

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 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: _____