

RELOCATION EXPENSE REPORT - INTERNSHIP

Instructions:

Please fill out this form electronically for Intern relocation reimbursement. Submit the completed form to **Pamela Bull, Mail Stop: RSF024, Phone: 303-384-7516, pamela.bull@nrel.gov** after your first day at NREL.

NREL will cover either roundtrip airfare or mileage at the GSA relocation rate **for interns that are 50 miles or more** from our Golden, CO campus.


Mileage: Please use the most mileage expedient route to the Laboratory, 15013 Denver West Parkway, Golden, CO 80401 on Google Maps. Please record your one way mileage on this form and it will be calculated for your roundtrip. Your mileage will be reimbursed at the GSA relocation rate of \$0.18 per mile.

Airfare: NREL will reimburse roundtrip economy airfare (excluding upgrades) and baggage fees. Please provide a copy of your flight itinerary and paid receipts for airfare and baggage fees. NREL will not cover the cost of taxis or rental cars.

Traveler Information			
Name	Irina Tsiryapkina	Employee ID	20604
Task #	3430:34305100		
Travel Purpose	New Intern Employee for - System Dynamics		

	Mileage	round trip mileage automatically calculated	Current Rate (\$/mi)	
One way vehicle mileage			* \$0.20	=
	Date	Cost		
	Airfare	6/7/2019	\$148.30	
Other:	Luggage	6/7/2019	\$130.00	
			TOTAL:	\$278.30

Approval	Notes
	If driving, please list originating address here

Employee Signature  **Date** 6/12/2019

Approved by _____ **Date** _____

Exception Approval _____ **Date** _____
 Deb Doel-Hammond, Director, Human Resources Office

Total reimbursement amount is subject to final review and approval of allowability by the Finance Office. Reimbursement may take up to four weeks. Your travel reimbursement will be added to your taxable income. To reduce your tax liability, NREL will gross-up your travel expenses.

Form # _____

apple Store

DELTA

\$130.00

Merchant Contact Information

EXCESS BAGAGE, NY 30354

Additional Information

Transaction Date

Fri 06/07/19

Posted Date

Fri 06/07/19

Purchase Method

CARD SWIPED

Purchased By

IRINA TSIRYAPKINA

Category

DELTA

Tag Transaction

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Denver

Jun 7, 2019 - Jun 7, 2019 | Itinerary # 7438542313515

Important Information

- Remember to bring your itinerary and government-issued photo ID for airport check-in and security.
- Fare restrictions apply to this trip.
Please review the rules and restrictions for each fare in the Airline Rules & Regulations section below.
 - [Delta Basic Economy](#)

New York (LGA) → Denver (DEN)

Jun 7, 2019 - Jun 7, 2019 , 1 one way ticket

COMPLETED

Delta

GBYCWJ

We hope you had a great trip. Thank you for choosing Expedia for your travel reservations.

Traveler Information

IRINA TSIRYAPKINA
Adult

No frequent flyer
details provided

Ticket #
0067365187436

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Jun 7, 2019 - Departure Nonstop

Total travel time: 4 h 37 m

New York

Denver

4 h 37 m

LGA 6:25pm

DEN 9:02pm

1,621 mi



Terminal D

Delta 834

Economy / Coach (E)

Fare type: [Basic Economy](#)

Airline Rules & Regulations

Delta Basic Economy Fare Rules

Restrictions include:

- Airline assigns seats
- Bring a carry-on bag
- Pay to bring a checked bag
- No refund 24 hours after booking
- Changes not allowed

Price Summary

Traveler 1: Adult	\$148.30
Flight	\$124.65
Taxes & Fees	\$23.65
Total: \$148.30	

All prices quoted in US dollars.

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.
 - [Additional fees for your flight to Denver](#)

- o Bring a personal item
 - o Upgrades not allowed
 - o Board in the last group
-
- **We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.**
 - **Tickets are nonrefundable, nontransferable and name changes are not allowed.**
 - **Please read the [complete penalty rules for changes and cancellations](#) applicable to this fare.**
 - **Please read important information regarding [airline liability limitations](#) .**

Need help with your reservation?

- Visit our [Customer Support](#) page.
- Call us at 1-877-261-3523.
- For faster service, mention itinerary #7438542313515