

COOPER ❖ THOMAS

Contractor Travel Request Form

Please fill out this form completely and fax to Robert Vigh at (202) 588-8201, or scan/email to robert.vigh@cooperthomas.com

Name:	Email Address:	Date:
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Contract Name / PO# / VA Program Manager (Please Select One):	
<input type="checkbox"/> DQ Framework / #C90091 / Beth Franchi	<input type="checkbox"/> VeHU / All Tracks / Becky Monroe
<input type="checkbox"/> HIA / #C00067 / Charlie Stroup	<input type="checkbox"/> HIM / #C00075 / Karla Porter
<input type="checkbox"/> Executive Communications / #C90150 / Gail Graham	

Reason for Travel:			
Departure Date:	Return Date:	Departure City / State:	Destination City / State:
Est. Airfare:	Est. Ground Transportation:	¹ Per Diem Lodging:	¹ Per Diem M&I:

Additional Notes:

¹ Please visit the [GSA website](#) for current domestic Per Diem rates. Please note that, on travel days, meals and incidentals are reimbursed at 75% of the daily rate.