

TRAVEL ADVANCE



Date: _____ Employee: _____ Vendor #: _____
 Dept./ _____
 Program: _____ Fund(s) That Will Be Charged: _____ Required Travel: ____ (Y or N)

Business Purpose: _____

Destination(s): _____ Date(s) of Business Activity: _____ to _____

1st Day of Travel: _____ Last Day of Travel: _____ Return to Work Date: _____

Will you receive any personal compensation from the sponsor? _____ If so, please itemize/describe below:

Will any costs of this trip be reimbursed to you or to the Tribe? _____ If so, please itemize/describe below:

(Deductions for any Provided Meals)
 (Insert negative number)

Dates of Travel	Daily GSA Per Diem *	Breakfast	Lunch	Dinner	Net Per Diem	Hotel **	Total Daily
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
Subtotal for Per Diem Expenses & Hotel					\$	\$	\$

* 1st and Last Day of travel should be listed at ¾ of the Full Day GSA rate for your city.

** Only if not required by hotel to utilize Tribe's credit card

Mileage (# of miles _____ x \$0 _____ (current GSA rate)	Is a GSA Vehicle available? ____ Yes ____ No	\$
Airline Luggage Fees		\$
Taxis / Other Transportation / Parking		\$
Other Anticipated Costs You Expect to Incur:		\$
Travel Advance Amount - charged to: _____ - _____ - 1202		\$

Note: If driving in a personal vehicle instead of flying to the destination, please provide a printout showing the comparable airfare (lower amount is reimbursable). Please submit this form to the Finance Department **3-7** days before the 1st day of travel to allow for timely processing. A Travel Settlement form must be submitted within 3 days from the actual Return to Work Date. Failure to settle in this timeframe, and to simultaneously remit any reimbursement due to the Tribe, may result in refusal of further travel, payroll deductions and/or disciplinary action.

 Employee Signature Date Manager/Director Date Responsible Accountant Date