

# RAINBOW TREATMENT CENTER

Revised 11/2016:ra

Date: 3/14/2018

Attention: Incomplete Travel Request Form will be returned resulting in a delayed submission to WMAT.

## TRAVEL REQUEST FORM

<b>1</b>	NAME: _____		<b>8 ATTACHMENTS REQUIRED</b>
<b>2</b>	TITLE: _____		<b>a.</b> Training Activity Application <input style="width: 100px; height: 20px;" type="text"/>
<b>3</b>	DEPARTMENT: _____		Complete & Approved by Supervisor
<b>4</b>	PURPOSE OF TRAVEL: _____		<b>b.</b> Agenda for training/conference etc. <input style="width: 100px; height: 20px;" type="text"/>
<b>5</b>	<b>TRAVEL ITINERARY</b>		<b>c.</b> Copy of flight itinerary, if flying <input style="width: 100px; height: 20px;" type="text"/>
	DEPARTURE: CITY	State <input style="width: 50px;" type="text"/>	<i>(To be completed by Accounts Payable)</i>
	DESTINATION: CITY	State <input style="width: 50px;" type="text"/>	<b>d</b> Justification, if necessary <input style="width: 100px; height: 20px;" type="text"/>
	DEPARTURE DATE	DEPARTURE TIME	<b>e</b> Mileage (Google map/route) <input style="width: 100px; height: 20px;" type="text"/>
		Hour <input style="width: 50px;" type="text"/>	
	RETURN DATE	RETURN TIME	
		Hour <input style="width: 50px;" type="text"/>	
<b>6</b>	<b>MILEAGE</b>		
	Prior Approval for Private Vehicle	\$0.19	<input style="width: 50px;" type="text"/>
	If Company Car is Not Available	\$0.540	<input style="width: 50px;" type="text"/>
<b>7</b>	<b>OTHER EXPENSES</b>		
	PARKING	\$	<input style="width: 100px;" type="text"/>
	TAXI/SHUTTLE	\$	<input style="width: 100px;" type="text"/>
	CAR RENTAL	\$	<input style="width: 100px;" type="text"/>
	OTHER/Registration	\$	<input style="width: 100px;" type="text"/>
			<b>9 MODE OF TRAVEL: Vehicle Assignment</b>
	Use of Tribal Vehicle:	YES	NO
	License Plate No.:	<input style="width: 100px;" type="text"/>	
	Use of GSA Vehicle:	YES	NO
	License Plate No.:	<input style="width: 100px;" type="text"/>	
	Use of POV-Private Own	YES	NO
	License Plate No.:	<input style="width: 100px;" type="text"/>	
	Tribal Gas Card Required?	YES	NO
	<b>** If you need gas card make sure <i>**GAS CARD REQUESTED**</i> is on the TR-100 Travel Report.</b>		
	<b>Note: You cannot request BOTH mileage &amp; gas card.</b>		

**URGENT:** Submit Travel Request Form at the earliest date or at least 4 weeks prior to travel.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL:** Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REVISION IF NECESSARY-SIGNATURE:**

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Date:

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