

ACT CONTRACTOR TRAVEL REQUEST

Recommended traveler	Contractor Company	COTR Name / Ext	Reason for Travel	Other ACT personnel attending
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Travel by the contractor to the following places in the following order is requested. The dates and times shown are those for which the presence of the traveler is Required to complete the NATO mission.

Place(s)	From Date/Time	To Date/Time	Transport Cost Ceiling \$	Expiration Date/Time Of Transport Reservations

Travel is requested by (list all applicable): ___ Airline ___ POMV ___ Rail ___ Rental vehicle (Justification required)

This travel is IAW ACT Travel Regulations and cannot be performed by a member of the ACT Peacetime Establishment
 Note: **COTR may approve if the travel is authorized in an existing contract. For travel outside of an existing contract, ACOS approval is required.**

COTR Signature/Date

ACOS Signature/Date

FUND MANAGER SECTION - Complete this section only when the travel is not authorized within a HQ SACT contract and a contract modification with additional funded is required.

Account to be charged: _____

Fund Manager Signature/Date

CONTRACTING OFFICER SECTION

Purchase Order/Contract Number _____

Rental Vehicle approved? Yes No

Contracting Officer Signature/Date

CONTRACTOR COMPANY SECTION

Company elects In-House Travel Agency to procure primary transportation and understands that the In-House travel agency will invoice HQ SACT directly for applicable costs.

Company does not elect In – House Travel Agency at this time, however acknowledges and accepts established ceiling cost and transportation expiration date and time for respective tentative reservation.

Acceptance
 Print Name _____, Signature _____