

USEFUL INFORMATION FOR LANL VISITORS

BADGING REQUIREMENTS:

All LANL visitors must wear a badge at all times while on Laboratory property. Upon arrival at the Lab please stop at the badge office to be assigned a badge. The badge office is located at TA-3, Bldg-261 (Otowi Building) Badge Office Hours: 7:30 – 3:30 Mon – Fri and CLOSED Wed 11-12:30.

US Citizen Visitors must provide a US Passport or birth certificate and valid drivers license or government issued photo ID.

Foreign National Visitors must provide a photo ID, valid passport, and visa documentation

TRAVEL ARRANGEMENTS:

Flights – We recommend that our visitors make their own flight arrangements. Please choose the most economical fare available. You should arrange to fly into the Albuquerque airport, airport code ABQ. The Albuquerque airport is 75 miles away from Los Alamos. Santa Fe, the airport code is SAF, is about 30 miles away and has one commercial airline servicing the area. SAF flights tend to be slightly more expensive.

NOTE: In accordance with the Fly America Act, USA based Airlines MUST be used to purchase flights if you plan to be reimbursed for airfare.

Ground Transportation – A rental car and or shuttle service is required to reach Los Alamos from Albuquerque.

CAR RENTALS:

HERTZ is located at the ABQ Sunport. The discount Hertz ID # is 72120.
National is located at ABQ and locally in Los Alamos. The discount National ID# is XZ34001

Please use discount codes at the time of the reservation. This ensures that your rental is covered by LANL's insurance agreement with the rental company. Any optional insurance coverage and/or extras such as GPS, pre paid fuel refill, etc... will NOT be reimbursed by LANL, so please decline additional insurance coverage at the time of the rental. You may choose another car rental company if you prefer, however LANL will not reimburse any optional items as stated above.

SHUTTLE SERVICES:

Sandia Shuttle Express offers service from Albuquerque to Santa Fe. For a schedule or to make a reservation go to: <http://www.sandiashuttle.com/> or call 1-888-775-5696

Road Runner shuttle offers service from Albuquerque to Los Alamos. Call (505) 424-3367 to schedule a pick-up. Approximately \$85 each way/cash

RAIL SERVICE:

You can take the train from Albuquerque to Santa Fe and then connect to Park and Ride bus service to Los Alamos. Approximately \$20 each way/cash
<http://www.nmrailrunner.com/schedule.asp>
<http://nmshtd.state.nm.us/main.asp?secid=14635>

ACCOMODATIONS ONLY use the hotel website or reservations department to book your stay.

Hotels/Bed & Breakfasts –Feel free to provide a review/recommendation at the end of your stay.

Request the government rate when making reservations.

Comfort Inn: (505) 661-1110; 2455 Trinity Dr.

Holiday Inn Express: (505) 661-2646; 60 Entrada Dr.

North Road Inn B&B: (505) 662-3678; 2127 North Road

Canyon Inn B&B: (505) 662-9595; 80 Canyon Road

Santa Fe Option

Hyatt Place: (505-474-7777); 4320 Cerrillos Road. Ask for the LANL rate.

If the Hyatt rate is higher than the Los Alamos per diem rate, you will pay the price difference between the two rates

REIMBURSEMENTS- If your visit is being reimbursed by your host at LANL:

The forms required for reimbursement will be provided before you depart LANL or emailed to you. Additional instructions for completing the forms: The current mileage reimbursement rate for private vehicles is \$.50 per mile. The Federal Travel Regulations maximum per diem rate in Los Alamos is \$86 for Lodging and \$51 for Meals and Incidentals. The forms along with copies of relevant receipts must be returned to the T1 group office either in person or by email to: T1-admins@lanl.gov

MISCELLANEOUS:

Personal Laptops are only allowed on the visitor network. Please note: all anti-virus software must be current.

Cell phones are allowed some places but not others. Please ask your host.

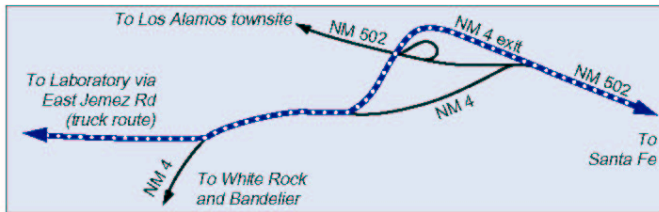
ALL Photography on LANL property is prohibited.

Tag your bag: All unidentified backpacks, purses, luggage, lunch pails, or bags, will be confiscated and destroyed. Please use the tag below to label your bags that will be on site with you at LANL. Make copies as needed.

Fold and staple around bag handle	<p>NAME: _____</p> <p>PHONE: _____</p> <p><u>VISITING: T-1</u></p> <p><u>Group Office # 667-58</u></p>	Fold and staple around bag handle
--------------------------------------	--	--------------------------------------

Disclaimer: This information sheet is a work in progress. Please feel free to provide your comments on the usefulness of the information provided, and or to make suggestions on items that should be included/excluded by sending email to andiek@lanl.gov. THANKS!

MAP 1: Driving Directions Albuquerque to Los Alamos



Routes to Los Alamos from Albuquerque International Airport

Main Route

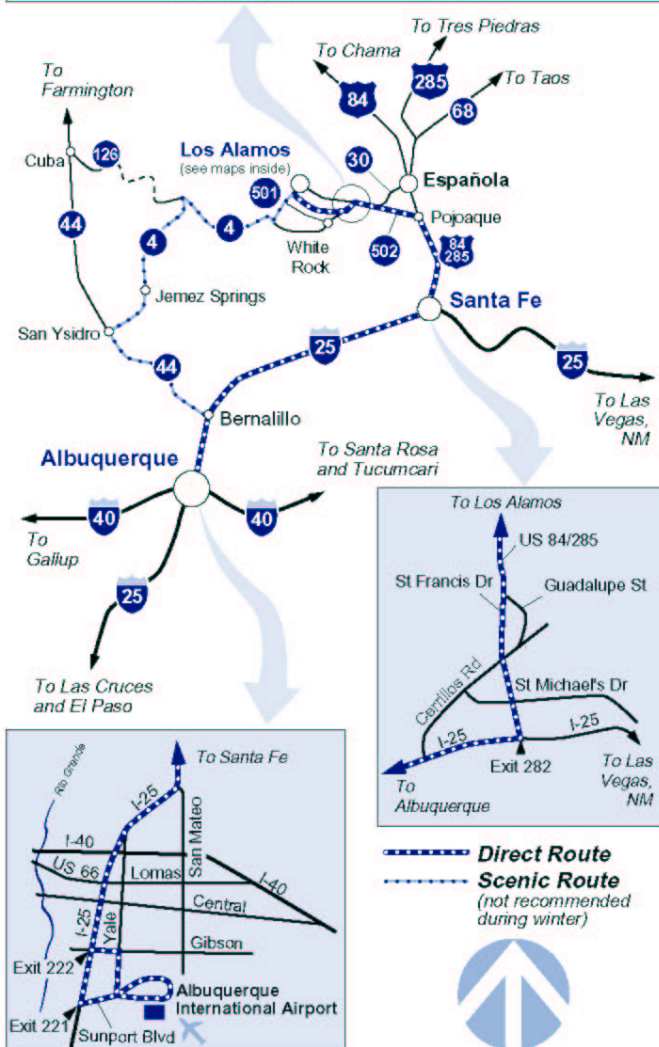
This route takes approximately 1.5 hours of driving time.

1. From the airport terminal, take Sunport Blvd. to I-25 (you may also take Yale north to Gibson, turn left onto Gibson, and continue to the I-25 north access ramp).
2. Take I-25 north to Santa Fe.
3. From Santa Fe, take US 84/285 (St. Francis Dr.) north to Pojoaque.
4. At Pojoaque, take NM 502 west; follow NM 502 into Los Alamos.

Scenic Route

This route takes approximately 2.0 hours of driving time and is not recommended during winter months.

1. From the airport terminal, take Sunport Blvd. directly to I-25 (you may also take Yale north to Gibson, turn left onto Gibson, and continue to the I-25 north access ramp).
2. Follow I-25 north to Bernalillo.
3. Turn northwest on NM 44 and follow until you reach San Ysidro.
4. At San Ysidro, turn right onto NM 4 and follow it to Los Alamos.



Los Alamos National Laboratory
A US Department of Energy Laboratory

Los Alamos National Laboratory, an affirmative action/equal opportunity employer, is operated by the University of California for the US Department of Energy under contract W-7405-ENG-36.

All company names, logos, and products mentioned herein are trademarks of their respective companies. Reference to any specific company or product is not to be construed as an endorsement of said company or product by the Regents of the University of California, the United States Government, the US Department of Energy, nor any of their employees.

MAP 2: Badge Office and T-Division Location

