



TRAVEL ADVANCE REQUEST & AUTHORIZATION
(MILEAGE, TRANSPORTATION, LODGING)

PART I (To be filled out by traveler)

Name: _____ Title: _____

Purpose of the travel: _____
(Please attach agenda or notice of meeting and specify funding source)

PART II

Contact/Message Phone Number: (____) _____

Date and Time of Departure: _____

Date and Time of Return _____

Method of Transportation: __ air __ train __ bus __ private auto __ rental Estimated Miles _____

Name and Address of Lodging: _____

Per Diem Allowance: _____ (days) @ \$50 per day \$ _____

Transportation or Mileage (_____ miles @ \$0.36 per mile).....\$ _____

Lodging Fees..... \$ _____

Registration Fees.....\$ _____

Miscellaneous Expenses (Specify :_____). \$ _____

TOTAL ADVANCE REQUESTED..... \$ _____

I understand that I am responsible for assuring the above travel is cleared within 3 working days of the trip. I agree to allow travel expenses to be deducted from any funds that are owed to me for travel or salary. I agree to turn in all travel receipts immediately upon my return.

Signature of Traveler

Date

PART III (To be completed by Supervisor & Tribal Council)

___ Approved ___ Disapproved

Signature of Supervisor

Signature of Tribal Council Member

PART IV (To be completed by Finance Department)

Signature of Fiscal Officer

Date