

**WINNEBAGO TRIBE OF NEBRASKA**  
**TRAVEL REQUEST**

**Date**

**Traveler**

**Program**

**Purpose**

**Destination**

**Dates of Travel (Begin)**

**(End)**

**Times of Travel (Depart)**

**(Return)**

**Funding Source**

**Lodging**

Egencia

US Bank

**Per Diem**

Daily rate          divide by 4 =          per qtr times          qtrs

**Mileage (check one)**

miles times          per mile    OR

Airfare quote in lieu of mileage (if  
applicable)

**Airfare**

**Misc** (Provide itemized list)

OTHER

**TOTAL AMOUNT REQUESTED**

Trip to be reimbursed?          Yes          No

If yes, name of Agency

Comments/Special Requests: