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

For Non-NNSA Headquarters 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 Director, Office of Finance and Accounting

Submit (1) completed form, (2) copy of receipt, (3) approved travel authorization, and (4) AdTrav cost estimate to:

CF-11 | Fax: 301.903.5240 | Email: accounting.customer@hq.doe.gov

Revised September 2011