



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.**

*Please refer to the GSA website for per diem rates:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

*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.