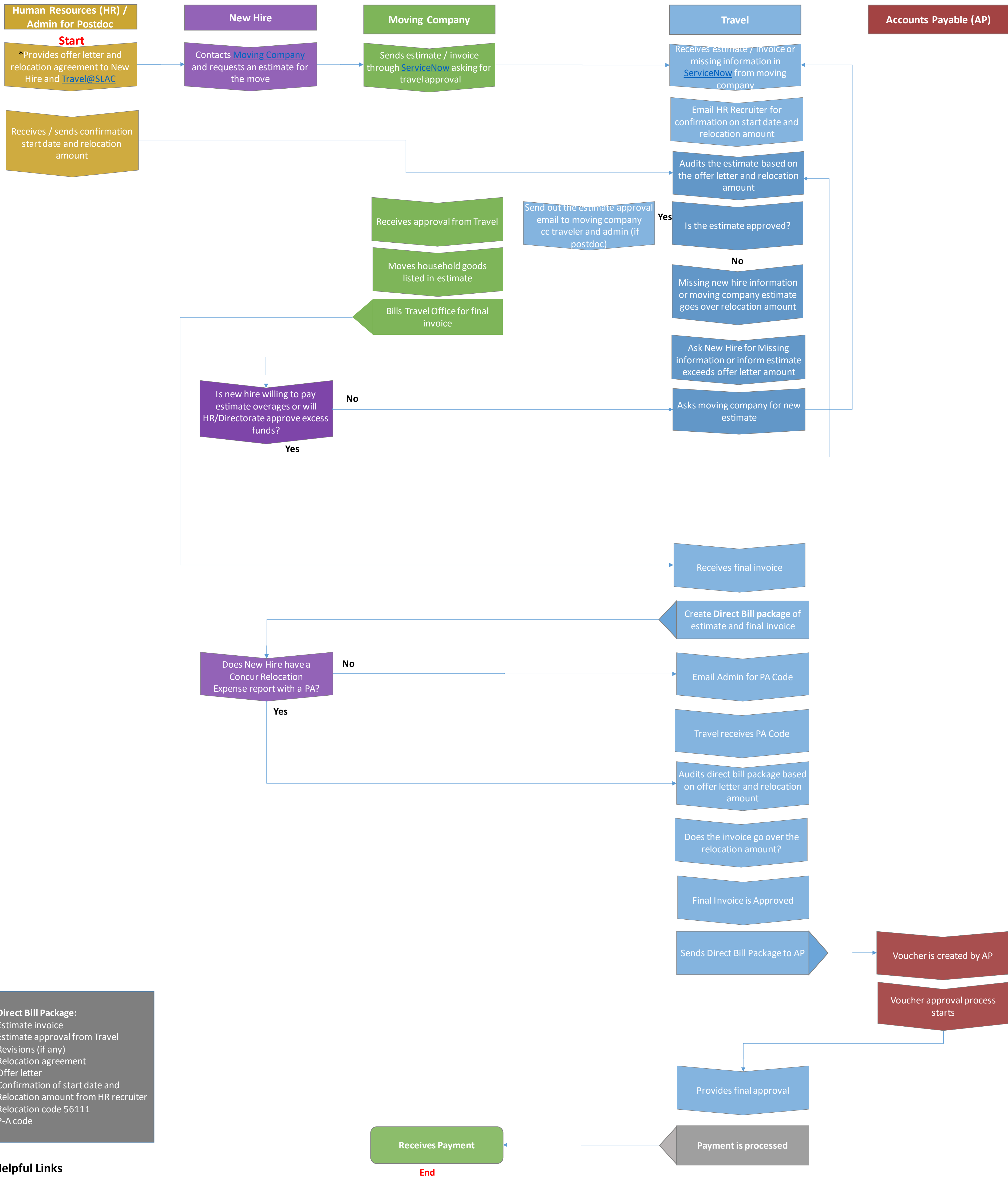


Travel@SLAC – Moving Company Direct Billing Process

*During travel restrictions DOE approval letter must be attained prior to incurring cost.



Direct Bill Package:
 Estimate invoice
 Estimate approval from Travel
 Revisions (if any)
 Relocation agreement
 Offer letter
 Confirmation of start date and Relocation amount from HR recruiter
 Relocation code 56111
 P-A code

Helpful Links
[Relocation Webpage](#)
[Direct Billing Vendors](#)

Action Items:
 Create a Direct Billing Checklist
 -One pager required information from HR, Admin, or Traveler