

SNS Reservation Request Form

The following checklist is made available for the Traveler in order to prepare for the call to the Travel Office to request travel arrangements. The Traveler may also complete the form and fax it to the Travel Office at 865 576-5436, or e-mail to catej@ornl.gov.

Employee Name and Badge Number or Non-employee Name (required):

Reviewer/Contact (badge/name). This person will receive copy of itinerary (required):

Departure Date and Time (required):

Return Date and Time (required):

Valid Cost Object (required):

Travel Type (required):

- | | |
|--|---|
| <input type="checkbox"/> Business - Domestic | <input type="checkbox"/> Foreign Consultant (Contract) |
| <input type="checkbox"/> Business - Foreign | <input type="checkbox"/> Foreign Consultant (No Contract) |
| <input type="checkbox"/> Conference/Convention | <input type="checkbox"/> In-bound Move |
| <input type="checkbox"/> Consultant (Long Term) | <input type="checkbox"/> Interviewees |
| <input type="checkbox"/> Consultant (Short Term) | <input type="checkbox"/> Out-bound Move |
| <input type="checkbox"/> Coop/Summer Student | <input type="checkbox"/> Temporary Assignment - Domestic |
| <input type="checkbox"/> Domestic Cost To Others | <input type="checkbox"/> Temporary Assignment - Foreign |
| <input type="checkbox"/> Foreign Conference | <input type="checkbox"/> Training |
| <input type="checkbox"/> Foreign Cost To Others | |

Conference Name (if applicable):

Ticket Pickup Location (required); check one:

- | | |
|---|---|
| <input type="checkbox"/> None (if airline tickets are not needed) | <input type="checkbox"/> 1062 (Travel Office) |
| <input type="checkbox"/> Electronic | <input type="checkbox"/> NTRC |
| <input type="checkbox"/> Plant Mail | <input type="checkbox"/> SNS |
| <input type="checkbox"/> Y-12 Delivery | <input type="checkbox"/> 1099 Comm. ETPP |

Are any prepayments required by Travel Services? Yes No

Hotel Deposit

Prepaid Registration

Other Advance

First Business City, State/Country (required):

Primary Transportation Method:

- | | |
|---|--|
| <input type="checkbox"/> Charter Plane | <input type="checkbox"/> Rental Automobile Driver |
| <input type="checkbox"/> Government Car Driver | <input type="checkbox"/> Rental Automobile Passenger |
| <input type="checkbox"/> Government Car Passenger | <input type="checkbox"/> Personal Car Driver |
| <input type="checkbox"/> Plane | <input type="checkbox"/> Personal Car Passenger |
| <input type="checkbox"/> Train | |

Is a rental car required at the business location? Yes No

Additional Business Locations and date and time business begins and ends in each location (required):

City, State/Country:

Date/time Business begins and ends:

Hotel Arrangements::

- Hotel name
- City
- Date and time needed