

Bay Mills Indian Community

Complete this form to request a travel advance. This section must be filled out and must include the end program or account to be charged and should verify the trip is within budget parameters. This code is different from the receivable account number above.

TRIP DESCRIPTION AND TRAVEL ADVANCE
 Trip Description: This section must be filled out and must include the end program or account to be charged and should verify the trip is within budget parameters. This code is different from the receivable account number above.

RECEIVABLE ACCOUNT:
 This requires a personalized account number with an individual employee ID number. The numbers in red will be unique.

TRAVEL BEGIN TIME & DATE
 Travel Begin Time & Date: []

PER DIEM RATE:
 Enter applicable rate here. This rate may change based on location.
 Per Diem Rate: []

ACCOUNT TO CHARGE
 Account to Charge: 7010.0000/1162-387

POSITION
 Position: []

TRAVEL BEGIN TIME & DATE
 Travel Begin Time & Date: []

PER DIEM RATE:
 Enter applicable rate here. This rate may change based on location.
 Per Diem Rate: []

ACCOUNT TO CHARGE
 Account to Charge: 7010.0000/1162-387

BUSINESS PURPOSE OF TRAVEL, LOCATION, AND MILES
 Business Purpose of Travel, Location, and Miles: []

PRIVATE VEHICLE MILES: Round trip miles go here, if taking a personal vehicle. Provide a MapQuest printout to verify miles.
 Private Vehicle Miles: []

TOTAL DAYS OF TRAVEL: Enter total days here, the calculations to the left compute automatically based on this information.
 Total Days of Travel: []

MEAL DEDUCTIONS: Enter total meal deductions here: (=xx+xx+xx "Enter")
 Meal Deductions: []

METHOD OF TRAVEL

Private Vehicle
 Tribal Vehicle
 Airplane
 Passenger in vehicle
 Train
 Other

Miles Roundtrip @ \$25.00 = \$ []

PAYMENT AMOUNT: This table computes automatically.
 Payment Amount: \$ []

Is this the most advantageous method of travel?
 Yes No

51	3	\$25.00	\$38.25	\$51.00	\$38.25	\$102.50
Per diem rate	Total Days	Meal Deduction	Depart payment	Duration payment	Return payment	Total

ESTIMATED TOTAL COST

\$ -	Mileage
\$ -	Transportation
\$ -	Lodging
\$ 102.50	Meals
\$ -	Registration Fee
\$ -	Taxi
\$ -	Airport Parking
\$ -	Bridge Fare
\$ -	Fuel/Other
\$ 102.50	Total

ACTUAL LODGING AMOUNT: Enter hotel information here: (=xx+xx+xx). Include printed copy. A supervisor must initial, if over per diem amount.
 Actual Lodging Amount: []

MEALS: This will flow down automatically from above.
 Meals: []

BRIDGE (OTHER): Hand enter the other inputs here.
 Bridge (Other): []

TRAVEL ADVANCE TOTAL: This will round up to the nearest dollar automatically at 90%. This number goes on the check request.
 Travel Advance Total: []

TRAVEL ADVANCE IS ISSUED AT 90% OF ESTIMATED COST

\$ 93.00

Your signature agrees to the following: I agree the travel advance is a temporary loan to me until I submit the supporting receipts and documentation from the trip, which is due to Accounting within 5 days of the travel end date. Should my travel advance exceed the supporting receipts or I fail to submit receipts within 5 days, payroll deduction to recapture the advance will automatically begin within 2 weeks of travel end date. No further travel advance will be issued to me until this is paid in full.

Signature of Traveler/Requestor	Date	Approval Signature	Date
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**Bay Mills Indian Community
Accounts Payable Check Request**

Date requested: 8/3/2017

Initial Check Request amount : Enter the 90% dollar amount from the Travel Authorization and Travel Advance Request form here.

Payable to: _____

Address: _____

For the Amount of: \$ 93.00

Code: 7010.0000/1162-387

Amount: \$ 93.00 PO#: _____

\$ - _____

\$ - _____

\$ - _____

\$ - _____

Total \$ 93.00

Description: (Accounting use only)

Account Code: This requires a personalized account number with an employee ID number, this should be the same number for all travel and should be the same as on the Authorization and Travel Advance Request form. The numbers in red should be unique to each individual.

Vendor Code: _____

Requestor: _____

Date approved: _____

Approved: _____

Bay Mills Indian Community Travel Statement and Travel Advance Write-Off

Total Expense: Enter the total expense after the trip here. Only expenses with receipts accepted.

Balance to Clear: This will show the balance needed to clear the travel. This should match the check request.

Total Travel Expense
\$ 120.50

Total Advance Received
\$ 93.00

Amount to Clear Travel
\$ 27.50

Advance received: Enter the amount received with the initial check request here.

Name	Position	Department

Travel Begin Time & Date	Travel End Time & Date	Account to Charge

Business Purpose of Travel, Destination and Explanation

Explanation: This can be copied from the initial one, unless something was added or changed.

Account: This shouldn't be the receivable account this time, it should be the actual program account to be charged. The receivable account will be zeroed out on the 2nd check request.

Method of Travel

Private Vehicle Passenger in vehicle
 Tribal Vehicle Train
 Airplane

Miles Reimbursed: _____ Mile = \$ _____ (Computes automatically)

Is this the most advantageous method of travel? Yes No

Miles: All of the remaining data entry should be the same as before, just enter it again to verify and make any needed changes.

51	3	\$25.00
Per diem rate	Total Days	Meal Deduction

<http://www.gsa.gov>

\$38.25	\$51.00	\$38.25	\$102.50
Depart Payment	Duration payment	Return payment	Total

(Computes automatically)

Estimated Total Cost	Description
\$ -	Mileage
\$ -	Transportation
\$ -	Lodging
\$ 102.50	Meals
\$ -	Registration Fee
\$ -	Taxi
\$ -	Airport Parking
\$ 8.00	Bridge Fare
\$ 10.00	Fuel/Other
\$ 120.50	Total

Information Change from Advance

Total: This should be the final total travel and it should pull this number automatically to the top of this page when all the data is entered.

I certify that these travel expenses were incurred in the conduct of Tribal business. I understand any expense without a receipt, except meals, will be disallowed. Any balance owed will be applied against my Travel Advance first.

Signature of Traveler/Requestor	Date	Approval Signature	Date

**Bay Mills Indian Community
Accounts Payable Check Request**

Account or Program Code:

The top code should reflect the actual program or account to be charged. It will change depending on which department is traveling. This amount should include the entire travel amount.

Receivable Account:

This requires a personalized account number with an individual employee ID number. The numbers in red should be unique to each individual.

Date requested: 8/3/2017

Top Number: The full travel amount goes here.

For the Amount of: \$ 27.50

Code: 9800.0000/5860.000
7010.0000/1162-387

Amount:	\$	120.50	PO#:	_____
	\$	(93.00)		_____
	\$	-		_____
	\$	-		_____
	\$	-		_____
Total	\$	<u>27.50</u>		_____

Amount: This should match up with the total.

Description: (Accounting use only)

Total: This is the amount needed to clear the travel.	Receivable clearing: This should be entered as a negative of the total advance received. Example (-XX "Enter")
_____	_____
_____	_____
_____	_____

Vendor Code: _____

Requestor: _____

Date approved: _____

Approved: _____