

## APPENDIX D

### TRAVEL REQUEST AND REPORT FORMS STAFF TRIP REQUEST\*

DATE:

**1. Executive/Strategic Issues:** How does this trip fit into contract requirements, priority projects and performance goals?

**2. Background (The 5 Ws: Who, What, When, Where, Why):**

- Purpose of Visit:
- Who will be attending and number of attendees:
- Dates of Travel:
- Planned Itinerary:
- Location(s)(city, state, installation):
- Destination Point of Contact Name, e-mail and telephone:
- Cost: TOTAL: \$xx.00
- Per diem: \$xx (x number of days)
- Method of travel:
- Air/flight cost:
- Mileage: \$xs.00 (POV)
- Rental Car: Yes/No
- Cost of Rental Car:

**3. Discussion:**

- State why the purpose of this travel cannot be accomplished via other means, to include conference call, Video teleconference (VTC), webinar, or virtual delivery method?

**4. Government ODASD(MC&FP) Decision:**

\_\_\_\_\_ Approved  
\_\_\_\_\_ Disapproved  
\_\_\_\_\_ Other

\*Trip requests are due to the government not less than six (6) weeks before travel.

## **SECO STAFF TRIP REPORT\*\***

**LOCATION: City, State, Installation**

**DATES OF TRAVEL:**

**CONTRACT NUMBER:**

### **1. Itinerary (Example):**

- List individuals/groups met with to include purpose of meeting, title and contact information.

### **2. Observations and feedback:**

- Summarize each planned meeting and as well as significant unplanned meetings and contacts.
- Describe plans developed that will result in positive steps forward.
- Describe any challenges that were identified.
- Describe any other information pertinent to the trip.

### **3. Next steps:**

- List follow up thank you letters to be sent and to whom
- Describe any commitments made
- Describe next steps related to this travel
- List any due-outs
- List specific actions for the chain of command

### **4. List attachments:**

### **5. Prepared by:**

- Name:
- Telephone Number:
- E-mail:

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\*\*Trip reports are due to the government not less than five (5) work days following trip completion.