



The Navajo Nation

Travel Authorization Expense Report

TA Number:

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ACCOUNTS PAYABLE/NNOOC USE ONLY

Employee Information:		
AB Number:	Employee Name:	Employee's Signature:
Position Title:	Department:	

Travel Expense Report:								
DAY							Accounting Use	
DATE								
DEPARTURE								
ARRIVAL								
FROM								
TO								
TO								
							OOP/REIM	P-Card
Lodging								
Breakfast								
Lunch								
Dinner								
Misc								
POV Mileage								
Fuel								
Car Rental								
Airfare								
Inner-City Fares								
Parking Fees								
Internet Service								
TOTAL								

"I CERTIFY THAT THIS TRAVEL REPORT IS ACCURATE, COMPLETE AND ALL EXPENSES REQUESTED FOR REIMBURSEMENT AND CLAIMED HEREIN WERE ON NAVAJO NATION OFFICIAL TRAVEL FOR THE PURPOSE AS SET FORTH IN THIS TRAVEL AUTHORIZATION"

DATE	SIGNATURE OF TRAVELER		APPROVED BY	
OOP ACCT DISTRIBUTION	CHARGE ACCT NO	AMOUNT	EXPENSE RECONCILIATION	_____
MEALS			TOTAL EXPEND THIS REPORT	_____
MILEAGE			ADVANCE THIS REPORT	_____
LODGING			P-CARD EXPENSE	_____
OTHER EXPENSE			OOP EXPENSE	_____
			AMOUNT DUE TO EMPLOYEE	_____
			AMOUNT DUE TO NATION	_____

- Travelers complete TA Expense Report upon conclusion of travel.
- Reminder: Require Itemized Receipts for ALL Expenses
- Date, Signature of Traveler and Department Approval Authority required
- Attach initial approved Travel Authorization form for Business Unit Expense Distribution(s).
- Print and submit all travel supporting documents to Account Payable/Office of the Controller.