

Notice of travel

Print Name: _____ Date of Request: _____	Signature: _____
Name of Meeting/workshop you request to attend: _____	What hotel or private accommodations do you have confirmed reservations at? _____ <small>You are responsible for cancellation of hotel rooms if your plans change.</small>
Place of Meeting/workshop: _____	Is this a reimbursable expense? Yes _____ No _____ If so, please attach written confirmation of who will be reimbursing the Tribe.
Time of Meeting/workshop: <small>List times for each day if more than 1 day.</small>	List any other information that can help with your notice of travel. _____
Date(s) of meeting/workshop: <small>Please be sure to list all the dates (if more than 1 day) you are attending.</small>	<div style="border: 1px solid black; padding: 5px;"> Manager Approval: _____ Date reviewed: _____ Chief or Council Approval: _____ Date Reviewed: _____ Department Code: _____ </div>
How are you travelling: <small>(make sure that the front desk at Ehattesaht has a current copy of your valid driver's license & vehicle insurance papers).</small>	
List names of any other persons travelling with you to the same meeting/workshop: _____	
Are any meals being provided at the meeting/workshop? If so which ones are provided: _____	

****NOTE:**

*To avoid any delay, please ensure that your notice of travel is completely filled in.

*You are responsible for any room cancellations if your plans change.

*make sure a COPY of your driver's license & current vehicle insurance papers are on file at Lorraine's desk.