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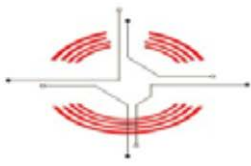
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# NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

## NTU Travel Request Form

1. Traveler Information					
Traveler Name (Last, First, MI)				Employee ID Number	
Department				Office Phone	
Position / Title				Email Address	
2. Trip Information					
Travel Departure (BEGIN) Date (mm/dd/yy)				Travel Return (END) Date (mm/dd/yy)	
Trip Description					
Trip Leg	Per Diem Location	Arrival Date (mm/dd/yy)	Arrival Time	Departure Date (mm/dd/yy)	Departure Time
1					
2					
3					
4					
5					
3. Travel Expenses (Other Than Per Diem)					
Transportation Mode	<input type="checkbox"/> AIR <input type="checkbox"/> POV <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> GOV Vehicle				
Terminal Information / routing	Comments:				
Ground Transportation to / from airport or depot	\$                      or Enter # of POV Miles:				
Enter other anticipated expenses (e.g. Taxis, parking, telephone, rental car and other allowable miscellaneous expenses.	1. 2. 3.				
Registration Fees	\$	Lodging/Meals Included?	Comments:		
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
4. TRAVEL PREFERENCES And SPECIAL TRAVEL CIRCUMSTANCES					
Conference HOTEL					
Is Gov. Per Diem being used?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Conference Rate (CLA) required?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If this is a foreign trip, has the University President approved the travel?					<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will you be purchasing an airline ticket using personal funds (>\$100.00 USD)					<input type="checkbox"/> Yes <input type="checkbox"/> No



### 5. Accounting Information

Account Number (Direct Expenses)

Account Number (Reimbursable Expenses)

### 6. Travel Advance (NOTE: No additional travel advance will be issued until previous travel has been settled.)

Employees who travel frequently (two or more trips per year) on official business are responsible for meeting their travel expenses. However, these employees should not have to pay official travel expenses entirely from personal funds.

Advance Requested  Yes  No (If no, proceed to Section 7)

Reason for Advance  Infrequent Traveler (One trip per year or fewer) Reason for Advance (Other):  
 Non-Meal Expenses not covered by other sources. (*Attach Conference Agenda*)  
 Other (Please provide explanation)

Other Trip Information:

### 7. Supervisor Approval

Recommending Official: I, \_\_\_\_\_ recommend this Travel.  
 Yes  No

Supervisor Signature