



# Navajo Technical University

## Travel Authorization Expense Report

**TA Number must be assigned  
BEFORE Travel**

TA Number:

No assignment of TA# will cause delay in reimbursement and/or processing

Employee/Student Information:		Employee	Student	Board of Regent
Jenzabar Number:	Employee/Student Name:		Employee's/Student's Signature:	
Position Title:				Department:

**Travel Expense Report:**

DAY							
DATE							
DEPARTURE							
ARRIVAL							
FROM							
TO							
TO							

							Out of Pocket/ Reimbursement	Emburse Card
Lodging								
Breakfast								
Lunch								
Dinner								
Misc								
POV Mileage								
Fuel								
Car Rental								
Airfare								
Inner-City Fares								
Parking Fees								
Internet Service								
<b>TOTAL</b>								

"I CERTIFY THAT THIS TRAVEL REPORT IS ACCURATE, COMPLETE AND ALL EXPENSES REQUESTED FOR REIMBURSEMENT AND CLAIMED HEREIN WERE ON NAVAJO TECHNICAL UNIVERSITY OFFICIAL TRAVEL FOR THE PURPOSE AS SET FORTH IN THIS TRAVEL AUTHORIZATION"

DATE	SIGNATURE OF TRAVELER	DEPARTMENT SUPERVISOR SIGNATURE																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">OOP ACCT DISTRIBUTION</td> <td style="width: 20%; border-bottom: 1px solid black;">CHARGE ACCT NO</td> <td style="width: 15%; border-bottom: 1px solid black;">AMOUNT</td> </tr> <tr> <td>MEALS</td> <td></td> <td></td> </tr> <tr> <td>MILEAGE</td> <td></td> <td></td> </tr> <tr> <td>LODGING</td> <td></td> <td></td> </tr> <tr> <td>OTHER EXPENSE</td> <td></td> <td></td> </tr> </table>	OOP ACCT DISTRIBUTION	CHARGE ACCT NO	AMOUNT	MEALS			MILEAGE			LODGING			OTHER EXPENSE			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">EXPENSE RECONCILIATION</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>TOTAL EXPEND THIS REPORT</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>ADVANCE THIS REPORT</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>EMBURSE EXPENSE</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>OOP EXPENSE</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>AMOUNT DUE TO EMPLOYEE</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>AMOUNT DUE TO NTU</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	EXPENSE RECONCILIATION		TOTAL EXPEND THIS REPORT		ADVANCE THIS REPORT		EMBURSE EXPENSE		OOP EXPENSE		AMOUNT DUE TO EMPLOYEE		AMOUNT DUE TO NTU	
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1. Travelers complete TA Expense Report upon conclusion of travel.
2. Reminder: Require Itemized Receipts for ALL Expenses
3. Date, Signature of Traveler and Department Supervisor Approval Authority required
4. Attach initial approved Travel Authorization form for Cost Center Expense Distribution(s).
5. Print and submit all travel supporting documents to [ntuttravel@navajotech.edu](mailto:ntuttravel@navajotech.edu).