

# Navajo Nation Trip Report

Name of Traveler: \_\_\_\_\_ TA Number: \_\_\_\_\_

Travel Date: (From) \_\_\_\_\_ (Return) \_\_\_\_\_ Report Date: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ AM/PM Return Time: \_\_\_\_\_ AM/PM

Type of Vehicle Used: Tribal Private

Odometer Readings: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Total: \_\_\_\_\_ Miles Incurred

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Purpose of Travel: \_\_\_\_\_

Person(s) Contact: \_\_\_\_\_

Accomplishments (Note: XVII.2): \_\_\_\_\_

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\*Justification for Unauthorized Expenses: \_\_\_\_\_

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I certify that this trip report represents all expenses claimed by me while on official travel as stated herein.

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor