



EASTERN BAND OF CHEROKEE INDIANS
 Travel Authorization / Advance / Reimbursement Form
 (Approval is required 2 weeks prior to trip)



Name _____ Department _____

Destination _____

Departure Date _____ Return Date _____

Purpose of Travel _____
 (attach documentation)

Program Director Approval _____ Date _____

Executive Director Approval _____ Date _____

Executive Committee Approval _____ Date _____

Compliance Office Approval _____ Date _____

	<u>Advance</u>	<u>Actual</u>	
Airfare Cost	_____	_____	
Per Diem* (days @ \$)	_____	_____	* Includes food, dry
Hotel (days @ \$) (receipt required)	_____	_____	cleaning, laundry, and
Mileage (@ .365)	_____	_____	tips. (Telephone and
Beg. Odometer _____ End. Odometer _____	_____	_____	taxi cab fares are not
Rental Car/Taxi (receipt required)	_____	_____	per diem and must be
Fees (receipt required)	_____	_____	accounted for separately.)
Miscellaneous Expense (days @ \$5.00)	_____	_____	
Total Cost	_____	_____	
Less (registration, airfare, etc.) ()	()	()	
TOTAL ADVANCE (a)	<u>_____</u>	(b) <u>_____</u>	

Due to Tribe: (a-b) \$ _____ or Due to Traveler: (b-a) \$ _____
 Pay at Finance Office Submit to Accounts Payable

* Any amount over Federal Per Diem rate is subject to Federal taxes. The tax on that amount will be withheld through payroll for all Tribal employees.

**This form must be completed within 5 working days subsequent to the trip and filed with the Compliance Office. If not, wages may be garnished in the amount owed for the travel advance. Also, future travel advances will not be processed until previous travel has been reconciled and submitted to the Compliance Office.

Note: IRS Expense Record Requirements

1.) All expenses must be supported for the IRS by a receipt or proof of payment and any expense should be supported for the employee's protection, except for per diem and mileage.

I certify that I have read the information above, and I certify that the advance will be used for business expenditures.

 Signature

 Date

UPON RETURN OF TRIP

I certify that all monies spent were for business expenditures only. Also, all receipts used to reconcile my travel are true and correct and were necessary during this business trip.

 Signature

 Date