|  |  |
| --- | --- |
| Exelis_use for header_New.jpg | **Geospatial Systems** |
| **Document Number:**  | CML-1400-01-031-01 | **Rev:** | A |
| **Document Title:** | **Page:** | 1 of 3 |
| Alternate Travel Form | **Supersedes:** |
| **Point of Contact:** | Lorinda Hertz | Enter also in superseded table |

# 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.

# Scope and instructions

Reference document CML-1400-01-031.

# Technical Data markings

N/A

# Associated Documents

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

# Superseded Documents

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

# 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 |
|  |  |  |  |

**FORM MUST BE COMPLETED AT THE TIME OF THE RESERVATION, PRIOR TO TICKETING – AND APPROVED BY THE TRAVELER’S SUPERVISOR & VERIFIED BY THE GOVERNMENT COMPLIANCE TRAVEL ADMINISTRATOR**

**Form Used When: Combining Business and Personal Travel Plans or**

 **When Using Personal Vehicle Outside 100 Mile Radius of Originating Location**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Traveler**: Mark Hazel |  |  | Ext.: |  |
| **Dept. Administrator**: | Sandra Butler |  | Ext.:5100 |  |
|  |  |  | Fax No.: |  |
| **REQUIRED: CLIQBOOK Quotes** for AIR / HOTEL / CAR | Date Quotes Obtained:  |  |
| **BUSINESS** Destination(s): | Date(s) of BUSINESS Travel: |  |
| **Clifton, NJ/Rochester, NY** | 11/17 – 11/22, 12/1 – 12/20 |  |
| **ALTERNATE CITY** Destination(s): | Date(s) of PERSONAL DETOUR Travel: |
| **Roch/Clifton/RI/Clifton/Roch** | 11/23 – 12/1,  |  |
| **Business Purpose(s)**: | GPS III SW Script Testing |
| **Travel Charge No’s**: 96711238 |  |
| **REASON FOR ALTERNATE TRIP ITINERARY**:  | Combining Business with Personal Travel |
|  (Check As Appropriate) | Driving Personal Vehicle |
| **TRAVELING WITH**: | Exelis Employee(s): |
|  (Check As Appropriate) | Non-Exelis Employee (Family / Friend(s): |

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **Business Travel Plans ONLY** | **Business & Personal Travel Plans** **or Using Personal Vehicle** | **B** |
| ***WITHOUT*** *Alternate Travel* | ***WITH*** *Alternate Travel* |
| **QUOTES** & **Supporting Documentation Required** |
| Destination(s) | Roch/Clifton/Roc | Roc/Clifton/RI/Clifton/Roch | Quotes Attached **Without | With** |  |
| Date(s) | 11/17 – 11/22 & 12/1/- 12/22 | 11/23 – 12/1 | Alternate Travel **YES | NO** | **ACTUAL** |
| Airfare | None | None |  |  |  |
| Hotel | $751.80 & $2,906.41 = $3658.21 | $3658.21 |  |  |  |
| Rental Car | $1019.04 | $1698.36 |  |  |  |
| Mileage | 0 | 0 |  |  |  |
| Meal (Per Diem) | $1494.50 | $1494.50 |  |  |  |
| Misc. | gas $175.00  | gas$205.00 |  |  |  |
| Total |  6346.75 | $7056.07 |  |  |  |
| **Savings** Due to Alternate Travel: | **$** |  |  |  |
| **Increase** Due to Alternate Travel: |  **$709.32** |  |  |  |
| **To be calculate by Government Compliance Travel Administrator** |

|  |  |
| --- | --- |
| Comments: | Mark kept rental 12/20 – 12/31 when he returned, He will pay the difference.  |
|  |
|  |  |  |
| Approved by **Traveler:** |  | Date: |
|  |  |  |
| Approved by **Supervisor:** |  | Date: |
|  |  |  |
| 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**