ASRU / PMRU / ADMIN / O&M / OTHER ACCT CODE_____

NPARL Limited Open Travel Request

Limited Open Travel authorizes an employees to travel to specified states, away from the station, at least 12 hours of duty time (if a single day) and is frequent, routine, repetitive work related to the agency mission, requiring reimbursement of per diem in addition to miscellaneous and incidental expenses. Funds are obligated in CATS when the unit secretary is advised of a planned trip. Upon return the traveler should submit a travel cover sheet and receipts within 5 days for a voucher to be processed.

Traveler:		
Effective Start Date:		**Expiration Date:** *(6 months or less)*
States included in travel:		
Travel Purpose: Mission	(Mission Related is used for site visits, field work, agency related trips)	Trips requiring individual travel authorizations: Conference Outreach/Presentation, Pre-Employment, Instructor Training
Additional Notes (*i.e. types of work performed and locations etc.*):		
Supervisor Signature (if not the RL):		**Date:**
Research Leader Signature:		**Date:**

In-house form authorized by NPARL, 1500 North Central Ave., Sidney, MT. Deliver to front desk for travel arrangements and documentation.

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