

TWP PROCEDURE:		PRO(TWPPO)-046.003
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## Domestic Pre-Travel Procedure

### I. Purpose:

This procedure describes the steps to take when submitting a domestic travel request.

### II. Cautions and Hazards:

None.

### III. Requirements:

- Domestic Travel Worksheet EES-2, FM(PRO)-000.000.
- Citrix software to access LANL travel system

### IV. Procedure:

#### A. Steps:

1. Team Administrator works with traveler to complete the "Domestic Travel Worksheet EES-2."
  - If attending a conference, form 1841 must also be completed and signed by Group Leader and Division Director.
  - The worksheet will then be given to Team Leader for pre-approval signature and then hand carried to Group Leader for approval signature.
  - After approval is received, Team Administrator will enter travel request electronically on the travel system.
  - The travel worksheet contains all of the information required. This includes travel dates, purpose of travel, cost codes, contacts, preferred hotels, rental car info, and flight times needed.
2. Traveler or Team Administrator will make car, hotel, and flight reservations with Travel Reservations by phone at 7-1692 (you can also make your reservations on the travel home page at <http://bus.lanl.gov/bus1/travel/travel.htm>).
3. If travelers make their own reservations, travelers will need to forward a copy of the itinerary to Team Administrator.
4. The pending worksheet, itinerary, conference request and any other pertinent information will be filed on TWP Administrator's desk until the travel has been completed.

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**V. References:**

None.

**VI. Attachments:**

1. Domestic Travel Worksheet EES-2.

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**Attachment 1: Domestic Travel Worksheet**

**DOMESTIC TRAVEL WORKSHEET EES-2**

Reservation Person \_\_\_\_\_ Phone no. 7-1692

Name:		Z #	
Cost Code	Pgm. Code	Cost Acct.	Work Pkg.
Departure Date		Return Date	
Dates of Vacation or Personal Time:			

Purpose of Trip:

**Commercial Airline Reservations**

Date	Flight #	City	Time	Cost

**Rental Car**

Date	Pickup Time/City	Drop Off Time/City	Budget Number	Confirmation Number

Private auto to/from ABQ?

Rental Car to/from ABQ:

Government Vehicle License #

**Lodging**

Check-in Date		Check-out Date	
Hotel Name		Address	
City	State	Phone	
Confirmation #		Cancellation #	
Contact Name		Contact #	

**Registration Fees**

Check Payable To	Amount
Mail Check To	

**Official Business Days**

Date/Time	City	Organization	Contact/Phone
Date: Begins: Ends:			
Date: Begins: Ends:			