

TWP PROCEDURE:  Author: TWPO	DOMESTIC POST-TRAVEL PROCEDURE	PRO(TWPP0)-056.003  01 June 2004 Page 1 of 1
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## Domestic Post-Travel Procedure

### I. Purpose:

This procedure describes how to submit for reimbursement of a domestic travel claim.

### II. Cautions and Hazards:

None.

### III. Requirements:

- LANL Travel Authorization and Domestic Travel Worksheet EES-2
- Citrix software and authority to access LANL travel system

### IV. Procedure:

#### A. Steps:

1. Traveler gives all travel receipts to the Team Administrator.
2. Team Administrator will enter data on the LANL travel system and print the summary for traveler's signature.
3. Traveler signs the summary and returns completed packet of signed summary and receipts to Team Administrator.
4. Team Administrator will have the signed summary hand carried to the group office for the Group Leader's signature.
5. Make a copy of the travel paperwork for the TWPO travel books, and mail the original to CFO-1, MS P234.

### V. References:

None.

### VI. Attachments:

None.