



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.

Yes No

SNL Next Level of Management
(Dept. Manager or above)

Org.

Mail Stop

Date