Local Travel Reimbursement

Local travel at SLAC encompasses any trip within 50 miles of SLAC, on the most direct route (San Francisco, LBL, and Lawrence Livermore National Lab are all Local Travel). Local travel does not qualify for reimbursement for meals or lodging. Reimbursement for lodging is only allowable in rare circumstances, with SMT approval. Please check out the Travel and Reimbursement Policy and Procedure for more information about the exceptions.

Local travel only requires a request if you are claiming lodging. If you are claiming lodging, you MUST have an approved Local Travel request. A Written Justification of Lodging must be included in either the trip request or the expense report.

1. There are multiple differences to note on the Report Header for a Local Travel Expense Report. If you are not claiming lodging, be sure to select No Request under Policy, and select Other Reimbursement under Trip Type. And be sure to check the Local Travel? check box if it is not already checked.

   ![Report Header]

   **Note:** If you ARE claiming lodging, select Pre Approved Trip under policy. For trip type select Domestic.

   **Note:** The Local Travel? check box will already be checked if you create your expense report by going to the Active Requests view and clicking the Expense link on the right hand side of your request. Be sure not to uncheck it!
2. When asked if you are claiming Meals & Incidentals, click No.

![Travel Allowances dialog box]

3. Add your expenses to your report as normal. Note that some expense options, such as Airfare and Meals & Incidentals, are disabled.

When you finish, click Submit Report.

![Submit Report button]

**For Lodging Reimbursement only**

You will need to fill out a pre-trip travel request. When filling out your Request Header, be sure to set your Trip Type to Domestic and Local Travel? to Yes.
4. When adding your expenses to your request, be sure to include the **Lodging – Single Location** expense. In addition, attach the written justification and relevant backup documentation (e.g. invitation letter, meeting agendas, beam time assignments, etc.) for your lodging to your request by clicking *Attachments*, then *Attach Documents*, and finally selecting and uploading the file. Complete the rest of the request as normal, and then **click Submit Request**.