

TRAVEL AUTHORIZATION



Note: This form is NOT required for local travel or when no charges are being made to the Nez Perce Tribe's credit card for airfare, hotel or car rental costs.

Date: _____ Employee Name: _____ Vendor #: _____

Program: _____ Fund(s) That Will Be Charged: _____ Required Travel: ____ (Y or N)

Business Purpose: _____

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

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:

ESTIMATED COST OF TRIP (PRELIMINARY ONLY):

Estimated Meals & Incidental Expenses	\$
Mileage (# of miles _____ x \$0.____ (current GSA rate)	\$
Hotel (# of nights _____ x \$ _____ per night) Hotel Name: _____	\$
Airfare	\$
Registration Fee (separate Requisition required)	\$
Car Rental	\$
Airline Luggage Fees	\$
Taxis/Other Transportation/Parking	\$
Other Miscellaneous Costs	\$
Total Estimated Cost of Trip	\$

Note: This form must be accompanied by a preliminary itinerary showing airfare, hotel and car rental costs, if any. When Manager/Director and Accountant approvals are obtained, Finance will scan and e-mail this Authorization to the traveler, Purchasing Specialist, Accountant and to the Tribe's authorized travel agency to finalize booking travel arrangements, and this shall serve to authorize the agency to charge the Tribe's credit card or other accounts, as needed. Alternatively, an employee may proceed to book their own arrangements, keeping in mind that the lowest costs should always be obtained.

A Travel Advance Request should be submitted by the Employee to Accounts Payable 3-5 business days before the Departure Date, with final Settlement due within 3 business days of returning to work.

Employee _____	Date _____	Manager/Director _____ (of Budget charged)	Date _____	Responsible Accountant _____	Date _____
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