

SUBCONTRACT REQUEST FOR TRAVEL PRE-APPROVAL

All travel must be authorized and approved by the appropriate Subcontract Technical Representative and Procurement Representative. Travel should always be in the best interest of the Company and the Government. There must be a legitimate, documented business purpose for authorization of travel expenses. All foreign travel requests must be approved in advance by the DOE through its Foreign Travel Management System (FTMS) and approved below by the Foreign Travel Office. Please reference UCN-22427 for Travel Reimbursement Policy.

TRAVEL TYPE AND TRAVEL INFORMATION:

SUBCONTRACTOR NAME: _____ SUBCONTRACT NUMBER: _____

SUBCONTRACTOR EMPLOYEE NAME: _____ SUBCONTRACTOR EMPLOYEE BADGE NUMBER: _____

PURPOSE OF TRAVEL: *(If attending a conference, conference number name required, write conference website address, if available)*

OTHER SUBCONTRACT EMPLOYEES ATTENDING *(If YES, please include the names)*

YES NO

OTHER CNS EMPLOYEES ATTENDING? *(If YES, please include the names)*

YES NO

DESTINATION: _____

DOMESTIC TRAVEL: YES NO FOREIGN TRAVEL *(Requires Pre-Approval through Foreign Travel Management System (FTMS))*: YES NO

Request Travel Expenses

Airfare	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Taxi/Parking/Miscellaneous	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Personal Vehicle Mileage	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Rental Car	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Lodging	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Meals & Incidental Expenses	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Registration Fee(s)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO					

Departure Date: _____ **Return Date:** _____

FINANCIAL INFORMATION

Estimated Travel Costs: \$ _____

Additional Information / Comments:

APPROVALS

Subcontract Technical Representative _____ **Date:** _____

Procurement Representative _____ **Date:** _____

Foreign Travel Office (As Applicable) _____ **Date:** _____