

# Pyramid Lake Paiute Tribe Travel / Training Requisition and Authorization Request

Traveler Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Clock In HERE

Travel Purpose: \_\_\_\_\_ Fund Code: \_\_\_\_\_

Destination: \_\_\_\_\_ Date Leaving: \_\_\_\_\_ Returning On: \_\_\_\_\_

**Attachments:** *FAILURE TO ATTACH OR FOLLOW THE FOLLOWING MAY RESULT IN DENIAL OR DELAY OF TRAVEL AUTHORIZATION:*

1~  Copy of agenda/schedule/itinerary/GSA rate schedule  
 2~  Copy of hotel costs, phone number, address (if necessary)  
 3~  Copy of flight costs, desired flight times (if necessary), mileage map

**Requests must be submitted to Finance at least TEN (10) WORKING DAYS prior to departure.**

Check ONE:  Request to utilize Tribal or governmental vehicle for official Tribal business  
 Request to utilize PERSONAL vehicle for official Tribal business  
 Request to utilize COMMERCIAL TRANSPORTATION for official Tribal business

**Cost Estimates:**

Lodging: *Hotel Name:* \_\_\_\_\_ \$ \_\_\_\_\_

Registration Fees: *Payable To:* \_\_\_\_\_ *Due by:* \_\_\_\_\_ \$ \_\_\_\_\_

Commercial Transportation: *Airline:* \_\_\_\_\_ \$ \_\_\_\_\_

Per Diem - Meals & Incidentals: *(GSA rates)* Which city? \_\_\_\_\_ \$ \_\_\_\_\_

Mileage: *(must include map of total miles)* Total Miles? \_\_\_\_\_ \$ \_\_\_\_\_

Transportation Cost: *(Cab, Parking, Shuttle, Baggage)* \_\_\_\_\_ \$ \_\_\_\_\_

Other: *(List - must provide backup)* \_\_\_\_\_ \$ \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_ **Total \$:** \_\_\_\_\_

**Traveler is responsible for obtaining authorization (below) in the signature order provided. After signature #4, please return this Request to Finance and clock in Request.**

1. \_\_\_\_\_  
*Employee Signature / Date*
2. \_\_\_\_\_  
*Supervisor Approval / Date*
3. \_\_\_\_\_  
*Contracts & Grants Director Approval / Date*
4. \_\_\_\_\_  
*Tribal Chairperson Approval / Date*
5. \_\_\_\_\_  
*Finance - Comptroller Approval / Date*

This area for Finance Use	
Hotel Reservation Confirmation number:	PO #: _____
Commercial Transp. Confirmation number:	PO #: _____
Registration Completed	Check #: _____
Per Diem Amount:	Check #: _____
Check Picked Up By:	Date: _____
Other:	Date: _____

# Certification Provisions

(Read carefully. By signing this form you are acknowledging and accepting the below provisions)

---

## GENERAL PROVISIONS

This travel is considered tribal business. Support documents for this travel advance are attached. I agree to submit a Travel Statement AND a Trip Report upon my return no later than five (5) working days after I return from this trip. Any travel outstanding more than fifteen (15) working days will prohibit the payment for additional travel until I clear this travel advance. I acknowledge that the Tribe will deduct any outstanding travel from any funds due to me, if I fail to clear this travel advance within the above time frames or upon termination of my employment. Mileage is unallowable from residence to place of employment. I understand that if I cancel a training, I will be responsible for all costs associated with such action including non-reimbursable tuition costs, hotel fees, etc.

## CONTRACT/GRANT PROGRAMS

This travel is an allowable expense under my grant/contract and is subject to verification and approval from the Contracts & Grants Department. Unallowable travel procured with contract/grant funds will be paid back from other available funds in a department or will be deducted from any funds due to me. Unallowable travel costs include all costs associated with the activity including salaries, fringe benefits, per diem, mileage, etc.

This means that if a travel is determined to be unallowable or not part of the contract/grant objectives and/or activities, that any other available and applicable funds within your program OR department will be utilized to pay for travel expenses, including salaries. If you do not have any available/applicable funds, the costs for the travel will be deducted from any moneys due to you from the Pyramid Lake Paiute Tribe.

## TRANSPORTATION PROVISIONS – Personnel Policy (Section 12:8-9(c))

“When a travel advance is received and where a trip is less duration that originally estimated, the traveler shall refund the excess to the Tribe within fifteen (15) days. I will submit a travel expense report with the required receipts within five (5) working days upon returning from the trip. I will, also, agree that if I do not use the advance for the intended purpose, receive reimbursement from another source, or fail to submit a travel expense report within the Tribal Travel Policy’s time limit, I hereby authorize the Pyramid Lake Paiute Tribe to deduct up to 25% of my net paycheck or 100% of meeting stipends until the advance is repaid in full.”

## ACKNOWLEDGEMENT

I certify that Per Diem has been computed in accordance with the Policies and Procedures of the Pyramid Lake Paiute Tribe and that additional costs, per diem, expenses, and stipends have not and will not be paid or be requested from any other source. By further signing, I acknowledge that I have read and understood the certifications, provisions and statements on the reverse side of this form and that should I owe any funds back to the Tribe that there will be an automatic deduction from my paycheck, unless other arrangements are made with the Tribe’s Comptroller or Treasurer.

---

Signature of Traveler