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.

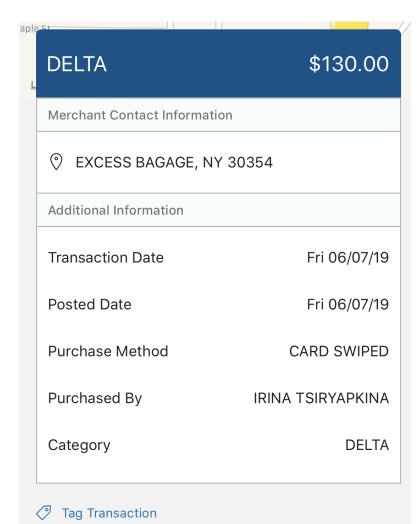
Mileage: Please use the most mileage expedient route to the Laboratory, 15013 Denver West Parkway, Golden, CO 80401 on Google Maps. Please record your one way mileage on this form and it will be calculated for your roundtrip. Your mileage will be reimbursed at the GSA relocation rate of \$0.18 per mile.

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 Inform								
Name Irina Tsiryapkina			Employee ID 2060		14	Task # 3430:34305100		
Travel Purpose	New Intern Emplo	oyee for - Syster	m Dynamics					
One way veh	icle mileage	Mileage	round trip mileage automatically calculated	Current Rat (\$/mi) * \$0.20	e =			
Cinc may rom		Date	Cost					
	Airfare	6/7/2019	\$148.30					
Other:	Luggage	6/7/2019	\$130.00					
Approval	i					TOTAL:	\$278.30	
Notes	If driving, please	e list originatin	g address here					
Employee Signature	W	Mu	pf		Date	6/12/2019		
Approved by					Date			

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 #



Privacy & Terms | Provide Feedback



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) \rightarrow Denver (DEN)

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

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

Total travel time: 4 h 37 m

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

Jun 7, 2019 - Departure Nonstop

DEN 9:02pm

Denver

4 h 37 m 1,621 mi

•

LGA 6:25pm Terminal D

Delta 834

New York

Economy / Coach (E)

Fare type: Basic Economy

Airline Rules & Regulations

Delta Basic Economy Fare Rules

Restrictions include:

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

COMPLETED

Delta GBYCWJ

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
- Upgrades not allowed
- 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