



### TRAVEL PROCESS

1. Employee or Designated Staff fills out TA Form
2. Email Travel Request and Excel Format 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 (Traveler, Bookkeeper, Supervisor, and Deputy Director) with **TOTAL ESTIMATED COSTS**. Obtain overrides for Lodging/Car Rental as needed.
5. Input Travel Advance on JDE
6. Contact YN Travel with Approved TA # within 24 hours for Airfare
7. Print Travel Advance/Send to Central Accounting for processing-include TA Form, Training Information, and Travel Itinerary.

### YAKAMA NATION EMPLOYEE TRAVEL

1. The Mileage Rate has changed it is now 0.5450
2. Go to [www.gsa.gov](http://www.gsa.gov) to see current Per Diem Rates

## State of Washington Real ID Act Updates

### Federal marking

Starting July 1, 2018, all standard cards will be marked with "Federal Limits Apply" to indicate it isn't valid for federal identification purposes. You may continue to use your standard license for boarding airplanes and accessing secure federal facilities until October 1, 2020.

### Driver license/ID card numbers

Starting September 4, 2018, all driver license and ID cards issued will receive new driver license numbers. All will have WDL as the first 3 letters, and will be followed by 9 randomly chosen alphabetical characters and numbers. Those who already have a driver license or ID card will get the new number when they renew or replace it after September 4. The new driver license format will help protect customers' personal information because the randomly-generated number will not relate to an individual's name or birthdate like the current ones.

### Contact Us

Phone: 509-865-2030/509-865-8984

Email: [Domina@yakama.com](mailto:Domina@yakama.com) OR

[YNTravel@yakama.com](mailto:YNTravel@yakama.com)



### YAKAMA NATION TRAVEL

PO Box 151  
401 Fort Road  
Toppenish WA 98948



## YAKAMA NATION TRAVEL

### *Travel Tidbits*

*"Making Rez-ervations Plenty"*



For Park Hours & Rates  
see park website

## 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.

#### *Kayla Eagle-Fiander*

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



<http://www.silverwoodthemepark.com/>



<https://www.wildwaves.com/>



<http://www.3play.com/>



<http://www.enchantedforest.com/>