

Navajo Nation Travel Office Phone Log

(Note: Phone Log required for Reimbursement Claim see NNTPP Section XVI.1)

Traveler's Name: _____

Travel Authorization No.: _____

Date of Call	Name/Department of Party Called	Telephone Number	Purpose of Call	Cost of Call

Total:

I certify that calls incurred are Navajo Nation Business Travel Related calls and am requesting reimbursement for telephone expenses

Approved

Disapproved

Signature of Traveler/Date

Approval Authority/Date

Navajo Nation Travel Office Lodging Statement

(Note: Lodging Statement provides information needed for reimbursement of "\$25.00 Lodging Token".
See NNTPP XIV.11)

Traveler's Name: _____

Travel Authorization No.: _____

I provided lodging for _____ on _____ to _____. In return

I have received \$ _____. If there are any questions, I may be reached at _____

My address is:

Signature of Relative/Friend

Date