

REQUEST AND AUTHORIZATION FOR EXPENDITURE OF OFFICIAL RECEPTION AND REPRESENTATION EXPENSES

1. NAME OF REQUESTING OFFICIAL:

2. TITLE AND ORGANIZATION:

3. DATE OF PROPOSED FUNCTION:

4. TOTAL ESTIMATED COST: \$

5. PURPOSE AND NATURE OF FUNCTION: *(Use additional sheet as necessary)*

6. NAME AND ADDRESS OF ESTABLISHMENT OR OTHER PLACE AT WHICH FUNCTION IS TO BE UNDERTAKEN:

7. DOE OFFICIAL DESIGNATED TO ACT AS OFFICIAL HOST:

.....
(Name)

.....
(Official Designation)

8. NAMES AND TITLES OF HONORED GUEST(S) AND OTHER PERSONS EXPECTED TO ATTEND:
(Use continuation sheet as necessary)

A. Honored Guest(s):

B. DOE Personnel:

C. Contractor Personnel:

D. Others *(Specify affiliation)*:

If the total of numbers for items B, C, and D above exceed those for item A, an explanation of the necessity therefor:

NOTE: An Appropriate Voucher Must Be Submitted Within 15 Calendar Days of Function or Within 10 Calendar Days of the End of the Fiscal Year, Whichever is Earlier

9. REQUESTED BY:

.....
(Signature)

.....
(Official Designation)

.....
(Date)

10. ADMINISTRATIVE APPROVAL: I certify that funds are available in the amount specified above.

A. Authorization No.

C. Appropriation limitation symbol:

B. Date of Auth.:

D. Program symbol: E. Allotment:

.....
(Signature)

.....
(Title)

11. CERTIFICATION OF AUTHORIZATION: The function described above is hereby directed and official entertainment expenses necessary therefor are authorized in accordance with conditions outlined in this authorization.

.....
(Signature of Authorizing Official)

.....
(Official Designation)