenses screen is used to enter information about the business purpose of the trip. Select the appropriate expense as shown below to indicate whether the trip is ‘Interview’ or ‘Area Familiarization’. Dates must be within the Trip Dates.

3. Select ‘Expenses’ if Concur does not automatically reset to the ‘Expenses’ tab after saving the new Request.
4. Enter information on the Expense type chosen.
   - If personal time is included, provide details in the Comment field. For trips including personal travel, the traveler must use their personal card for the Airfare, Hotel and Car reservation and then be reimbursed for the business portion of their Trip. A fare quote will be required to reimburse Airfare.

5. Click ‘Save’.
6. After saving, the screen below will be displayed for the expense type and the amount will be populated with the Per Diem/day, Car Rental $50/day and $500 to include Air and Miscellaneous as an estimate. This does not include a Spouse and once approved the spouse expenses will be included in the Expense Report.

If attending multiple interviews for different jobs or an interview for multiple days, please enter first job number and date indicating the other Job Numbers and/or Interview Dates in the comments. The interview can then be allocated to different Organization, Project, and/or Task as needed.
The Allocation function is used to allocate trip expenses to multiple Organizations, Projects and Tasks by either percentage or dollar amount. Allocations can be entered on any trip Expense and will apply to the entire trip, not for each Expense. Allocations cannot be entered differently for specific Expenses. The allocations entered on the Request will copy down to the expense report.

1. Select ‘Allocate’ on Expense.

2. Select ‘Add New Allocation’ and update Project and Task with correct percentage or dollar amount.

3. For additional allocations select ‘Add New Allocation’. Modify the percentages and enter new Project and Task.

4. Select ‘Save’
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.

### LANL Travel Request Report

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Traveler04, Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees ID</td>
<td>700004</td>
</tr>
<tr>
<td>Organization</td>
<td>20000A DIR</td>
</tr>
</tbody>
</table>

**Request Policy:** Travel - Applicant  
**Request ID:** DCVT  
**Name:** Interview with CNTL  
**Approval Status:** Sent Back to Employee

**Purpose:** Interview with CNTL

- **Start Date:** 05/13/2020  
- **End Date:** 05/14/2020

- **Personal Days:** 9  
- **Trip Type:** Applicant  
- **Orig Trip Postponed/Cancelled:** No

### Itinerary Estimates

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Start Date</th>
<th>Country</th>
<th>City</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview</td>
<td>05/13/2020</td>
<td>United States</td>
<td>Los Alamos, NM</td>
<td>$1,103.00</td>
</tr>
</tbody>
</table>

**Total Approved Amount:** $1,103.00
Select ‘Submit Request’.

**Request DCVT**

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

<table>
<thead>
<tr>
<th>Transfer Name</th>
<th>Request Policy</th>
<th>Request Name?</th>
<th>General Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler ID: Test</td>
<td>Travel - Applicant</td>
<td>Interview with CNLT</td>
<td>Interview with CNLT</td>
</tr>
</tbody>
</table>

Trip Start Date: 05/12/2020  
Trip End Date: 05/14/2020  
Personal Days (if details in Comments): 0

Applicant: Karen Vign-Suazo, 667-5441

Organization: DO000MQ  
Project: W000300  
Task: W000300 DEFAULT TASK

Comment:

Modification only:  
Org Trip Postponed/Canceled:  

**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.

At the request of the hiring organization, airline tickets may be provided to the eligible traveler by the travel reservations team.

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.
After a Request is submitted, Concur will send two Auto Notifications by email. The first email, titled ‘Request Pending Your Approval for (Joe Manager)’ will be sent to the traveler’s manager for approval. Once the Request is approved, the traveler will receive an email called ‘Request Status Approved’. See examples below.

| Managers: You have a request pending your approval. |  
| Traveler: No Action Required, informational only. |
| --- | --- |
| Employee | Jane Doe |
| Request ID | CUCM |
| Request Name | Washington Business Meeting |
| General Business Purpose | Meeting with Project Leaders |
| Trip Start Date | 10/08/2017 |
| Trip End Date | 10/14/2017 |
| Conference Included | Yes |
| Total Estimated Cost | 2,000.00 USD |
| Request Comments |

**My Concur > Approval Queue section > Requests**

See attached document for more information regarding the Request. If a Conference is included within the Business Segment(s), review the Conference Status to ensure the Conference is Open before approving the Request.

**Link To Request Processing**

[https://weblogin.lan1.gov/saml?portal_domain=concur](https://weblogin.lan1.gov/saml?portal_domain=concur)
Concur will send an email notification once the manager has approved. See example below.

### Your travel request listed below has been Approved.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID</td>
<td>CUCM</td>
</tr>
<tr>
<td>Request Name</td>
<td>Washington Business Meeting</td>
</tr>
<tr>
<td>General Business Purpose</td>
<td>Meeting with Project Leaders</td>
</tr>
<tr>
<td>Trip Start Date</td>
<td>10/08/2017</td>
</tr>
<tr>
<td>Trip End Date</td>
<td>10/14/2017</td>
</tr>
<tr>
<td>Conference Included</td>
<td>Yes</td>
</tr>
<tr>
<td>Amount Approved</td>
<td>2,000.00 USD</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**Approver's Comments**

**Link To Request Processing**

[https://weblogin.lanl.gov/saml/?portal_domain=concur](https://weblogin.lanl.gov/saml/?portal_domain=concur)
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.

1) 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.

![Interviewee Travel Information](image)

2) 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.

![Profile Settings](image)
3) Please update all fields marked as Required, such as Middle Name, Birthdate and Gender

4) A personal card is not required on the applicant profile unless personal travel is included. For trips including personal travel, the traveler must use their personal card for the Airfare, Hotel and Car reservation and then be reimbursed for the business portion of their Trip. A fare quote will be required to reimburse Airfare.

5) Reservation booked based on the information provided. During the booking process, select ‘Applicant US Bank Card’ for Business Travel. If personal travel is included, select the Applicant’s personal card.

![Screenshot of ticket booking process](image-url)
6) If the Spouse was approved in the Request, on the Trip Search enter the travel information and then change the number of Adults to 2.

After selecting the flight, the companion details will be entered on the Review and Reserve Flight page.
Travel Considerations

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.
Concur – Enter Expense Report

1) 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.

2) 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.

*Please follow the Domestic Expense Report Guide with the following inclusions:*

1) Expense Report Header
   - There will be additional fields on where the reimbursement check should be sent to the Applicant.

2) Travel Allowance
   - If the Spouse was approved please check the ‘Add 75%’ for Meal Reimbursement for the Applicant to be reimbursed the additional per diem.

3) Import all Company Paid transactions and Reservations into the Expense Report. The Company Paid transactions will show as a payment type of ‘Company Paid Appl’ and display with a green credit card symbol.

If you have questions please email applicant@lanl.gov and someone will assist you.