

NORTHWEST INDIAN COLLEGE

2522 Kwina Road, Bellingham WA 98226
Phone (360) 676-2772 Fax (360) 738-0136

Permission to Travel

Traveler's Name (Print) _____ ID# _____

Destination _____ Purpose _____

Date of Departure _____ Date of Return _____

Will you be requesting travel advance funds? _____

Traveler's Signature _____

Supervisor's Signature _____

Travel Advance Request

Airfare (usually paid by Purchase Order) \$ _____

Mileage (for personal car use only. Attach mileage calculations from map website) \$ _____

Ground transportation (taxi, bus, shuttle, etc.) \$ _____

Lodging (attach reservation confirmation) \$ _____

Per diem for meals: _____ days at _____ per day \$ _____
(see IRS.gov for rates)

Other (specify gas for rental or college car, registration, etc.):
Item: _____ \$ _____
Item: _____ \$ _____
Item: _____ \$ _____

Total advance requested \$ _____
(PLEASE USE WHOLE DOLLAR)

I understand that I am responsible for following NWIC travel policy. ALL travel advances must be properly closed within 10 days of return.

Traveler's signature: _____

Budget Authority: _____
(if different from supervisor)

Budget Code: _____ 01- - - - -

OFFICE USE ONLY

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Northwest Indian College Travel Advance Instructions

Airfare

Airline tickets for college travel can be obtained in several ways.

- 1) Airline ticket may be purchased over the Internet and then reimbursed by the college. In this case a PR with a copy of the signed permission to travel and a copy of the Internet receipt attached may be used for reimbursement.
- 2) Airline tickets may be purchased with a Purchase Order to Bellingham Travel. In this case the traveler should contact Bellingham Travel and work with the agent to obtain an itinerary for the desired trip. A PR, with a copy of the permission to travel and a copy of the itinerary attached should be taken to purchasing. Airline tickets will be held only 24 hours unless the PO is received. Please allow enough time for purchasing to process the PO and get it to Bellingham Travel before the 24 hours period expires.

Transportation

Advance: Estimate costs of taxi, bus, ferry or other public transportation expenses. If using personal car you can request the expected total mileage (see MapQuest/other sites for tip distances). Mileage must be computed using the smaller of the distance between NWIC and your destination or between your home and your destination when you leave from home. If you use a college vehicle contact the appropriate department. Gas cards are provided for college vehicles so no advance for gasoline will be needed when taking a college vehicle.

Lodging

Contact the hotel you will be staying in for an estimate of the hotel cost. Be sure to take the cost of hotel taxes into consideration. They often are significant in amount. Alternatively, you can confirm reservations and have NWIC write a check directly to the hotel. A PR, proforma invoice and copy of the permission to travel are required to have a check written. Under most circumstances it is advisable to request hotel costs as part of the travel advance.

Meals Per Diem

NWIC follows the IRS guideline for meals during travel. All per diems within the US are listed on the IRS website. (IRS.gov). Travel outside the US follows the GSA guidelines that are listed at the GSA site. Per Diems are computed based upon leaving and returning times and upon meals provided at the conference/training you are attending. The per diem rate includes all tips and other incidental expenses during travel.

Other Expenses

Estimate other appropriate expenses that will be incurred on the trip. Remember that if you miss something in the advance, you can still claim it when you close your travel.

Signatures

Are required by traveler, supervisor, and budget authority (if different than supervisor)