**Travel@SLAC – Moving Company Direct Billing Process**

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

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**Start**

- Provides offer letter and relocation agreement to New Hire and Travel@SLAC

**New Hire**

- Contacts Moving Company and requests an estimate for the move

**Moving Company**

- Sends estimate/invoice through ServiceNow asking for travel approval

**Travel**

- Reviews estimate invoice for missing information in ServiceNow
- Emails HR Recruiter for confirmation on start date and relocation amount
- Audits the estimate based on the offer letter and relocation amount

**Accounts Payable (AP)**

- Receives approval from Travel
- Sends estimate/invoice through ServiceNow asking for travel approval
- Bills Travel Office for final invoice

**New Hire**

- Contacts Moving Company and requests an estimate for the move
- Sends another estimate/approval email to moving company or Traveler and Admin (if postdoc)

- Receives / sends confirmation start date and relocation amount

**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 Vendor

**Action Items:**

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

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**Acronyms**

- AP – Accounts Payable
- DOE – Department of Energy
- ISO – International Services Office
- TER – Travel Expense Report