



**TRAVEL PROCESS**

1. Employee or Designated Staff fills out TA Form
2. Email Travel Request and PDF/Excel TA Form to YN Travel-Provide YN Travel any backup documentation for the travel request; IE: Lodging Discounted Rates, Training Agenda, & Etc.
3. YN Travel will fill out TA Form and send back to the Program along with Travel Itinerary for Travel
4. Get signatures for Approval as needed/overrides for Lodging and/or Car Rental
5. Input Travel Advance on JDE
6. Contact YN Travel with Approved TA #
7. Print Travel Advance/Send to Central Accounting for processing-include TA Form, Training Information, and Travel Itinerary.

**YAKAMA NATION EMPLOYEE TRAVEL**

1. Please be advised there is a new TA Form that all Programs must utilize
2. The Mileage Rate has changed it is now 0.535
3. Go to [www.gsa.gov](http://www.gsa.gov) to see current Per Diem Rates

**YN Travel Word Search**

AIRLINE  
 AIRPORT  
 BAGGAGE  
 HOTEL  
 LODGING  
 MILEAGE  
 NATION  
 PERDIEM  
 PLANE  
 TAXI  
 TRAVEL  
 VACATION  
 YAKAMA

K A M U D E N A A C N J M A G  
 L V I O J O M O E H P I V Y J  
 E M Z R I Z C F L A L A P X A  
 V B Q T L S B N M E I D R E P  
 A U A X M I O I A O G H A M D  
 R N R K F I N G A T O O D W V  
 T O U H T W E E I V Y T V J G  
 Y A K A M A I G R O H E H T H  
 Y Y C G Z H W O P P L L A M T  
 C A V A N E W B O I T X V Y I  
 V Z P Y R I D R R O I Y I Q J  
 L E G L M U G N T F Q J T W Z  
 B A G G A G E D S V M T Y Y Y  
 H Q A P R N Q X O M X Q H P Z  
 I K P Z N Q E T F L X L Z A J

**Contact Us**

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**YAKAMA NATION TRAVEL**

PO Box 151  
 401 Fort Road  
 Toppenish WA 98948



**YAKAMA NATION TRAVEL**

*Travel Tidbits*

*"Making Rez-ervations Plenty"*



## Who We Are

### Mission Statement

It is the mission of Yakama Nation Travel, the only Native owned Travel Agency in the Pacific Northwest, to provide professional and personalized service in every phase of the travel process.

### Location

Our agency is located in Toppenish Washington within the Yakama Nation Indian Reservation. The Yakama Nation has over 10,000 enrolled members.

### Meet Our Staff

#### *Domina Mesplie*

With 21 Years of travel experience, Domina has worked with Yakama Nation Travel since 1996. She specializes in International and Group Travel.

#### *Keith Eagle Fiander*

Keith joined Yakama Nation Travel in 2016. He specializes in Individual and Corporate Travel as well as Federal Travel Regulations, Policies, and Procedures.

## Family Vacations Destinations



8462 Enchanted Way SE  
Turner, OR 97392  
(503)371-4242  
**Open Now**

### Silverwood Theme Park & Boulder Beach

27843 US-95  
Athol, ID 83801  
(208)683-3400

**Open starting May 6th**

### Seattle Pier



- Ivar's Pier 54 Fish Bar
- The Frankfurter
- The Fisherman's Restaurant
- Crab Pot
- Pirate's Plunder
- Seattle Aquarium
- Great Wheel

## Legends Casino Hotel

580 Fort Road  
Toppenish, WA 98948  
(509)865-8800 Ext. 5244

Opened in March 2017 "Legends Casino Hotel" A six-story 200-room offers more lodging options when it comes to the lower Yakima Valley.

