



Geospatial Systems

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| Document Number: CML-1400-01-031-01 | Rev: A |
| Document Title: Alternate Travel Form | Page: 1 of 3 |
| Point of Contact: Lorinda Hertz | Supersedes: Enter also in superseded table |

1.0 PURPOSE

This document describes how to complete and submit an Alternate Travel Form for required approval prior to any business travel which includes personal plans

The Alternate Travel Approval Form is also required to obtain authorization prior to the use of a personal vehicle while on company business.

2.0 SCOPE AND INSTRUCTIONS

Reference document CML-1400-01-031.

3.0 TECHNICAL DATA MARKINGS

N/A

4.0 ASSOCIATED DOCUMENTS

| Document Number | Title |
|-----------------|--|
| CML-1400-01-031 | Alternate Travel Approval |
| 94-01 | Employee Travel & Entertainment Expenses |

5.0 SUPERSEDED DOCUMENTS

| Document Number | Title |
|-----------------|-------|
| N/A | |

6.0 CHANGE TABLE

| Rev. | Section | Changes Made / Point of Contact for Change | Date |
|------|---------|--|------------|
| - | All | Initial Release (Lorinda Hertz) | 09/27/10 |
| A | All | Simplification Form Layout (Lorinda Hertz) | 01/14/2013 |
| | | | |

Approved by Traveler:

Date:

4/24/2014

Approved by Supervisor:

Date:

4/24/14

Approved by Government Compliance Travel Administrator:

Date:

e-Mail to Lorinda.Hertz@exelisinc.com or Fax Form to Government Compliance Travel Administrator
585-269-5202 or 585-269-6319

Add Appropriate Technical Data Markings

Document Number: CML-1400-01-031-01
Exelis Proprietary Information

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