



SUBCONTRACT REQUEST FOR TRAVEL PRE-APPROVAL (February 2012)

All travel must be authorized and approved by the appropriate Task Order Representative, Business Analyst, Subcontract Technical Representative, Division Manager and Subcontract Administrator. Travel should always be in the best interest of B&W Technical Services Y-12, and the Government. There must be a legitimate, documented business purpose for authorization of travel expenses.

TRAVEL TYPE AND TRAVEL INFORMATION:

SUB EMPLOYEE NAME:

SUB EMPLOYEE NUMBER:

PURPOSE OF TRIP: (If attending a conference, conference name required; write conference website address if available)

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

YES NO

OTHER B&W Y-12 EMPLOYEES ATTENDING? (If YES, please include the names)

YES NO

DESTINATION:

Domestic Destination YES NO Foreign Destination YES NO

Requested 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

Task Order Representative:	DATE
Business Analyst:	DATE
Division/Department Manager:	DATE
Subcontract Technical Representative:	DATE
Subcontract Administrator:	DATE