



**GRA & UGS Program
Travel Authorization
and Expense Worksheet**

CFO-1 , Travel MS P234
P.O. Box 1663
Los Alamos, NM 87545

Name	Z number	Phone	Mailstop	Group
Cost Center	Prgm Code	Cost Acct	Work Package	Voucher ID

1. Airfare	Airline	From	To	LANL issued? <input type="radio"/> Y <input type="radio"/> N
Airfare	Airline	From	To	LANL issued? <input type="radio"/> Y <input type="radio"/> N
Airfare	Airline	From	To	LANL issued? <input type="radio"/> Y <input type="radio"/> N
Airfare Refund <input type="radio"/> Y <input type="radio"/> N				Total Airfare
				\$
2. Rental Car Gasoline				\$
3. Local Transportation				\$
4. Parking				\$
5. Private Auto	from:	to:	total miles:	x current rate \$
6. Rental Car	state:	city:	company:	# days: \$
7. Enroute Subsistence Calculation				
begin date _____ begin time _____ end date _____ end time _____				
a) number of actual trip days _____				
b) number of personal days _____				
c) total official days _____ Official Days x \$116 = Total				
				Total Claimed
				\$
8. Official Phone/Fax				\$
9. Shipping				\$
10. Other - Details Required _____				\$
Other - Details Required _____				\$

* Advances include all expenses prepaid by LANL

11. Total Trip Expenses	\$
12. Less Advances *	\$
13. Maximum Allowed	\$
14. Due Traveler	\$

15. Split Coding

Cost Center	Program Code	Cost Account	Work Package	Percentage	Dollar Amount
Total					\$

(Equal to Total Due Traveler from Page

16. Details

17. Check Disbursement Details (Required)

- Call _____ at phone # _____ for check pick-up.
- Send to mailstop _____
- Mail to the following address: _____

I hereby certify that, except as otherwise noted, the information submitted in this expense worksheet reflects only expenses incurred by me during official business of the Los Alamos National Laboratory on the dates shown. The worksheet reflects all discounts, reductions, trade-ins, or offsets whatsoever, which reduce the expenses actually incurred. False claims and statements are illegal and may be punishable by fines and/or imprisonment.

Travelers Signature (required) _____

Date _____

Line-Manager Approval Signature _____

Date _____

Instructions for GRA & UGS program Travel Worksheet 1127-S

- Employee Information Fill in all requested information. If split coding is required, use the Split Coding section on page 2.
- 1 - Airfare For each airline used, indicate company, city of departure, and city of arrival. If there are unused tickets attached to the claim, check "airfare refund." Indicate total airfare amount. A LANL Fare Quote is needed if you are purchasing your own airline tickets.
2. Gasoline Indicate total official gasoline charges, excluding amount from rental car receipts.
3. Local Transportation Indicate total official local transportation charges, include taxis, metros, subways, tolls, etc.
4. Parking Indicate total official parking charges, exclude personal time.
5. Private Auto Indicate the city you left from and the city you drove to and the total miles driven. Total equals total miles times current mileage rate.
6. Rental Car For each rental, indicate state and city in which you rented the vehicle, the company used, and the number of days rented. Indicate total from the rental car receipt; ie. Total = rate + tax + gasoline.
7. Enroute Subsistence This allowance helps offset commercial lodging, meals, and incidental expenses. The allowance is \$85 per day. Receipts are not required. Indicate whether you left in the am or the pm and returned in the am or pm. Enroute subsistence is based on a half-day clock.
- | | |
|------------------------------------|------------------------------------|
| <u>Half-Day Clock</u> | |
| <u>Departure from home</u> | <u>Arrival to home</u> |
| a.m. = 12:00am - 11:59am = 1 day | a.m. = 12:00am - 11:59am = 1/2 day |
| p.m. = 12:00pm - 11:59pm = 1/2 day | p.m. = 12:00pm - 11:59pm = 1 day |
- a) Indicate total number of trip days.
b) Indicate total number of personal days.
c) Deduct b from a for total number of official days.
 Indicate total claimed (official days × \$85).
8. Official Phone Indicate total official phone charges.
9. Shipping Indicate total cost of shipment of personal effects. Receipts are required.
10. Other Expenses Indicate total other expenses. If any single expenditure is over \$75, a receipt is required. Details are required for all amounts.
11. Total Expenses Add all expenses from the right-hand column.
12. Less Advances Indicate all LANL advances, such as airline tickets.
13. Maximum Allowed As specified by hiring organization.
14. Due Traveler Deduct advances from total expenses to arrive at estimated due traveler.
15. Split Coding If split coding is required, indicate codes and dollar or percentage amount.
16. Details Indicate any details that should be recorded with this trip.
17. Check Disbursement Indicate where your reimbursement check is to be sent or if someone is to be called for pick-up.

Questions: If you have any questions, please call the Travel Office at 665-8529.

Send To: Attach all original receipts, sign where indicated, and mail to: Travel Group, MS P234.