## CITY EMPLOYEE TRAVEL ADVANCE INSTRUCTIONS

*All overnight travel must be approved by the Assistant City Manager. Please submit request to Finance 4 weeks prior to trip.*

*Airfare and lodging should be purchased with Pcard.*

*Registration fees may be paid via Pcard or a check may be requested from Finance.*

*Only meals and mileage will be advanced. Eligible expenses such as parking, ground transportation, etc. may be reimbursed upon return. **Receipts must be provided.**


*The City does not advance incidentals. Per The Federal Travel Regulation Chapter 300, Part 300-3, incidentals are defined as "Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships."

### Required documentation for Travel Advance:
- Copy of the conference/seminar agenda or course schedule
- Airfare payment receipt or estimate from airline website
- Registration fee receipt or invoice
- Hotel/Lodging payment receipt or estimate from hotel website
- If requesting mileage, a map that includes the number of miles travelling (one way or round trip) from your home or workplace, whichever is the shortest distance.

### Required documentation for Travel Reimbursement:
- Copy of the conference/seminar agenda or course schedule
- If requesting mileage, a map that includes the number of miles traveled
- Itemized receipts for expenses incurred for meals not provided by conference/seminar/hotel (alcoholic beverages are not reimburseable)
- Receipts for parking or ground transportation.

**For additional questions, please refer to the City's travel policy tab or contact Finance at x4380.**