![Pantex logo]

Subcontract Request for Travel Pre-Approval
(Reference CD-0036)

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 Department of Energy through its Foreign Travel Management System (FTMS) and approved below by the Foreign Travel Office. Please reference PX-6585, *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 PANTEX EMPLOYEES ATTENDING? *(If YES, please include the names)*

☐ YES   ☐ NO

DESTINATION:

DOMESTIC TRAVEL: ☐ YES ☐ NO   FOREIGN TRAVEL *(Requires Pre-Approval through FTMS:*   ☐ YES ☐ NO

Request Travel Expenses

Airfare	☐ YES	☐ NO	Taxi/Parking/Miscellaneous	☐ YES	☐ NO
Personal Vehicle Mileage	☐ YES	☐ NO	Rental Car	☐ YES	☐ NO
Lodging	☐ YES	☐ NO	Meals & Incidental Expenses	☐ YES	☐ NO
Registration Fee(s)	☐ YES	☐ 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:** _____