



Yurok Tribe Travel Reconciliation Form

Travel Location: _____

Departure Date: _____ Time: _____ am / pm

Return Date: _____ Time: _____ am / pm

1. Enclose all receipts that are related to this travel. Taxi fare, airport parking, registration for meetings, et cetera. Please mark clearly whether the charge was on your personal credit card or a Tribal credit card.
2. If a rental vehicle is used, prior approval from the Executive Department is required, and needs to be enclosed in the packet.
3. If mileage is requested, please use a mileage sheet and odometer readings, or indicate that the fiscal mileage chart is being used.
4. Comments: _____

I certify that the enclosed information corresponds with this travel, and is a valid reimbursable expense. I understand that invalid claims will be deducted from future compensation to me.

Signature

Date