



Your name must appear EXACTLY as it is on your driver's license.

# TRAVEL REQUEST

Name: <b>Required</b>	Employee #: Consultant	Work Phone #: <b>Required</b>	Date of Request: <b>Required</b>
Work Location (Bldg. /Rm.): <b>Required</b>	Home Phone: <b>Required</b>	E-Mail : <b>Required</b>	
Contract Name: STARSS III		Charge # (from your timesheet): 21606.CL2.WP1.C005.00	

**Comprehensive Justification for Trip** (attach additional page, if necessary): **Required**

Accompanying Personnel and Organization:

## TRAVEL ITINERARY

Travel From (City & State)	Travel To (Arriving Airport)	Final Work Destination (City & State)	Travel Date	# of Nights at this Location
<b>Required</b>	<b>if applicable</b>	<b>Required</b>	<b>Required</b>	<b>if applicable</b>
<b>if applicable</b>	<b>if applicable</b>	<b>if applicable</b>	<b>if applicable</b>	<b>if applicable</b>

Number of Vacation Days while on Travel: (Vacation days not to exceed length of trip or 5 days, whichever is fewer)

## TRIP REQUIREMENTS

Traveler should make airline, hotel, and car reservations through CONCUR online, <https://www.concursolutions.com/default.asp> or contact CI Azumano Travel (Nardy Tello) (888) 461-0022, ext. 3818 or [ntello@ciazumano.com](mailto:ntello@ciazumano.com). SSAI will purchase your airline ticket, provided this approved request has been received by your SSAI Travel Coordinator. **Your arrangements will be made by NPO.**

Foreign Travel? <input type="checkbox"/> Counter Intelligence (CI) Briefing required	Conference Registration Fee? Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ <b>Required</b>
Taking Laptop, (any IT equip.) on Foreign Trip? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, additional approvals are needed.	Estimated Cost: (air, hotel, per diem, conference fee, transportation, etc.)	\$ _____
<b>Required</b> Field Work: <input type="checkbox"/> Conference, Meeting, etc.: <input type="checkbox"/>	Requesting Cash Travel Advance: Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ _____
Registering in NCTS? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, e-mail your NCTS Registration Confirmation to your Travel Coordinator. (NASA only)	Airline Reservation: Yes <input type="checkbox"/> No <input type="checkbox"/>	Hotel Reservation: Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency Contact Information Updated In DELTEK: Yes <input type="checkbox"/>	Rental Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>	

## TRIP APPROVALS

**Driving own car**

**Passenger**

<b>Required in pen</b> Traveler's Signature	<b>Required</b> Date	Group Lead / Supervisor	Date	Contract or Program Manager Concurrence	Date
Customer Concurrence (i.e., ATR or TM) if applicable	Date	COR Concurrence (if applicable)	Date	Travel Coordinator Receipt	Date

## Estimated Travel Costs

## FOR TRAVEL COORDINATOR USE ONLY

Type	Amount	# of Days	Total	NCTS Registration Date:		
Airfare/Train				NCTS Approval Date:		
Lodging				CO / R Approval Date Sent:		
M&IE				CO / R Approval Date Received:		
Conference Fee				IT Equipment Approval for FN Travel:	In Process <input type="checkbox"/>	Complete <input type="checkbox"/>
Automobile Rental				Counter-Intelligence (CI) Briefing:	In Process <input type="checkbox"/>	Complete <input type="checkbox"/>
		Total \$				

## FOR ACCOUNTING USE ONLY

Date Submitted to Acct.:		Logged on Spreadsheet	<input type="checkbox"/>
Cash Advance Amount:	\$	Date Airline Ticket Approved	
Date Cash Advance Furnished:		Date Advance to Acct.	
		Post-Trip Report & Deltek TAB	<input type="checkbox"/> <input type="checkbox"/>