



Operated for the U.S. Department of Energy
By National Technology and Engineering
Solutions of Sandia (NTESS)

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			
The trip detailed on this document is authorized.			
150% Rule (one box must be checked)			
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.			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
_____	_____	_____	_____
SNL Next Level of Management (Dept. Manager or above)	Org.	Mail Stop	Date