



Travel Authorization

Required for all out-of-state and/or overnight travel, and for all advances.

See reverse for instructions.

Forward this completed, approved form to Accounts Payable at 3SFN.
If requesting an advance, submit this form **at least 10 days prior** to travel.

Employee Name (print) _____ Dept. _____ Extension _____

City Purpose _____

Location _____ Departure Date _____ Return Date _____

FULL COST OF TRAVEL		
	ADVANCE REQUESTED	NO ADVANCE REQUESTED
Tuition/Registration Fees	not eligible for advance	_____
Airfare/Mileage	not eligible for advance	_____
Approx. overtime cost (if any) for traveler and staff coverage	not eligible for advance	_____
Meals/Per Diem (attach Per Diem Calculator worksheet)	_____	or _____
Lodging (# of nights ____)	_____	or _____
Rental car (requires director's approval)	_____	or _____
Misc. transportation expenses (shuttles, cabs, baggage fees, etc. Do not include mileage or fuel)	_____	or _____
SUBTOTALS	_____	or _____
GRAND TOTAL ESTIMATED COST OF TRAVEL		
(combined total of <u>both</u> columns above) _____		
Account number(s) to be charged: _____		

To be completed by the employee's supervisor (check yes or no beside the question): Yes No

Is this travel applicable to the employee's current duties and of benefit to the City/Community?

Has this employee received training in this subject area before? If so, approx. date: _____

Indicate reason(s) to support why this training/travel is essential: _____

Requesting Employee's Signature **Date**

Authorized Approval Signature (print name) **Date**

Department Director's Approval **Date**
(required for all travel requests)

Mayor's (or designee's) Approval **Date**
(required for out-of-state or Dept. Director travel)

For Finance use only: Advance Amount \$ _____ Check # _____ Check date _____
Date Reconciled _____ Verified By _____

Instructions for Advance Travel

Advance travel funds are provided for employees traveling on City business and are to be used solely for travel advances to City employees. The funds may not be used for personal loans, airfare, registration fees, tuition, reimbursement to employees or officers for travel already incurred, or for other travel or office expenses, including mileage. Complete policies are listed on the Finance Department Finance Resources Page under Travel: <http://redweb/FinanceResources/Travel.asp>

The Travel Authorization form must be completed for ALL out-of-state or overnight training or travel, regardless of whether an advance is requested. This form is used not just for advances but also to obtain approval for the full cost of the training/travel. Department Director approval is required for all travel requests. All out-of-state or Department Directors' travel also require the Mayor's signature.

Only certain items are eligible for advances: meal per diem, rental vehicle (if approved by your department director), lodging, and miscellaneous transportation expenses (such as taxis, shuttles, or airline baggage fees, but excluding airfare, fuel and mileage). Indicate on the form whether you want an advance for each of these items.

Meal Per Diem

Per diem for meals ("by the day") simplify the accounting for meals and incidental expenses. Instead of tracking individual meal receipts, you may claim a daily allowance, which varies depending on your destination. The standard meal allowance is \$51.00 per day for most areas in the United States.

When requesting a per diem advance, use the online Per Diem Calculator worksheet for the number of days of your trip. Remember to remove amount(s) for any meals that are provided at the venue. If your trip includes a "travel day" with no actual training or conference events, you may only claim 75% of the normal daily per diem rate for that day. This information is also available from Accounts Payable at x2158). Attach a copy of the worksheet to this form.

Actual receipts for travel meals may be turned in after the trip instead of claiming the per diem amount; however, meal claims for any one trip must be all per diem or all receipts. Mixing of per diem for some meals and receipts for others on a single trip is not allowed. Receipts must be itemized, listing the food and beverages purchased.

If you need an advance:

After obtaining the required signatures send the original form to Accounts Payable at 3SFN **at least 10 days prior to travel**.

Attach copies of the following:

- Conference/training registration information indicating you are the attendee
- Conference/training agenda and/or itinerary noting if any meals are provided as part of the cost
- Hotel confirmation, if applicable
- Rental car confirmation, if applicable

After your trip:

Settlement of advances must be made on or before the **FIFTEENTH DAY** following the close of the travel period (Required by RMC 3.44.040). Submit an Employee Claim for Expense Form to Accounts Payable at 3SFN. Attach the following to the expense form:

- original receipts
- copies of conference/training agenda and certificate of completion, if any
- any unspent funds (attach a personal check made payable to "City of Redmond" or receipt for cash deposited with the Customer Service Center cashier on the first floor of City Hall. Please do not send cash via interoffice mail).

(If the Employee Claim for Expense form has not been submitted, after 15 days from the end of your trip, interest may accrue on the advanced amount.)