



NPARL LIMITED OPEN TRAVEL REQUEST WORKSHEET

Limited Open Travel (Type B) is authorized by the Plains Area Director on a quarterly basis for an employee to travel on a frequent basis for routine, recurring and repetitive work related to the agency to designated locations and plot sites on short notice. Typically, travel requires reimbursement of lodging and meals in addition to miscellaneous and incidental expenses. As a courtesy, please notify the travel arranger when you plan to travel on a limited open authorization. Immediately after returning on official travel the traveler must submit a travel cover sheet with receipts for reimbursement (within 5 days).

Accounting Code: ASRU or PMRU		Authorization #	
Traveler's Name:			
Start Date:		Expiration Date:	
Designated States/Area/Region			
<i>Mission-related Purpose:</i>			
Supervisor Signature (requests travel for employee):			Date:

This is an in-house form for NPARL, 1500 North Central Ave., Sidney, MT.

Type B travel authorizations allow travel on official business, is not considered local travel, is a distance greater than 35 away from the station for a minimum of 12 hours of duty time and incurs expenses such as lodging, transportation, laundry, tolls, parking, etc.