

# Navajo Technical University Trip Report

Name of Traveler: \_\_\_\_\_ TA Number: \_\_\_\_\_

Travel Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Report Date: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Return Time: \_\_\_\_\_

Type of Vehicle Used:      NTU Vehicle       Private:

Odometer Reading:      Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Total: \_\_\_\_\_ Miles

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Purpose of Travel: \_\_\_\_\_

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Person(s) Contacted: \_\_\_\_\_

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Accomplishments (Note: XVII.2): \_\_\_\_\_

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\* Justification for Unauthorized Expenses: \_\_\_\_\_

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I certify that this trip report represents all claims incurred by me on official travel as herein stated

Approved       Unapproved

\_\_\_\_\_  
Signature of Traveler (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Approval Authority

\_\_\_\_\_  
Date