

CONTRACTOR TRAVEL AUTHORIZATION APPROVAL (CTAA) FORM

In coordination with your COTR, the completed & signed form (and relevant documentation) shall be provided to your Branch Head to approve then forward to DCOS (or representative) and BUDFIN (via FINS) as applicable. Fully approved form and relevant information must be provided to your authorized requestor and included as an attachment in the purchase requisition raised in FINS.

SECTION A		
a.	Traveller Name:	
b.	Company name:	
c.	Branch:	
d.	Purchase Order (PO) # and IFIB or RFP number (This can be obtained from COTR or KTR company)	
e.	COTR Name and Extension:	

SECTION B			
1	Destination(s) – Include exact location of event		
2	Means of Travel (Air etc.):		
3	Mission TDY Departure:	Mission TDY Return date:	Year to Date # of TDY days accumulated: _____
4	Event to be Attended (& Internal/External Event)	Dates & Time of Event	Justification (e.g. level of participation, function at event, project supported)
	Justification for travel outside of the prescribed dates in calling notice or conference agenda:		
5	Other known ACT Attendees:		
6	Other TDY within 5 days of this travel request? ¹	Y/N	If YES, provide dates and location:
7	Rental Car Requested?	Y/N	If YES, car rentals are on an exceptional basis when no public transit is available. Please provide rental car justification.

¹ If a separate TDY is within 5 days consideration may be given to paying for the contractor to remain at the TDY location.

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SECTION C – Contractor Company Travel Flat Fee Calculation

- The contract travel clause on all contracts was renewed on 1 January 2026. Contractors shall receive a **flat daily rate equivalent to the daily subsistence rate of the TDY location** for the duration of travel (in the event of multiple destinations, the TDY location is determined at the start of travel to that location).
- This flat daily rate is the **full company entitlement during travel**. The company is expected to utilise the excess funding on the travel days to reimburse indirect travels expenses such as trains, taxis, parking, etc. of its employees/subcontractors.
- Contractor companies shall bill HQ SACT in a single invoice for the agreed flat rate within 30 days of travel completion. Receipts are not required by the company; however, **Contractor personnel should coordinate with their company in advance of travel to understand employee entitlements and internal company policies regarding reimbursement and receipt requirements.**
- Include calling letter, conference invitation, meeting invitation or equivalent documenting the mission requirement. Absence of appropriate documentation will lead to rejection of travel requests by the relevant fund manager or BUDFIN (Travel Office).

SECTION C - TRAVEL DISCLAIMER

- I certify that no part of the cost of this trip is being covered by another organization, and that all the information provided on this form is accurate and complete. I understand that all travel must be coordinated through the NATO-designated travel office, not designated airline directly. I confirm that I am **not** authorized to add any additional personal days to my official trip nor make any changes to my travel plan once approved
- Additionally, I acknowledge the NATO requirements for rental car use, confirming that I will select the fully covered insurance when booking a vehicle, if authorized. I understand that the rental car will be used exclusively for official NATO business and not for personal purposes. I acknowledge all responsibility in ensuring that I am fully covered by insurance and that I am not insured as a passenger in a NATO owned or leased vehicle.
- I also certify that I have informed my corporate leadership about my upcoming trip, and that I am covered by corporate insurance in the event of a medical emergency. I acknowledge that I am responsible for any costs related to medical situations.

Traveler's Name (Printed):

Date:

Signature:

Date:

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SECTION E - TRAVEL AUTHORITY APPROVALS

Virtual Options Assessed? **What virtual options were assessed? By whom? Why was the option rejected?** (Simply stating that in person attendance is required or better suited is not sufficient)

COTR Name: _____

*I confirm that this contractor travel request, including the justification for travel, route, **Dates** and associated costs are accurate and that no PE staff is available to support this travel. I further certify that all virtual options have been explored agree that the virtual options are not acceptable.*

Recommendation for rental car based on justification. Y/N

Travel Approval is Recommended: Y/N

Signature: _____ Date: _____

Branch Head Name: _____

*I confirm that this contractor travel request, including the justification for travel, route, **Dates** and associated costs, has been reported to my DCOS EA in the branch bi-weekly report.*

Recommendation for rental car based on justification? Y/N

Travel is Approved: Y/N

Signature: _____ Date: _____

BUDFIN
Contracting Officer Name: _____

Signature: _____ Date: _____

Rental Car based on justification at Section B para 8 approved? Y/N

IF approved – Rental car must be booked through CI Travel along with Airfare

Signature: _____ Date: _____

DCOS (DCOS Representative) Name: _____

Travel in excess of 3 TDYs per annum is deemed to be necessary and essential for ACT’s mission.

Signature: _____ Date: _____

*As TAA, I endorse the above request for travel:
“From an operational perspective, the travel is required to support our organization’s mission.
That this requirement cannot be accomplished via virtual/VTC or other less expensive means.
That you have tried to combine essential missions / functions where possible to reduce the total amount of travel / cost involved.
That the travel request has been scrutinised by the TAA to ensure that the proposed dates, modes of transport, routes and the numbers of HQ SACT attendees will ensure the best value for money for NATO resources.”*

NOTES

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- **Destinations(s).** TDY destination(s) need to be clearly described – a town or city etc.
- **Travel Dates / Duty Dates.** Travel dates must be **inclusive** from the moment of departure from HQ SACT/Norfolk until the time of return. If you are undertaking any other additional NATO travel, within 5 days, either side of this request you must indicate this information including destinations and dates. Duty dates should start and end on the start/end dates of the event being attended, not the time flights arrive and depart.
- **Purpose and justification.** Purpose of travel / duty needs to be clearly stated and not consist of a list of acronyms that mean nothing to the uninitiated. Please be specific and justify why the activities you are proposing to attend as part of your duty travel request cannot be completed by either other ACT attendees or by other means.
- **Other ACT Attendees.** List of known ACT attendees – assists with understanding group transportation requests, applications for hire cars etc.
- **Virtual Options:** Review of event notification to see if there is a virtual option. If no virtual option, has a request been sent to the host of the event to see if one can be added. If option available, provide justification as to why it is necessary to travel.

- **Rental Car / Rental Car Justification.** Requests for rental cars should be considered the exception not the rule. The Financial Controller, through the Travel Officer, will review and may decline requests, regardless of TAA approval. **Public transportation is the default mode of transport.**
 - a. If your mission requires you to have the added flexibility and convenience of the use of a rental car, the onus is on you to clearly justify why the added cost and exposure to liability from renting a car provides value for money for NATO.
 - b. Personal convenience, preference of specific accommodation. are not justifiable reasons.
 - c. Finally, NATO rented vehicles can only be used, by NATO personnel, on NATO business'. Contractors are not allowed in ACT rented vehicles

Any incorrect or missing relevant information relating to your trip could, at best, inconvenience you, and, at worst, end up costing you money in disallowed expenses. **Please seek advice early and get confirmation well in advance.**
Any changes, before or during travel, to this form must be resubmitted (without exception) to the TAA for re-approval and uploaded to FINS