

# Travel Expense Request form of The National Longhouse Ltd.

This form will be used to determine the allowable travel expense for approved, voting Elders/Officers, or guests attending a National Board of Elders or National Council of Officers meeting(s).

Section 1 Travel by Automobile: National Longhouse will reimburse travel mileage at 50% of the current federal business rate. Any travel reimbursement that has a fractional balance of \$.005, shall be rounded down to the nearest cent. Travel Expense will be reimbursed on a per vehicle basis.

Section 2 Travel by Air: For those Elders/Officers who need to travel by air due to proximity to the meeting, health reasons, or other valid reasons, reasonable airfare will be reviewed and may be approved by the National Board of Elders.

## General Information:

Name of person traveling \_\_\_\_\_

Home address of person traveling \_\_\_\_\_

Date you will be arriving at the meeting \_\_\_\_\_

Will you be traveling by \_\_\_\_\_ Air? or by \_\_\_\_\_ Automobile?

## For Automobile travel only:

Mileage from your home to the place of the meeting \_\_\_\_\_

How many people will be traveling with you \_\_\_\_\_

## For Air travel only:

What is the closest major airport to your home address? \_\_\_\_\_

What day will you be leaving for the meeting? \_\_\_\_\_

What day will you be departing from the meeting? \_\_\_\_\_

## Approval:

Type of travel expense approved by the Board of Elders \_\_\_\_\_ Auto \_\_\_\_\_ Air

(Auto Travel) Fed Bus Rate/50% \_\_\_\_\_ x Mileage Driven (round trip) = \$ \_\_\_\_\_ . \_\_\_\_\_  
(Any fractional amount rounded down to nearest cent)

Date approved \_\_\_\_\_ For meeting dates \_\_\_\_\_

Approved amount \$ \_\_\_\_\_ Authorized Signature \_\_\_\_\_