

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: The current IRS Federal guideline for travel expense is \$0.445 per mile. National Longhouse, Ltd will follow these guidelines until such time as the IRS changes their guideline and the new guideline is voted on and approved by the National Board of Elders. Travel Expense will be made 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 at the earliest booking date available after meeting notification 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?

Do you need funds released prior to the meeting? _____ or at the meeting? _____

For Automobile travel only:

Mileage from your home to the place of the meeting (per Mapquest) _____

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? _____

Request for funds:

In the event you receive travel money for the meeting in advance, but can not attend the meeting, you agree to refund the full amount disbursed from National Longhouse, Ltd, the National Board of Elders or the National Council of Officers back to the appropriate group.

Signature: _____ Date: _____

Approval:

Type of travel expense approved by the Board of Elders _____ Auto _____ Air

Date approved _____ For meeting dates _____

Approved amount \$ _____ Authorized Signature _____