

**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](mailto: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			
<b>Name</b>	Irina Tsiryapkina	<b>Employee ID</b>	20604
<b>Task #</b>	3430:34305100		
<b>Travel Purpose</b>	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		
Luggage	6/7/2019	\$130.00		
Other:				

<b>Approval</b>	<b>TOTAL:</b>	<b>\$278.30</b>
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**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 #**