

Travel Request Process

1. Prepare to submit the request at least two weeks PRIOR to the departure date and verify that you are using the most recent Travel Request Form. Emergent Travel must include justification from the Customer for the short approval timeline.
2. Utilize your company's Travel Reservation process to collect estimated costs.
 - While looking or Airfare and Car Rental options please take screenshots that show the options for multiple providers, including the option you are selecting.
 - The JTR only allows reimbursement for Economy Cars.
3. Fill in each of the grey fields on the form:
 - Name, Task Order, Company, Travel Dates, Travel From/To
 - Do NOT include any additional days of personal travel in the estimate
 - Airfare and Car Rental Daily Rate entered on the form should match the screen shots referenced above
 - The form will automatically generate the Per Diem. If the location you are traveling to is not in the drop down, please use Standard as the selection.
 - Other can include tolls, fees etc. – you must include comments for what you are including in the other field.
 - You must also include the purpose of the trip.
4. Once the travel request is complete and all supporting documents are obtained, submit your package to Marcia Cooper, Marcia.S.Cooper@saic.com.
 - When the form is submitted you MUST include the screen shots referenced above. **DO NOT confirm your reservation at this time!**
5. Upon the verification that all estimates are accurate and all fields are complete, the request will be routed for the necessary approvals and verification of funding (ex: SAIC, TPOC, and COR).
6. You will receive an email from Marcia Cooper upon the final approval stating that your travel has been approved, and providing charging guidance.
7. **Now you can book your travel!**