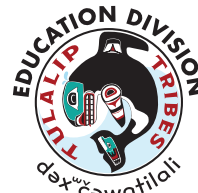


Activity Travel Funding Request Form

FOR TULALIP TRIBAL YOUTH. PLEASE SEE POLICY.

New vendors will need to provide Family Resources with a W-9.

Send to: youthfinance@tulaliptribes-nsn.gov



Travel items needed for check or reimbursement

- Submit travel document 6 weeks prior to travel date
- Universal application
- Flyer of event with date(s) of activity
- Roster (if team sport) from coach
- Registration of student for activity
- Hotel invoice showing last four digits of credit card showing:
 1. Who paid or held the room
 2. Only one room per family allowed
- Per diem allowable only for the student participating (they must be on the roster/registration), per diem is not allowed for any chaperone
- Airfare for participating student and chaperone, who must be at least 21 years of age. For airfare reimbursement, provide entire flight information of student and chaperone with cost and method of payment showing 4-digit encryption and who paid
- Not allowable: car rental, gasoline cost, ferry, Uber or taxi fees

Misuse of funds will automatically disqualify youth for one (1) year of utilizing funds from the Tulalip Tribes Education Division: (1) If found to have misused funds, parent/guardian or adult clients may receive payroll, general welfare or loan deduction or will be required to provide a payback agreement until paid back in full.

Travel Activity

\$4,000 allowable for a student's activities per year.

Activity description	Amount requested
Per diem requested: _____ days @ \$30 per day =	

Youth Information

Legal Name (First, Last):	Age:	Grade:
Tulalip Tribal Enrollment Number:	School:	

Parent/Guardian Information

Legal Name (First, Last)	Phone number	Address
Signature		

Chaperone Information

Legal Name (First, Last)	Phone number	Address
Signature		

Office Use Only

Starting balance	Date	Requisition number
Less requested amount	☐ Approved	Coordinator signature
Equals present balance	☐ Approved	Executive signature

Due to the financial system, please refrain from highlighting any part of the documents. Please submit all documents together. When emailing, documents must be in PDF format. Photocopies will not be accepted.