



LEECH LAKE BAND OF OJIBWE NON-EMPLOYEE TRAVEL PAYBACK AGREEMENT

Non-Employee Name (Printed)

Non-Employee Mailing Address (Printed)

Non-Employee Social Security Number

Non-Employee phone number or e-mail address

By accepting a travel advance payment from Leech Lake Band of Ojibwe (LLBO), I agree to pay back any remaining balance of the funds advanced to me by the date stated on the memo attached to the travel advance check. If I should decide to cancel the scheduled trip, I agree to return the check, if not cashed, or a payment totaling the amount advanced to me to LLBO Accounting Office. Because I am **not** employed with LLBO, I understand that the amount to be advanced to me for travel will be 60% of total amount needed. By completing the Travel Close-Out Form upon my return, I understand that I will be reimbursed for my expenses not covered by the travel advance.

If I should cancel this trip, I agree to cancel any hotel arrangements made on my behalf, failure to do so could cause an increase in the amount due to LLBO. If there was an airline ticket purchased for me, I agree to pay back the amount of the airfare noted below, as the airfare cost is non-refundable and non-transferable. **(Traveler should also cancel the flight arrangements with the airline; it will result in the airline issuing the traveler an airline credit to be used within the next year from date of booking.)**

Traveler Signature

Date

TO BE COMPLETED BY ACCOUNTS RECEIVABLE PERSONNEL	
TRAVEL AUTHORIZATION NUMBER:	
TOTAL OF TRAVEL ADVANCE:	
TOTAL COST OF AIRFARE BOOKED:	
TOTAL OF HOTEL CHARGES (IF NOT CANCELED):	
TOTAL BALANCE DUE TO LLBO NOT RETURNED:	

Attach to Travel Advance Check. Date travel close out is due to LLBO Accounting: _____