

# TAKU RIVER TLINGIT FIRST NATION

## Pre-Travel Authorization Form

To be approved 15 working days before travel

Attach agenda, email or other documentation for proof of travel needed

<b>NAME:</b> _____	<b>DEPARTMENT:</b> _____
<b>DESTINATION:</b> _____	<b>TRAVEL DATES:</b> Start: _____ End: _____
<b>PURPOSE:</b> _____	
<b>BENEFIT TO TRTFN:</b> _____	
<b>IS PERSONAL TIME INCLUDED IN TRIP?</b> YES NO	<b>IF YES, SPECIFY DATES:</b> Start: _____ End: _____
<b>REIMBURSABLE?</b> YES NO	<b>FUNDER:</b> _____

### TRAVEL ADVANCE

Meals	Rate	#	Amount \$		Mileage + other	Rate	#	Amount \$	Account (Finance)
Breakfast					Km 'cash' part to WH				76170
Lunch					Km 'cash' part to Other				76180
Dinner					Incidentals (not travel o/night)				76210
<b>1. Per Diem (76150) =</b>					<b>2. Mileage + other =</b>				
Daily Meal Allowance	Rate	Days	Total						

<b>Total Advance Request: (1+2)</b>	By signing, I, the traveller, authorize the Finance Department to deduct this advance from my payroll check if I fail to travel as per this request:	<b>TRAVELLER'S SIGNATURE:</b>
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FUEL CARD NEEDED? YES NO						
Card #	Code	Fuel Card	Vendor	Cost	Date issued	Traveller's Initials
	13110	ATELP Fuel card - WH \$100	ATELP			
<b>Total Cost</b>						

BOOKING - Flight, Car Rental YES NO					
Departure (date+time)	Return (date+time)	Airline/Car rental	Vendor	Date	PO#
<b>Total Cost</b>					

BOOKING - Hotel YES NO					
Check-in	Check-out	Hotel	Vendor	Date	PO#
<b>Total Cost</b>					

**COMMENTS or other considerations:**

### SIGNATURES AND APPROVAL

Traveller confirms that she/he will comply with the travel policy:

_____	_____	_____
Traveller	Manager	Executive Director or Designate
_____	_____	_____
Date	Date	Date

**As per TRTFN Policy S4. HUMRES 52 "Travel":** Travel must be booked using the most economical transportation, taking into consideration travel time, expense, absence from work, and convenience. All travel is expected to be booked in the most cost effective manner possible. Changes made for personal reasons that result in additional costs are the responsibility of the employee.