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| SSAI logo - icon blue wmfTravel Request |
| Name:       | Employee #:       | Work Phone #:       | Date of Request:      |
| Work Location (Bldg. /Rm.):       | Home Phone:       | E-Mail :       |
| Contract Name:       | Charge # (from your timesheet):       |
| **Comprehensive Justification for Trip** *(attach additional page, if necessary)*:       |
| Accompanying Personnel and Organization:       |
| TRAVEL ITINERARY |
| Travel From(City & State) | Travel To(Arriving Airport) | Final Work Destination(City & State) | TravelDate | # of Nights at this Location |
|       |       |       |       |       |
|       |       |       |       |       |
| 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 . SSAI will purchase your airline ticket, provided this approved request has been received by your SSAI Travel Coordinator. |
| Foreign Travel? [ ]  Counter Intelligence (CI) Briefing required |  Conference Registration Fee? Yes [ ]  No [ ]  | $       |
| Taking Laptop, (any IT equip.) on Foreign Trip? Yes [ ]  No [ ] If yes, additional approvals are needed. | Estimated Cost: (air, hotel, per diem, conference fee, transportation, etc.) | $       |
| Field Work: [ ]  Conference, Meeting, etc.:[ ]  | Requesting Cash Travel Advance: Yes [ ]  No [ ]  | $       |
| Registering in NCTS? Yes [ ]  No [ ]  If yes, e-mail your NCTS Registration Confirmation to your Travel Coordinator. (NASA only) | Airline Reservation: Yes [ ]  No [ ]  | Hotel Reservation: Yes [ ]  No [ ]  |
| Emergency Contact Information Updated In DELTEK: Yes [ ]  | Rental Vehicle [ ]  Personal Vehicle [ ]  Other [ ]  None [ ]  |
| TRIP APPROVALS |
|       Traveler’s Signature |      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 [ ]  | Complete [ ]  |
| Automobile Rental |  |  |  | Counter-Intelligence (CI) Briefing: | In Process [ ]  | Complete [ ]  |
|  |  | Total $ |  |  |  |  |
| FOR ACCOUNTING USE ONLY |  | Logged on Spreadsheet | [ ]  |
| Date Submitted to Acct.: |       |  |  | Date Airline Ticket Approved |       |
| Cash Advance Amount: | $       |  |  | Date Advance to Acct. |       |
| Date Cash Advance Furnished: |       |  |  | Post-Trip Report & Deltek TAB | [ ]  [ ]  |
| Science Systems and Applications, Inc. Form 02ACCT-08/2016 |