



# The Navajo Nation

## Travel Authorization Expense Report

**TA Number must be assigned BEFORE Travel**

TA Number:

No assignment of TA# will cause delay in reimbursement and/or processing

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

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

"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																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">OOP ACCT DISTRIBUTION</td> <td style="width: 20%; border: 1px solid black;">CHARGE ACCT NO</td> <td style="width: 20%; border: 1px solid black;">AMOUNT</td> </tr> <tr> <td>MEALS</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>MILEAGE</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>LODGING</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> <tr> <td>OTHER EXPENSE</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </table>	OOP ACCT DISTRIBUTION	CHARGE ACCT NO	AMOUNT	MEALS			MILEAGE			LODGING			OTHER EXPENSE			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">EXPENSE RECONCILIATION</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>TOTAL EXPEND THIS REPORT</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>ADVANCE THIS REPORT</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>P-CARD EXPENSE</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>OOP EXPENSE</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>AMOUNT DUE TO EMPLOYEE</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>AMOUNT DUE TO NATION</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	EXPENSE RECONCILIATION		TOTAL EXPEND THIS REPORT		ADVANCE THIS REPORT		P-CARD EXPENSE		OOP EXPENSE		AMOUNT DUE TO EMPLOYEE		AMOUNT DUE TO NATION	
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1. Travelers complete TA Expense Report upon conclusion of travel.
2. Reminder: Require Itemized Receipts for ALL Expenses
3. Date, Signature of Traveler and Department Approval Authority required
4. Attach initial approved Travel Authorization form for Business Unit Expense Distribution(s).
5. Print and submit all travel supporting documents to Account Payable/Office of the Controller.
6. For External Funds, print the approved travel authorization form and submit directly to Accounts Payable/Office of the Controller.