



Sandia National Laboratories

Operated for the U.S. Department of Energy by
Sandia Corporation

Albuquerque, New Mexico

CONTRACT ASSOCIATE – TRAVEL AUTHORIZATION

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 Line Manager

Org. Mail Stop

Date

Exceptional Service in the National Interest