

Contractor Travel Authorization Request

Official Contract Number: _____

Task Order #: _____ PO#: _____

Date of Request: _____

Name (Last, First, Middle): _____

Signature Required: _____  Date Signed: _____

Position Title: _____

Security Clearance: Adjudicated None Awaiting Approval

Customer: Department of Veterans Affairs

Organization: Cooper Thomas, LLC

Phone No.: (202) 387-8366 Phone Extension _____

Travel Dates: Start: _____ Ending: _____

Traveling From: _____ Airport Code: _____

Traveling To: _____ Airport Code: _____

Airplane Ticket #: N/A Hotel Confirmation #: N/A

Rental Car Confirmation #: N/A

Brief detailed purpose for trip:

Brief description of intended accomplishments in order to meet contract requirements /deliverables and or task orders: 

Duration of Trip (excluding travel days): _____

Approximate Costs: 

Transportation: _____

Lodging: _____

Per Diem: _____

Car Rental: (Compact vehicle) _____

Other: (Taxi, Metro, Bus, Train, Fees, etc.) _____

TOTAL: _____

Remarks:

Contractor Signature Required: _____  Date Signed: _____

I certify under penalty of perjury that this travel is in support of the contract terms/conditions listed in my contract and I am not billing the U.S. Government for personal travel or other expenses not related to the scope of the above contract requirements. I agree to comply with any recordkeeping, reporting, and request as required by The Department of Veterans Affairs and understand that failure to do so may result in non-reimbursements of any and all incurred travel expenses. In addition, I shall submit copies of all receipts upon request to the COTR and Contracting Officer. Focus of this meeting is organization and program management. There will be no information shared that will require security clearance, such as patient information.

Government Use Only:

Funding against contract number:

Authorization: _____

Program Manager: _____

COTR : _____

Approved: Yes No

Reason not approved:

Concurrence: _____

Contract Specialist

Date

**To be scanned into Official Contract File