Navajo Nation Trip Report

Name of Traveler: _____ TA Number: _____

Travel Start Date: _____ End Date: _____ Report Date: _____

Time of Departure: _____ Return Time: _____

Type of Vehicle Used: Tribal: ☐ Private: ☐

Odometer Reading: Beginning: _____ Ending: _____ Total: _____ Miles

Purpose of Travel:

Person(s) Contacted:

Accomplishments (Note: XVII.2):

* Justification for Unauthorized Expenses:

I certify that this trip report represents all claims incurred by me on official travel as herein stated

Approved ☐ Unapproved ☐

Signature of Traveler (Required)	Date	Signature of Approval Authority	Date