Applicant Travel Process

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Applicant Travel process now simpler

• Travel and HR have partnered together to streamline the applicant travel process for those applying to jobs at the Laboratory.

• A look back — and a new process moving forward
  – Formerly, the hiring organization would provide a form to the Travel Office, to take care of the reservations and expense report for the applicant. Now, the hiring organization’s point of contact will indicate which applicants will be traveling in Oracle and then process Travel in Concur.

• Process improvement benefits everyone
  – Booking directly in Concur will ensure the applicant’s travel is arranged within policy, eliminate significant out-of-pocket expenses and reduce the time it takes to process all aspects of travel.
Applicant Travel Process

• Human Resources – Field & Central Services:
  – LANL HR IRC Hiring Organization
  – How to enter Travel Information in iRecruit

• Controller – Travel:
  – Applicant numbers
  – How to enter a Travel Request
  – How to make Travel Reservations
  – How to create an Expense report
Oracle iRecruitment - Requirements

The following is required for the Hiring Organization point of contact to handle Travel for the Applicant:

– LANL HR IRC Hiring Organization entitlement in Oracle.
  • Request the entitlement in AccessIT and provide justification.

– Added to the Recruiting Team for the vacancy.
  • If not on the Recruiting Team, please contact your HR Generalist.
  • The Recruiting Team is added as delegates within Concur to assist with Request, Reservations and Reimbursement.

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.
Oracle iRecruitment – Update Travel Information

Oracle > LANL HR IRC Hiring Organization > iRecruitment Home
   – Click on the **Vacancies** Tab

Enter Vacancy Name and click **Go**

![Image of iRecruitment interface](image-url)
Oracle iRecruitment – Update Travel Information

Click on the count of Active Applicants

Click on the Applicant Name
Oracle iRecruitment – Update Travel Information

Scroll to the bottom and enter the Applicant Travel Information

Applicant Travel Reimbursement
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 90 days or in the future for the Applicant to be created in Concur. Applicants will be inactivated in Concur 90 days after the interview date.

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

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.
Concur – Applicant Created

• Concur will be updated the next business day with an email sent to the Recruiting Team containing the Applicant Number to start the travel process.
• A 1792 is no longer required
• Search for the Traveler by the Applicant Number to ensure you are working in the correct profile.
Concur – Start Request

• Click New – Start a Request
Concur – Enter Request Header

Ensure Request Policy is **Travel - Applicant** and complete all required fields.

![Concur Request Form](image-url)
Concur – Enter Request Itinerary

The Expenses tab is used to enter the business itinerary and estimate of the trip. Select the appropriate expense as shown below to indicate whether the trip is Interview or Area Familiarization.
Concur – Enter Request Itinerary cont’d

• Applicant requests require expenses to be estimated prior to approval. The system will auto populate an estimate based on the itinerary for only the traveler.

• Approval to bring the spouse and Area Familiarization will require Division Leader. Expenses for the spouse will be entered on the expense report.
Concur – Enter Request Allocations

• If you have a traveler coming out for multiple job interviews you can use the Allocation function at this point to distribute the costs to multiple codes.

• This can be done by percentage or dollar amount by clicking **Add New Allocation**.
Concur – Request Trip Summary

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.

<table>
<thead>
<tr>
<th>LANL Travel Applicant Request Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Name:</strong> Travele03, Applicant</td>
</tr>
<tr>
<td><strong>Employee ID:</strong> APPL700003</td>
</tr>
<tr>
<td><strong>Organization:</strong> 2000A DIR</td>
</tr>
<tr>
<td><strong>Request Policy:</strong> Travel - Applicant</td>
</tr>
<tr>
<td><strong>Request ID:</strong> LELI</td>
</tr>
<tr>
<td><strong>Name:</strong> Interview with CNTL</td>
</tr>
<tr>
<td><strong>Approval Status:</strong> Not Submitted</td>
</tr>
</tbody>
</table>

**Purpose:** Interview with CNTL

**Start Date:** 06/16/2021
**End Date:** 06/18/2021
**Personal Days:** 0
**Org Contact Name, Phone #:** test
**Org Contact Email:** test

### Itinerary Estimates

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Job Number</th>
<th>Spouse Included</th>
<th>Start Date</th>
<th>Country</th>
<th>City</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview</td>
<td>IRC76394</td>
<td>No</td>
<td>06/16/2021</td>
<td>United States</td>
<td>Los Alamos, NM</td>
<td>$1,075.00</td>
</tr>
</tbody>
</table>

**Total Approved Amount:** $1,076.00
Concur – Submit Request

• Select **Submit Request** and **Accept & Submit**

• Once approved the reservations may be made.
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 for Airfare and Car Reservations. Hotel Reservations will be reserved using the Applicant’s personal credit card.
- 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.
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.

A personal card is required for Hotel reservations. For Airfare and Car Rental, select the LANL Corporate Card, ‘Applicant US Bank Card’.

**If Personal Day(s) are included**, traveler must use their personal credit card for both Hotel and Car reservations.
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.

Approved Spouse Bookings
If approved on the Request, a spouse/companion can be booked in Concur within the Trip Search by selecting the number of adults.
Concur – Expense Report

• 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 15 days of Trip Completion.

• 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.
Concur – Enter Expense Report

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

- Additional fields on the Report Header to indicate where the Payment should be sent

![Mailing Type](Mailing_Type.png)

- If a spouse was approved please check the ‘Add 75%’ for Meal Reimbursement for the Applicant to claim the additional amount

![Single Day Itineraries](Single_Day_Itineraries.png)

- Please import all Company Paid Transactions and Reservations into the Expense Report and upload receipts for Car and Hotel.
Resources

Human Resources
• For Oracle iRecruitment questions 4myhrprod@lanl.gov
• For Oracle iRecruitment technical issues hrorasys@lanl.gov

Travel
• External Interview Travel Site
• Applicant Travel Guide
• Applicant Travel Procedure TR9014
• Interviewee Travel Information
• Interviewee Expense Information
• Domestic Expense Report Guide
• Contact Info: applicant@lanl.gov
• Phone: (505) 819-1053