

New HEP Travel Procedure

September 18, 2012

Effective immediately, all travel requests within the HEP Division MUST be handled as follows:

1. Complete and submit the new travel request form at <http://www.hep.anl.gov/Division/TravelForm.htm>
The form will be e-mailed to your Administrative Assistant so that she can process:
 - ✓ Conference/Attendance Management Request (ANL form)
 - ✓ Group Leader approval
 - ✓ Travel Plan in the Expense Reporting (XM) System**NOTE: If the conference management information and group leader approval is missing from the Travel Plan, the TP will be rejected.**
 - ✓ DOE-551 Foreign Travel Request Form (if needed)
 - ✓ Flight arrangements (either in GetThere or with a Travel representative)
2. You may process your own expense report or have your admin process, please submit within 30 days of your return.
3. For foreign trips, please submit a trip report within 30 days of your return.

All procedures, forms, templates, etc. are available on the Administration Subsite/Travel on SharePoint.

I know that some of you prefer to make your own travel arrangements; however with the new travel regulations and additional documents, I would really appreciate your cooperation to follow the new HEP procedure for any future travel.

If you have any questions, please let me know.

Thanks,
Jen