



Request for Travel

Procedure:

- All official Travel must be authorized by either the USG or Argent Technologies prior to trip to ensure funding is in the current contract and it is an allowable, reimbursable expense
- Traveler must obtain written approval by the command section – justification is official business supporting the USG 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 Travel 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 [EMPLOYEE TRAVEL AUTHORIZATION FORM](#) and send copies of receipts for reimbursement with your [TRAVEL EXPENSE REPORT](#). Submit all requests and reimbursements to LeAnna Miller at lmiller@prntulsa.com

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