

# TRIP APPROVAL

NAME: \_\_\_\_\_

PROGRAM/FUNDING SOURCE: \_\_\_\_\_

CONFERENCE TITLE: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ VEHICLE: PERS/TRIBAL \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_ TIME OF DEPARTURE: \_\_\_\_\_

DATE OF RETURN: \_\_\_\_\_ TIME OF RETURN: \_\_\_\_\_

\_\_\_\_ I understand this trip approval is preliminary, and if circumstances warrant, this trip may be cancelled. Only refundable expenses will be booked prior to 60 days to this travel. Any exceptions are on a case by case basis.

BRIEF DESCRIPTION OF TRIP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JUSTIFICATION OF TRIP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOTEL PAID BY: AIRFARE PAID BY:

WTN \_\_\_ OTHER AGENCY \_\_\_ EMPLOYEE \_\_\_

WTN \_\_\_ OTHER AGENCY \_\_\_ EMPLOYEE \_\_\_

NAME OF AGENCY: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_