



SUBCONTRACT REQUEST FOR TRAVEL PRE-APPROVAL (April 2010)

All travel must be authorized and approved by the appropriate 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

Traveler's Signature:	DATE
Task Order Representative:	DATE
Subcontract Technical Representative:	DATE
Division/Department Manager:	DATE
Subcontract Administrator:	DATE