

**NRC INVITATIONAL
TRAVEL INFORMATION & ESTIMATED EXPENSES**

TRAVEL PURPOSE	
PURPOSE:	
LOCATION (CITY/STATE):	
COURSE START DATE:	COURSE END DATE:
TRAVELER INFORMATION	
FULL NAME*:	
WORK PHONE #:	CELL PHONE #:
WORK E-MAIL:	
TRIP INFORMATION	
DATE OF DEPARTURE:	DATE OF RETURN:
DEPART FROM (CITY):	RETURN TO (CITY):
DESTINATION CITY:	<i>Will you arrive home before midnight? (Yes/No):</i>
AIRFARE (IF FLYING): \$	AGENCY REFERENCE NUMBER**:
<i>Flight selected must be departing from and returning to your home airport</i>	<i>Agency Reference Number will not contain any numbers (6 all cap letters)</i>
TRIP INFORMATION	
# MILES (R/T) IF DRIVING ***:	STATE OWNED VEHICLE?: (YES/NO):
<i>Complete cost comparative below if driving your personal vehicle</i>	<i>Do not enter # of miles if driving a State Vehicle</i>
LODGING ARRANGEMENTS (not to exceed per diem + tax per night)	M&IE: \$
HOTEL SELECTED:	
HOTEL RATE (NIGHTLY): \$	HOTEL TAX (NIGHTLY): \$

* **NAME AND AIRPORT SECURITY:** Please make certain that the name you provide above is identical to what is on the photo identification that will be presented at the airport. Due to increased airport security, travelers may be turned away at the gate if the name on the identification does not match the name on the ticket.

** **AGENCY REFERENCE NUMBER:** THIS IS **REQUIRED** IF YOU ARE FLYING. YOU WILL FIND IT UNDER YOUR NAME ON THE ITINERARY THAT EL SOL TRAVEL EMAILS TO YOU. IT WILL NOT CONTAIN ANY NUMBERS.

*** **DRIVING:** If you plan to drive a *personal* vehicle and claim mileage reimbursement, a cost comparative is required. If you plan to drive a State owned vehicle, it is not necessary to complete the Cost Comparative below

Please call El Sol Travel at 844-244-6694 and provide the travel attendant with your flight requirements. The El Sol Travel attendant will provide you with options, advising you of the Government Contract Carrier. **You must select a flight which will allow you to attend the course through the posted end time as indicated in the Acceptance Letter.** If you have any questions, please contact the Training and Travel Coordinator, Karen Meyer, at 301-415-0113. Please complete this form and e-mail to ASTrainingandtravel.Resource@nrc.gov.

Notes:

COST COMPARATIVE TO DRIVE VERSUS FLY (COMPLETE ONLY IF YOU PLAN TO DRIVE YOUR PERSONAL VEHICLE)			
FLY		DRIVE	
Airfare Quoted by El Sol Travel	\$	Total Mileage at 58 cents per mile:	\$
Allowance for additional associated costs (Checked bag fees, taxi, etc.)	\$ 250.00	Tolls (if applicable)	
		Is your drive time greater than 6 hours (Y/N):	
TOTAL	\$	TOTAL	\$

ESTIMATED ITEMIZED EXPENSES

NAME:
 COURSE:
 DATE(S):

NOTE: NRC WILL NOT PROVIDE REIMBURSEMENT FOR ITEMS NOT PREAPPROVED. ANY ADDITIONAL EXPENSES INCURRED DURING THE TRIP DUE TO EMERGENCY SITUATIONS WILL NEED TO BE REAUTHORIZED UPON COMPLETION OF THE TRIP. PER DIEM IS NOT INCLUDED HERE BECAUSE IT IS AUTOMATICALLY CALCULATED WITHOUT YOUR INPUT.

WEEK 1

ITEMIZED EXPENSES	SUN	MON	TUES	WED	THURS	FRI	SAT
Hotel							
Hotel Tax (may be estimated)							
Taxi between home & airport (estimated, if applicable)							
Taxi between airport & hotel (estimated, if applicable)							
Taxi between hotel & training site (estimated, if applicable)							
Tolls/Metro (estimated, if applicable)							
Personal Vehicle Mileage (input number of miles, not \$)							
Airport and/or other Parking (estimated , if applicable)							
Checked baggage fees							
Conference Fee							
Airfare or Rail (only if not direct billed to the NRC)							

WEEK 2 (IF APPLICABLE)

ITEMIZED EXPENSES	SUN	MON	TUES	WED	THURS	FRI	SAT
Hotel							
Hotel Tax (may be estimated)							
Taxi between home & airport (estimated, if applicable)							
Taxi between airport & hotel (estimated, if applicable)							
Taxi between hotel & training site (estimated, if applicable)							
Tolls/Metro (estimated, if applicable)							
Personal Vehicle Mileage (input number of miles, not \$)							
Airport and/or other Parking (estimated , if applicable)							
Checked baggage fees							
Conference Fee							
Airfare or Rail (only if not direct billed to the NRC)							