REQUEST FOR APPROVAL OF CASH PURCHASE OF TRANSPORTATION IN EXCESS OF $100

NNSA Employees

Name of Traveler: _____

DOE Organization/Location: _____

Date of Purchase: _____ Amount: $ _____ Travel Authorization: # _____
(6 alphanumeric characters)

Reason for Cash Purchase: _____

_____

_____

_____

_____

_____

_____ _____
Traveler's Signature Date

_____ _____
Requesting Officials Signature & Title Date

Approved ☐
Disapproved ☐

_____ _____
Date Cindy A. Lersten
Associate Administrator for Management & Budget, NA-MB-01

Submit (1) completed form and (2) approved travel authorization to Joy Viars (202.586.0101):

NA-MB-01, Forrestal | Fax: 202.586.4856 | Email: joy.viars@nnsa.doe.gov

Revised September 2011