

| Field | Field Data | Description |
|--------------------------|-------------------|--|
| TO # | Number | The Task Order Number that the travel will be charged to |
| TO COR Approver | Name | Name of Task Order COR who is the Approver of any travel |
| Travel Requestor | Name | Name of Contractor requesting travel; the traveler |
| Request Dt | Date | Date of Request (should be submitted at least 14 days prior to actual travel) |
| Travel From | Location Name | Departure Location |
| Travel To | Location Name | Destination Location |
| Depart Dt | Date | Departure Date |
| Return Dt | Date | Return Date |
| Airline / Flight # | Text / Number | The name of the Airline and the Flight # for the flight. |
| Travel Cost Est | Currency | Estimate of the travel expenses for the trip. Should include estimated airfare, car rentals, lodging, meals and incidentals. Estimates for lodging, meals and other incidentals can be generated using the approved Federal Government Per Diem rates for the destination (http://www.gsa.gov/portal/category/100120). |
| Purpose of Travel | Text | Brief statement explaining the purpose of the travel. |
| Travel Approved | Yes/No | Indicator for whether Travel has been approved. |
| Approval Dt | Date | Date travel is approved by TO COR, which will be up to five days from the receipt of the request. |
| Itinerary Change (IC) | Yes/No | Indicator for a change to the original submitted travel dates or if there is a cost increase |
| IC Approved | Yes/No | Indicator for approval of the Itinerary Change |
| IC Approval Dt | Date | Date of Itinerary Change approval |
| Travel Completed | Yes/No-Cancelled | Indicator for whether the travel has been completed. The appropriate responses would be Yes it is completed or No because it was cancelled. |
| Travel Receipts Received | Checkbox | Indicator for whether the travel receipts were received; this is typically at the same time the invoice is received, which is monthly |
| Invoice # | Number | Number of Invoice that includes this row's travel expenses/receipts. |
| Travel Docs Location | Hyperlink or path | Hyperlink or path to the travel documentation for this particular travel request. |