

# INTERVIEWEE EXPENSE REPORT

902 Battelle Boulevard PO Box 999 Richland, WA 99352 1-888-375-7665 [www.pnnl.gov](http://www.pnnl.gov)

MA#

Interviewee Name

**Mailing** Address

*Does this address match the address on the tax form? If not, please explain in the comments section on page 2.*

Travel Start Date

Travel End Date

**Enter expenses into PNNL-Paid and Interviewee-Paid fields below. See instructions on page 3.**

**Airfare/train: Enter total of all tickets purchased. include any change fees.**

Airfare/train	PNNL-Paid	Interviewee-Paid
<b><u>Lodging: Enter nightly lodging rate for each night stayed. include tax in rate.</u></b>		
Lodging Date	PNNL-Paid	Interviewee-Paid
Lodging Date	PNNL-Paid	Interviewee-Paid
Lodging Date	PNNL-Paid	Interviewee-Paid
Lodging Date	PNNL-Paid	Interviewee-Paid
Lodging Date	PNNL-Paid	Interviewee-Paid
Multiple per diem locations?	No	Yes. If yes, enter comments at bottom of 2nd page.

**Rental Car: Enter total expense; add report comments for fuel or optional expenses on the 2nd page.**

Rental Car	PNNL-Paid	Interviewee-Paid
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**Meals & Incidentals / Miscellaneous:** Enter daily total of meals provided in the PNNL-Paid sections for each business day. Enter remaining daily allowance into Interviewee-Paid field for each day. Use 75% of location rate for travel days. To see current GSA tables, go here. **Detail "other" expenses in comments section.**

M&IE Date	PNNL-Paid	Interviewee-Paid	Total
M&IE Date	PNNL-Paid	Interviewee-Paid	Total
M&IE Date	PNNL-Paid	Interviewee-Paid	Total
M&IE Date	PNNL-Paid	Interviewee-Paid	Total
M&IE Date	PNNL-Paid	Interviewee-Paid	Total
M&IE Date	PNNL-Paid	Interviewee-Paid	Total
Other M&IE Date	PNNL-Paid	Interviewee-Paid	
Other M&IE Date	PNNL-Paid	Interviewee-Paid	

**Ground transportation and interviewee-paid travel expenses:** Receipts required on expenses \$75 & over; provide detail, if needed, in report backup or in comments section below; **substantiate personal mileage claimed with mileage map tool** in the report backup. For personal mileage claimed, enter total miles driven, then tab to enter current GSA rate in next field. Form will calculate total. Find current GSA rate [here](#)

Personal Mileage	Total miles driven	GSA Rate	Total Expense
Mileage Justification:			

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**Accounting:**

Additional WPN information, if needed;

**Work Package Number**

**PNNL-Paid Expenses**

**Interviewee-Paid Expenses  
(Reimbursement Amount)**

**Total Travel Expenses**

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**Interviewee Signature:**

I certify that expenditures are supported by receipt unless I am receiving per diem payments for meals and lodging pursuant to the Federal Guidelines. In addition, I certify that: 1) expenses are accurate and were necessary in the conduct of my appointment; 2) the use of a rental car constituted a savings or was advantageous to the business purpose of the trip; 3) all travel was in accordance with the original tickets provided by Battelle, except as noted.

**Sign and Date Here:** \_\_\_\_\_

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Interview Location(s)

MA Number

Job ID & Title

Report Submitter

Hiring Manager & ID#

Personal time taken?      No      Yes. If yes, please comment below.

**Report Comments:**

## Interviewee Reimbursement Report Instructions

**Airfare/Train:** Fees and/or additional costs incurred due to change in itineraries. Enter this total on one line.

**Lodging:** Use one line per day. Most lodging expenses will be pre-paid through the central-billing system. If you are unsure whether lodging or rental car expenses have been central-billed, please check with Travel Services at [travel.services@pnnl.gov](mailto:travel.services@pnnl.gov). Break out total lodging expense by number of nights stayed and enter nightly rate (including tax) on each line in the lodging section. Verify lodging is at per diem rate for the location. If lodging cost(s) are over per diem, complete a RAEL/300% form, obtain hiring manager's signature, and submit alongside the reimbursement report.

**Rental Car:** Check for any optional services and ensure that the rate charged is the rate on the TMP reservation. Optional services or unapproved upgrades must have a business justification listed or be expensed to unallowable (provide WPN on form and enter detail in notes section). Verify this expense has been central-billed (BILL TO: Will have Battelle listed). If the interviewee has inadvertently been charged for the rental car, enter the paid amount (less any unallowable upgrades) into the "interviewee-paid" column of the rental car expense section.

**M&IE:** Use one line per day. Standard per diem rate can be given in the interviewee-paid field (travel day @ 75% of the per diem rate). If any meals were provided by PNNL or the hosts, enter the *expensed amount* of the meals provided for that date in the PNNL-Paid column of the M&IE section. Deduct provided meal amounts from the standard per diem allowance for that date and enter the remainder amount (per diem less meal(s) provided) in the interviewee-paid column for that date (one line per day of travel/business). A link to current GSA rates is provided in the M&IE section of the form.

**Personal Mileage:** Obtain mileage verification from online Google Map or MapQuest tools. Enter the **total** number of miles being claimed. Enter the current GSA rate for personal vehicle mileage. The form will calculate the total mileage reimbursement amount. Enter brief comments explaining the mileage. Print and submit the map you used to verify the mileage amount in the reimbursement submittal packet; please include info on this map or in the notes section regarding miles claimed (i.e., round-trip from home to airport). Reminder: if interviewee opts to drive to PNNL, if the one-way driving time is over the regional travel restriction of 6 hours, then a comparison airfare quote must be obtained from TMP prior to travel. Reimbursement amount will be capped at the round-trip airfare estimate from traveler's home airport to Pasco airport. See the expense matrix at the Travel Home expense site for current guidelines.

**Ground Transportation and Interviewee-Paid Expenses:** Airport parking, baggage fees, and ground transportation expenses are allowable, as justified. Include receipts for any expenses \$75 and over, in the expense submittal packet. Please include explanations for ground transportation expenses in the notes section of the report (i.e., taxi on xx/xx is for trip from Pasco airport to Guesthouse), if the explanation is beyond what is chosen. Original receipts are NOT required.

Remit completed, signed PDF report and expense packet, to Travel Services at [travel.services@pnnl.gov](mailto:travel.services@pnnl.gov). Final submission packet should include the following:

- \* Signed Interviewee Reimbursement Report
- \* Air itinerary
- \* Lodging receipt
- \* Rental car receipt
- \* Interview Agenda
- \* Copies of meal TERs and corresponding receipts (if any meals were provided)
- \* Mileage map (if mileage claimed)
- \* Receipts for any out-of-pocket expenses **\$75 & over**. Original receipts are NOT required.
- \* Signed tax form (W-9 for U.S citizens; W-8BEN for Foreign Nationals). Original signature/form is NOT required.

A completed Interviewee Reimbursement Report packet is due to Travel Services  
**no later than 30 days from the candidate's "Visit End Date."**