

GUIDELINES FOR GUEST TRAVELERS

A Laboratory Guest is an individual who visits the Laboratory on a short-term or infrequent basis under a formal Guest Agreement. Prior to guest arrival at LANL or other agreed-upon location, the sponsor must complete and submit the appropriate Guest Agreement to Human Resources (HR). Reimbursements will not be accepted until the Guest Agreement has been approved by HR. Guest travel expenses are submitted on a Guest Travel Expense Worksheet, Form 1127-A.

Guest travel allowances are based on Federal Travel Regulations and LANL travel reimbursement policies.

Conference Information:

All guests are required to comply with DOE Conference Regulations. If the travel is to Los Alamos and the business is for a conference, approvals for conference travel need to be in place prior to arrangements for travel. Please check with your host. If a guest travels to any location other than Los Alamos the "Is My Event a Conference" form must be completed prior to traveling and included with the Guest Travel Expense Worksheet. Your host group will complete this form. If the event is determined to be a conference the guest must follow the federal conference guidelines.

NOTE: Guests are not allowed to incur any expenses for a conference until their host has notified them that their attendance at the conference has been approved.

Per DOE requirements, conference information must be submitted with the reimbursement claim. A brochure that includes event title, dates, location, cost and what is provided e.g. meals, tours, etc. must be provided. If meals were provided each meal must be excluded from the per diem allowance.

****Please be aware that Guests traveling on any type of tourist visa or tourist visa waiver such as B-2 or VWT cannot be paid any type of reimbursement or fee.**

TRAVEL EXPENSES

Airfare: LANL travelers 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. In the event a personal stop is included in the fare, the LANL Reservations Team will prepare a fare quote to determine the reimbursable portion. Please provide the air ticket confirmation with the travel itinerary as well as the proof of payment (receipt) when submitting for reimbursement. The 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. LANL cannot reimburse early bird check-in, Business Select fees, additional fees for assigned seats or booking fees charged by internet based travel sites. **NOTE: LANL cannot reimburse for airfare expenses if frequent flyer personal points are used for LANL business.**

FLY AMERICA ACT"

Federal Travel regulations require that all guests traveling to/from a foreign county must use a US Flag carrier for air travel for reimbursement. Guidelines for the Fly America Act are on pages 4.

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

Ground Transportation: Roundtrip transportation from Albuquerque or Santa Fe to Los Alamos and the return is reimbursable. A midsize rental car is approved for reimbursement. Additional charges for upgrades, frequent flyer surcharges, insurances, and GPS are not reimbursable. 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 the 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. Note: Hertz is no longer available in Los Alamos.

Shuttle Services:

Sandia Shuttle Express offers service from Albuquerque to Santa Fe. For a schedule or to make a reservation go to <http://www.sandiashuttle.com/> or call 1-888-775-5696

Road Runner shuttle offers service from Albuquerque to Los Alamos. Call (505) 424-3367 to schedule a pick-up.

Rail Service:

You can take the train from Albuquerque to Santa Fe and then connect to the Park and Ride bus service to Los Alamos.

<http://www.nmtrainrunner.com/schedule.asp>

http://dot.state.nm.us/content/nmdot/en/Park_and_Ride.html

Accident/Illness Notification

Any accident, injury, or illness involving a guest traveler on official business travel for LANL must be reported promptly to the guest's group Division Manager (who must notify Occupational Medicine at 505-667-0660) and the travel Office (CFO at 505-665-3510). Motor vehicle accidents must also be reported to the risk management contact in the Laboratory Counsel Business Law Practice Group (LC-BL) at 505-665-2522.

Any accidents involving rental cars must be immediately reported to the relevant rental car company. For Hertz the number to call is 800-654-5060, for National the number to call is 800-367-6767. The Travel Office (CFO) 505-665-3510 and the risk management contact in LC-BL at 505-665-2522 must also be notified. Travelers should submit copies of the rental car agreement, the rental car company accident report, and the police report if applicable to the Risk Management Office.

Lodging: Lodging reimbursement is limited to the General Services Administration (GSA) government rate for the business location, plus tax, per night. Approved rates are available at

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

Please be sure to ask for the government rate when making reservations. 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.

If longer term housing is recommended, such as an apartment, house, duplex, etc., a signed lease will be required. If utilities are not included in the rent, copies of all utility receipts will be required. The total cost of the rent and utilities cannot exceed the daily allowed GSA rate.

Meals and Incidentals: A daily per diem allowance based on the GSA rate for the business location will be provided. This will be automatically calculated at the current rate for each full day and prorated at 75% for travel days. No receipts are required. Meals that are provided must be deducted from the per diem.

Private Auto: Travel by private automobile is allowed when used as a replacement for air travel or local transportation. 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. The current reimbursable rate for private automobile usage is based on the current GSA rate. Mileage is determined by the mileage calculator found at maps.randomcally.com/mileage-calculator.do. Reimbursement is based on the most direct route from point of origin to the place of official business and return. 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.

FOREIGN TRAVEL

Guests traveling on official LANL business from a foreign country to another foreign country or from the United States to a foreign country must obtain DOE approval through the Foreign Travel Program Office (SRO-FT) before departure. To begin the process, Form 1512 must be completed and submitted to (SRO-FT). A copy must also be provided to the CFO reservation team at CFO-1foreigntravel@lanl.gov. For more information contact your host group or call SRO-FT at (505)665-3096.

If the guest is traveling from a foreign country into the USA, per DOE regulation, no additional approval is necessary and DOE approval through SRO-FT is not required.

ADDITIONAL INFORMATION

Badging Requirements:

All LANL visitors must wear a badge at all times while on Laboratory property. Upon arrival at LANL please stop at the badge office to be assigned a badge. The badge office is located at TA-3, Bldg-261 (Otowi Building).

Badge Office Hours

Monday-Friday: 7:00 am – 3:30 pm

Wednesday: Closed 11:30 am - 1 pm

Friday: Closed 12:00 pm - 1 pm

US visitors must provide a US Passport or birth certificate and valid driver's license or government issued photo ID.

Foreign visitors must provide a photo ID, valid passport, and visa documentation.

Cell phones are not allowed in all areas of the Lab. Please ask your host.

Photography on LANL property is prohibited.

Tag your bag. Unidentified backpacks, purses, luggage, lunch pails, or bags, can be confiscated and destroyed.



FLY AMERICA ACT GUIDELINES

Federal Travel regulations mandate all government employees and guests traveling to or from a foreign country must use a United States based airline, regardless of cost or convenience. Please contact reservations@lanl.gov with any questions regarding the Fly America Act Compliance.

IATA CARRIERS:

The International Air Transport Association (IATA) is the trade association for the world's airlines, representing over 280 airlines or 83% of total air traffic. The first three digits of an airline ticket identifies the airline (IATA carrier).

CODE SHARE:

A code share is a marketing agreement between two different airlines. A code share enables seats to be sold on two separate airlines for the same flight. The flight number involving a code share will reflect the opposite airline flown. For reimbursement purposes, the ticket number for a code share flight must reflect a **US based airline****. The ticket number determines which airline is in control of the purchased ticket.

The Fly America Act permits passage utilizing a foreign carrier if the foreign carrier has a code share agreement with the **US based airline**. This means that the IATA (first three digits of the ticket number) must be associated with the **US based airline** to remain within policy.

Below is a list of the main **US based airlines** listing their associated three-digit IATA code (airline ticket stock) with their associated two-letter identifier:

- ** (027-AS) Alaska Airlines
- (001-AA) American Airlines
- (006-DL) Delta Airlines
- (173-HA) Hawaiian Airlines
- (279-B6) Jet Blue
- (016-UA) United Airlines

In order to comply with the Fly America Act involving a foreign airline, the ticket number must begin with one of the above numeric codes to satisfy reimbursement qualifications. Additionally, the over-the-water flight number must begin with one of the above alpha codes for compliance. The example below illustrates this scenario:

The image shows two side-by-side screenshots of a flight information page for the route AMS to LAX. Both flights are on Monday, June 18, 2018, departing at 12:45 PM and arriving at 2:50 PM. The left screenshot shows a flight with code share carrier KL 693, which is marked as 'NOT COMPLIANT'. The right screenshot shows a flight with code share carrier DL 9293, which is marked as 'COMPLIANT'. Both flights are operated by Delta Air Lines (DL) and use aircraft Boeing 777. The ticket numbers are 0741234567890 for the non-compliant flight and 0061234567890 for the compliant flight. The compliant flight's ticket number starts with the numeric code 006, which is associated with Delta Airlines.