

**InfoReliance/Microsoft Contract - TRAVEL LOG****Contract No: NRC-DR-33-10-303**

TO #	TO COR Approver	Travel Requestor	Request Dt	Travel From	Travel To	Depart Dt	Return Dt	Airline / Flight #	Travel Cost Est	Purpose of Travel	Travel Approved	Approval Dt	IC Required	IC Approved	IC Approval Dt	Travel Completed	Travel Receipts Received	Invoice #	Travel Docs Location		

Acronyms:

TO COR - Task Order Contracting Officer's Representative

IC - Itinerary Change

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 ( <a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a> ).
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.