

TRAVEL AUTHORIZATION REQUEST

Request Date		Charge Code	
Requester			
E-Mail		CONTRACT #	W52P1J-12-G0053-0002
Project Title	US Army Reserve Material Management Team (MMT)		
Traveler		E-Mail	
Title		Location	
Company	The Logistics Company		
Purpose			
Description			
	Destination 1	Destination 2	Destination 3
Destination			
Origin			
Departure Date			
Return Date			
Number of Days			
Airfare			
Lodging			
Rental Car			
Per Diem			
Mileage			
Reimbursables			
TOTAL			
Travel Total			
		Advance Required	
Notes			

Requester _____

Team Lead _____

Program Manager _____

COR _____

Contracting Officer Representative (COR)

APPROVED

DISAPPROVED