



Operated for the U.S. Department of Energy by
Sandia Corporation

Albuquerque, New Mexico

STAFF AUGMENTATION CONTRACT ASSOCIATE – TRAVEL AUTHORIZATION

One copy is to be kept on file in the Department Office and one copy to be kept by the Contractor Employee.

date:

to: _____
 (SNL Line Manager)

from: _____
 (Name – Contract Associate)

subject: Contract Associate Travel Authorization

Below is the information pertaining to my pending business travel. When making reservations, I will remind the Travel Agent that my lodging must remain within per diem.

Project:

Task:

Dates of Travel
Business Purpose
Destination and Contact

FOR COMPLETION BY SNL MANAGER
<p>The trip detailed on this document is authorized.</p> <p>150% Rule (one box must be checked)</p> <p>I will accept expenses for lodging up to 150% of per diem if prior approval is obtained from the authorized supplier representative in accordance with the Federal Travel Regulations.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>_____</p> <p>SNL Next Level of Management Org. Mail Stop Date (Dept. Manager or above)</p>

Exceptional Service in the National Interest