

LANL STE Capability Review

Federal Travel Guidelines

(based on federal travel regulations and LANL travel reimbursement policy)

Airfare

- You are required to use commercial airlines.
- **Flights must be booked by the most direct route at the lowest available fare.** Lowest available fare is defined as the least expensive non-refundable fare with a maximum of one stop.
- The airfare receipt must show the exact amount per person and an acknowledgement that the cost was paid (not just a flight confirmation). Credit card statements alone are not acceptable, but may be used along with an invoice as confirmation.
- Early bird check-in, Business Select fees, additional fees for assigned seats or booking fees charged by internet-based travel sites are *not reimbursable*.
- LANL cannot reimburse for airfare expenses if frequent flyer personal points are used for LANL business.
- In the event a personal stop is included in the fare, please ask Mrs. Garcia for assistance as the LANL Reservations Team will prepare a fare quote to determine the reimbursable portion.

Airport Parking: Reimbursement for airport parking is allowed. If parking is over \$75, a receipt is required.

Ground Transportation:

- Roundtrip airport shuttle from Albuquerque or Santa Fe to Los Alamos is reimbursable.
- A midsize rental car is approved for reimbursement. Additional charges for upgrades, frequent flyer surcharges, insurances, and GPS are not reimbursable. Please use the LANL discount codes for the best price.
- LANL has agreements with Hertz and National, both offering a discounted rate to official laboratory travelers. **Reference CDP#72120 for Hertz reservations and XZ#34001 for National reservations to utilize LANL discounts.**
- Collision Damage Waiver (CDW)/(LDW) is included in the LANL contract and should therefore be declined. Additional insurance will not be reimbursed.
- Per Federal Travel Regulation guidelines, do not use the pre-paid fueling option when renting a rental car.
- Transportation to and from the airport at origin is also reimbursable. The current reimbursable rate for private automobile usage is based on the current GSA rate

(<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>). Mileage is determined by the mileage calculator found at <http://maps.randmcnally.com/mileage-calculator.do>.

- Reimbursement is based on the most direct route from point of origin to the airport or transportation depot, and return

Lodging:

- Lodging reimbursement is limited to the General Services Administration (GSA) **government rate** for the business location, plus tax, per night.
- Please be sure to ask for the government rate when making reservations. If being used for your review, a LANL Protocol Office POC will notify you of a room block.
- GSA Per Diem **rates** for **Lodging** are available at <http://www.gsa.gov/portal/content/104877>.
- Booking fees for hotels reserved on internet-based travel sites such as Expedia, Travelocity, etc., are *not reimbursable*. These services also may not provide itemized receipts, which are required for reimbursement. Itemized receipts showing the cost of each night's lodging and applicable taxes are required.

Meals and Incidentals:

- A daily per diem allowance for **Meals and Incidentals** (M&IE) based on the GSA rate for the business location is available at <http://www.gsa.gov/portal/content/104877> (select a state then look at the far right side of table).
- M&IE is prorated at 75% for travel days. 100% for full days.
- No receipts are required.
- **If meals are provided, each meal must be deducted from the per diem.** Please see <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown> for distribution of daily M&IE per meal, or make a comment for your reimbursement POC regarding which meals were provided.

Private Auto instead of Airfare:

- Travel by private automobile is allowed when used as a replacement for air travel or local transportation.
- The current reimbursable rate for private automobile usage is based on the current GSA rate (<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>). Mileage is determined by the mileage calculator found at <http://maps.randmcnally.com/mileage-calculator.do>.
- Reimbursement is based on the most direct route from point of origin to the place of official business, and return. For travel that is more than 400 miles (one way), reimbursement is at the lesser of the current rate per mile or the applicable airfare as determined by LANL Reservations.

- En route lodging is not an allowable cost when a guest chooses to drive instead of fly for a short-term assignment.
- LANL does not cover insurance or damages for private auto usage.

ADDITIONAL INFORMATION

If you have questions pertaining to reimbursement and/or specific agreements, please call Mrs. Teresa Garcia, PADSTE, 505-667-8597, or email garcia_t@lanl.gov.

Websites

- GSA rates for **lodging**: <http://www.gsa.gov/portal/content/104877>
- GSA **private transportation** reimbursable rates: <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>
- Mileage calculator: <http://maps.randomcally.com/mileage-calculator.do>
- GSA rates for **Meals and Incidentals** (M&IE), based on the GSA rate for the business location: <http://www.gsa.gov/portal/content/104877>
 - select a state then look at the far right side of table
- Daily **M&IE meal breakdown**: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>