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:

- EES-2 Domestic Travel Request Worksheet
- Citrix software to access LANL travel system

IV. Procedure:

A. Steps:

1. Traveler completes the "EES-2 Travel Request Worksheet".
   - This can be found in the fax room #108 in the sectioned files to the left of the mailboxes marked “Travel Sheets”.
   - If attending a conference, form 1841 must also be completed and signed by Group Leader and Division Director. This form is also located in room #108 with the travel sheets.
2. Give the Travel Request Worksheet to Jeanette.
   - The worksheet will then be given to Larry Jones for pre-approval signature and then handcarried to Group Leader for approval signature.
   - After approval is received, Jeanette will enter travel request electronically on the travel system.
   - The travel request 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.
3. Traveler or Jeanette will make car, hotel, and flight reservations with Jo or Judy at 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.
4. If traveler makes own reservations, you will need to forward a copy of the itinerary to Jeanette.

5. The worksheet, itinerary, conference request and any other pertinent information will be filed under the traveler's name in one of the two black travel books located in room #102.

V. References:

None.

VI. Attachments:

None.