

WHITE MOUNTAIN APACHE TRIBE

Intent to Travel

Today's Date: ____ / ____ / ____

Traveler: _____

Traveling to: _____

Will be traveling by: _____ Tribal Vehicle _____ Personal Vehicle

Dates of Travel: Beginning On: ____ / ____ / ____ am pm

Returning On: ____ / ____ / ____ am pm

Classification (employed at)	
<input type="checkbox"/>	Dept. _____
<input type="checkbox"/>	Executive Staff _____
<input type="checkbox"/>	Regular Staff _____
<input type="checkbox"/>	Other _____

Purpose of Travel:

Meeting Work Assignment Other _____

Workshop Required Travel _____

Attached:

Meeting Notice Seminar Announcement

Authorization Letter Schedule of Travel

Requirements:

Overnight Stay Parking

Airline Ticket Taxi

Registration Fees

Other _____

Estimated Subsistence Amt. \$ _____	Registration Fees \$ _____
Estimated Lodging Amt. \$ _____	Airfare est. \$ _____
Mileage Claim (miles x .25) \$ _____	
Total Estimated Costs \$ _____	
Will use: TR100 Voucher Prepay Lodging (Circle all that apply)	

I, _____, certify that I will be traveling on the above-mentioned dates and for the purposes stated. Any deviation from my travel plans may make this intended trip subject to audit upon completion of travel. This form is to be submitted (at least) five (5) working days before the beginning of travel. Note: the earlier, the better for voucher processing. Note: Voucher processing can take at least 2 days.

THIS TRAVEL REIMBURSABLE BY A NON-TRIBAL ORGANIZATION?
YES OR NO

Signed: _____

Date: _____

OFFICE USE ONLY!

Travel is:

Approved* On Hold

Rejected Not Required

Justification Required See Me

Authorizing Official: _____

*If approved, VOUCHER PROCESSING SHOULD START IMMEDIATELY! This form must accompany the TR100 or other vouchers prepared for the travel intended. Make a copy available to the Central Tribe Business Office Travel Clerk.