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## **GRA and UGS Program Travel Regulations**

### **PURPOSE**

This document is renumbered to meet the new document format and requirements set forth in D1001 Chief Financial Officer (CFO) process for Local Document Creation, Revision, Publication, and Review.

### **HISTORY**

<b>Revision History</b>		
08/05/11	TR9003, Rev. 0	Renumbered document

This document is scheduled for review and update no later than 12/30/2012.

### **CONTACT**

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## **GRA and UGS Program Travel Regulations**

### **1.0 GENERAL**

#### **1.1 Scope**

These regulations cover the reimbursement of round-trip travel expenses incurred by employees who participate in the Graduate Research Assistant (GRA) and Undergraduate Student (UGS) Student Programs. Participants in these programs are hired on a short-term basis of one year or less. Reimbursement is for the hired individual only.

These regulations do not apply to employees who live within a 50-mile radius of the primary work location as indicated in the offer letter or employment agreement. Mileage is based on the *Rand McNally Standard Highway Mileage Guide*.

#### **1.2 Approval**

Eligibility for travel reimbursement is determined by the hiring organization and Los Alamos National Laboratory (LANL) travel policy. New and returning students must obtain pre-approval for travel reimbursement from the hiring organization before incurring any travel expenses.

The hiring organization's approval signature on Form 1127-S, *GRA & UGS Program Travel Authorization and Expense Worksheet* (which will be provided upon the student's arrival), provides the final approval for travel reimbursement in accordance with the regulations provided in this section.

#### **1.3 Conditions**

Reimbursement of travel expenses is intended to help offset round-trip travel expenses between the employee's university and the primary work location. No expenses incurred while at the primary work location, including lodging, meals, rental car, and private vehicle mileage are reimbursable.

Reimbursement is limited to one round-trip per appointment. An appointment is defined as the length of assignment as specified in the employee's offer letter and/or an official employment agreement.

In accordance with the requirements of the HR-5 Student Programs Office, participants must be enrolled in a university program at the time of the return trip to be eligible for reimbursement.

#### **1.4 Authorized Point of Travel**

Reimbursement is made for the employee's round-trip travel expenses by the most direct route between the authorized travel point and the primary work location as specified on the signed Form 1127-S, *GRA & UGS Program Travel Authorization and Expense Worksheet* which will be provided upon arrival in Los Alamos.



## **1.5 Trips During Breaks from School**

Round-trip travel expenses associated with trips to the primary work location during breaks from school (casual status) will be reimbursed at the discretion of the hiring organization and according to LANL policy.

## **2.0 TRAVEL EXPENSES**

### **2.1 Commercial Air Travel**

#### ***2.1.1 Reimbursement for Travel to Primary Work Location***

For travel to the primary work location, airfare reimbursement is limited to the lesser of the standard coach airfare or the actual amount paid. The lowest available airfare should be obtained based on the official travel dates and locations. The reimbursement amount will be based on the most direct route available between the authorized travel point and the primary work location. Costs incurred over the lowest available direct fare will be the employee's responsibility.

At the request of the hiring organization, airline tickets may be provided to the employee by Chief Financial Office Travel Team (CFO-TRAVEL).

An original airline passenger coupon or ticket confirmation is required for reimbursement.

#### ***2.1.2 Reimbursement for Return Travel***

For return travel from the primary work location to the authorized travel point, airfare reimbursement is limited to the lesser of the official one-way airfare quote provided by the CFO-TRAVEL or the actual amount paid. The official airfare quote is based on the most direct route available between the authorized travel point and the primary work location. Costs incurred over the quoted fare are the responsibility of the traveler.

If tickets are purchased through an outside agency or arrangements include personal stops, it is the employee's responsibility to obtain an official airfare quote from the Reservations Team.

An original airline passenger coupon or ticket confirmation is required for reimbursement.

#### ***2.1.3 Cancellation and Emergency Changes***

Penalties incurred for cancellation and emergency changes en route may be reimbursed. Justification for the change and increased costs must be provided and approved by the appropriate line management.

#### ***2.1.4 First-Class and Business-Class Fares***

First-class and business-class fares are not reimbursed when less expensive fares are available with the exception of employees with special needs. These requests must be reviewed by division-level managers and approved by the Occupational Medicine.

### ***2.1.5 Use of American Carriers***

All commercial air travel between the United States and a foreign country must be by American flag carriers as required by Public Law 96-192, the "Fly America Act."

## **2.2 Private Vehicle Travel**

### ***2.2.1 General***

A private vehicle is an automobile owned by the employee or near relative (e.g., an employee's spouse, parents, siblings, children, and adoptive relatives, step-relatives, or relatives-in-law in any of these relationships).

An employee on travel by private vehicle must carry valid liability insurance coverage in at least the amounts required by law.

### ***2.2.2 Reimbursement***

Round-trip reimbursement is made for driving a maximum of one private vehicle. Mileage reimbursement is computed at the current Internal Revenue Service rate and based on the Rand McNally Standard Highway Mileage Guide between the authorized travel point and the primary work location. This rate includes all transportation costs and expenses incurred in operating the vehicle, such as gasoline, oil, tires, towing charges, repairs, damages, insurance, and garage costs.

#### **RATE**

Private Vehicle Mileage Reimbursement Rate: **\$.50 per mile.**

Mileage Rate Change effective January 1, 2010.

Automobile parking fees and ferry, bridge, tunnel, and road tolls will be reimbursed in addition to the mileage allowance.

## **2.3 Rental Car Travel**

### ***2.3.1 Reimbursement***

Rental cars may be used for round-trip travel between the authorized travel point and the primary work location. Mid-size cars are to be used when available (receipts are required); any special rates obtained for personal use also apply to official use for reimbursement purposes.

### ***2.3.2 Collision Insurance***

The Laboratory ordinarily covers the cost of damage to rental cars used on official business in the United States so long as the vehicle is operated according to the terms and conditions of the rental agreement. Consequently, Laboratory employees are not reimbursed for collision insurance such as collision damage waiver (CDW), personal effects insurance, or other forms of insurances offered by rental car companies at additional cost.

## **2.4 Rental Truck Travel**

### ***2.4.1 Reimbursement***

For the personal convenience of the employee, a U-Haul type vehicle from a licensed carrier may be used for travel between the authorized travel point and the primary work location. Reimbursement of transportation costs will be the lesser of the following:

- the airfare amount the Laboratory would have paid had the employee traveled by air;
- if a private vehicle is towed by the rental truck, the mileage amount the Laboratory would have paid had the employee traveled by private vehicle; or
- 200 lbs. of personal effects by parcel post.

## **2.5 Local Transportation**

### ***2.5.1 Reimbursement***

Reimbursement is provided for bus, streetcar, subway, taxi, and airport limousine fares, and automobile rental charges. Receipts are required for any individual expense over \$75.

## **2.6 Motorcycles**

### ***2.6.1 Reimbursement***

The Laboratory does not reimburse the costs of driving motorcycles.

## **3.0 LIVING EXPENSES**

### **3.1 Meals and Incidental Expenses/Lodging**

#### ***3.1.1 Reimbursement***

A daily subsistence allowance is paid to the employee only while en route between the authorized travel point and the primary work location to help offset commercial lodging, meals, and incidental expenses. Incidental expenses include laundry, dry cleaning, and tips and fees for personal services, etc. Receipts are not required.

Daily en-route subsistence allowance \$116 - employee.

#### ***3.1.2 Travel Time***

Persons traveling by commercial air are reimbursed the daily subsistence allowance for the actual time in transit. Persons traveling by private vehicle or rental vehicle are reimbursed the daily subsistence allowance for the actual time in transit or on the basis of 400 miles per day, whichever is less.

Reimbursement for the daily subsistence allowance is computed on a half-day basis. Employees will be reimbursed an allowance of one day for departures before 12:00 pm. and one-half day for departures after 12:00 pm. Reimbursement is one-half day for returns before 12:00 pm. and one day for returns after 12:00 pm.



## **4.0 OTHER EXPENSES**

### **4.1 Reimbursement**

Reimbursement is also provided for the following:

- official telephone calls, faxes, and emergency calls;
- one reasonably brief personal telephone call home per day (a guideline is 5 to 10 minutes);
- fees for check cashing and travelers checks; and
- ATM transaction fees for cash advances against credit cards, and ATM terminal fees.

### **4.2 Receipts Required**

Except as noted, receipts are required for individual miscellaneous expenses over \$75.00.

## **5.0 SHIPMENT OF PERSONAL EFFECTS**

### **5.1 Reimbursement**

As part of travel expenses, the shipping of 200 lbs. of personal effects each way is allowed. Personal effects include certain items such as professional books, clothing, bedding, and cooking utensils.

Shipment must be by a parcel service. Personal effects shipped by a household goods carrier will not be reimbursed. Original receipts indicating weight and cost must be submitted for reimbursement.

## **6.0 OFFSITE STUDENT TRAVEL**

### **6.1 Scope**

These regulations apply to the reimbursement of round-trip travel expenses incurred by GRA & UGS Student Program employees who are defined as Offsite Students by the HR-5 Student Programs Office.

Participants must be approved for offsite student status by the HR-5 Student Programs Office prior to travel, and reimbursement is for round-trip travel requiring the offsite student to be present at the Laboratory for official business.

### **6.2 Reimbursement**

Reimbursement is made for travel expenses as specified on the signed Form 1127-S, *GRA & UGS Travel Authorization and Expense Worksheet* (provided upon arrival).

Offsite students whose primary work location is in the continental United States, Alaska, Hawaii, Puerto Rico, the U.S. territories and possessions, Canada, or Mexico will be reimbursed for travel expenses according to the Domestic Travel Regulations.



Offsite students whose primary work location is in a foreign country must comply with Laboratory approval requirements for foreign travel, and will be reimbursed for travel expenses according to the Foreign Travel Regulations.