

TRAVEL MANUAL  
August 9, 2001

ATTACHMENT H

**TRAVEL INTERPRETATION / PROPOSED CHANGE FORM**

- (Please check one)  Request for Travel Policy/Procedure Interpretation  
 Request for Travel Policy/Procedure Change

List policy/procedures as stated in the manual, reference section and page number:

List proposed change or state what need to be interpreted.

Justification for change/interpretation. List specific situations and frequency of occurrence. Does the change reflect cost savings to ORAU/Government or what benefits would result if the change is made? Please attach additional documentation or information if necessary.

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

*Please forward completed form to [Brownr@orau.gov](mailto:Brownr@orau.gov) or mail to Rosie Brown, Travel Office, MS-48.*

Date Received Travel Office: \_\_\_\_\_

Recommendations / Comments:

Approvers Response:

Approved by:

Date: