

National Renewable Energy Laboratory

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		

One way vehicle mileage	Mileage	round trip mileage automatically calculated	Current Rate (\$/mi)	
			* \$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 # _____