

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 the GSA Lodging allowance amount.

Project: _____ Task: _____

Dates of Travel: _____

Destination: _____

Business Purpose: _____

Contact: _____

FOR COMPLETION BY SNL MANAGER ONLY IF PER DIEM NEEDS TO BE EXCEEDED

Only in special circumstances may the GSA Lodging allowance amount be exceeded. A clear business justification (i.e., due to availability, team colocation, etc.; not for preference) must be provided for exceeding the GSA Lodging allowance (up to 150%). Meals & Incidental Expenses (M&IE) is also paid per the GSA M&IE per diem schedule.

The trip detailed on this document is authorized. I will accept expenses for lodging up to 150% of the GSA Lodging allowance amount if prior approval is obtained from the authorized supplier representative in accordance with the Federal Travel Regulations.

Yes No

SNL Line Manager Name
(Dept. Manager or above)

Org.

Signature

Date