



Request for Travel

Procedure:

- Traveler must obtain written approval by the command section—justification is official business supporting the USAF mission
- Traveler must ensure CONS coordinates with the persons/agency directing of travel and approves/validates there is money on the contract and travel pay is allowed
- Argent Technologies coordinates with the Prime to let them know of imminent travel and secure that the bill will be covered and to expect an invoice/If Argent is the Prime, Traveler submits reimbursement form and receipts to Argent directly for payment
- Traveler makes their own travel arrangements and does the travel
- Upon return, Traveler files Expense Report and supporting receipts for approval and payment to Argent Technologies, LLC
- Argent Technologies, LLC submits the invoice to the Prime for payment and reimburses Physician upon payment/If direct award contract, Argent submits invoice to USG for payment. Upon payment from the USG, reimburse Physician

For planning purposes, all travel and per diem rates are IAW the JTR.

Please use the Expense Report form and send copies of receipts for reimbursement with your report. Submit all requests and reimbursements to Pamela at pfp@argenttech.net

Should you have any questions, contact Pamela at pfp@argenttech.net or LeAnna Miller at lmiller@prntulsa.com



Argent Technologies, LLC

EXPENSE REPORT

| | |
|-----------------|--------------|
| Purpose: | Name: |
| | |

| | Rate | # Days | Total |
|-----------------------------|--------------|--------|-------|
| Location: | | | |
| From: | | | |
| To: | | | |
| Mileage @ | | | |
| MI&E Per Diem | | | |
| Lodging (Room + Tax) | | | |
| Airfare | | | |
| Rental Car (Total with Tax) | | | |
| Rental Car Fuel | | | |
| Airport Parking | | | |
| Registration Expense | | | |
| Entertainment | Detail Below | | \$ |
| Miscellaneous | Detail Below | | \$ |
| | | | |
| | | | |
| | | | |

| | |
|------------------|----|
| Less Advance | |
| Net Due Employee | \$ |

Misc. Detail

| Date | Detail | Business Purpose | Amount |
|------|--------|------------------|--------|
| | | | |
| | | | |

| | |
|----------|----|
| Subtotal | \$ |
|----------|----|

Entertainment

| Date | Business Purpose | Amount |
|------|------------------|--------|
| | | |
| | | |

| | |
|----------|----|
| Subtotal | \$ |
|----------|----|

Send to: LeAnna Miller lmiller@prntulsa.com
 Ron Schaefer ronschaefer@argenttech.net
 Pam Patton pfp@argenttech.net

Submitted by: _____

Approved by: _____

Date: _____