



SUBCONTRACT REQUEST FOR TRAVEL PRE-APPROVAL (December 2014)

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 Consolidated Nuclear Security, LLC (CNS), and the Government. There must be a legitimate, documented business purpose for authorization of travel expenses.

TRAVEL TYPE AND TRAVEL INFORMATION:

SUPPLIER NAME:	SUBCONTRACT NUMBER:
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 CNS 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