



## PURPOSE

**PRINCIPAL PURPOSE(S):** To provide an automated means for computing Mileage and Expense Reimbursement(s) for individuals that incur expenses for official Pokagon Band business purposes and to account for such payments.

**DISCLOSURE:** Reimbursement for Mileage and Expenses incurred on official Pokagon Band business is voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed.

**PENALTY:** Penalties for submission of false claims for reimbursement may include, but are not limited to, termination of employment or removal from office, in addition to potential criminal or civil penalties.

## INSTRUCTIONS

### REQUIRED ITEMS:

Travelers Name  
Travelers Address  
Date  
Travelers Signature  
Authorization Signature

Digital email signatures are an acceptable form of signature.

### REQUIRED ATTACHMENTS:

1. Driving directions from MapQuest or Google Maps or other similar route planner for actual business miles driven. (if applicable)
2. Receipts for any item of expense claimed.
3. Other attachments will be as directed.

### DEFINITIONS:

Travel Purpose – Departure and Arrival Destinations.  
Include business purpose for travel.

(i.e. New Buffalo to Hartford, PGA Meeting)

Vehicle Personal/GSA Available

Personal – travel in privately owned vehicle as the owner/operator of the vehicle. **GSA vehicle is not available.**

GSA Available – travel in privately owned vehicle as the owner/operator of the vehicle. **GSA is available.**

Mileage – Actual miles driven in accordance with route planner. (i.e. MapQuest, Google Maps)

Parking – Fees for parking.

Other – Additional expenses incurred on official Pokagon Band business. (i.e. postage, tolls, administrative supplies)

**\*\*\*PASSENGERS ARE NOT ENTITLED TO CLAIM MILEAGE\*\*\***

## SUBMITTAL

Once the form has been completed select the appropriate department from the “Select Department” dropdown in the upper right corner of the form. Next, select the “SEND” button. An email box will appear with the form as an attachment. At this time attach any additional required documentation and select the email icon “SEND.”