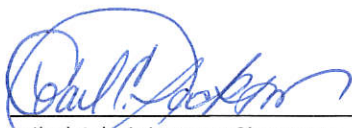





# YUROK TRIBE

## TRAVEL & PER DIEM

### POLICY

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Approvals			
Revised Date:			
	<u>10/23/18</u>		<u>10/23/18</u>
Tribal Administrator Signature	Date	Finance Director Signature	Date
	<u>10/29/18</u>		<u>10/29/18</u>
Authorized Signature	Date	Authorized Signature	Date

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## **DEFINITIONS**

1. **Allowable costs.** OMB Uniform Guidance §200.403, titled “Factors affecting allowability of costs”, defines allowable costs as follows and except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards [§200.403, OMB Uniform Guidance]:
  - a. **Necessary and reasonable.** Be necessary and reasonable for the performance of the Federal award and be allocable thereto under the principles. [§200.403(a), OMB Uniform Guidance]
  - b. **Limitations/exclusions.** Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost. [§200.403(b), OMB Uniform Guidance]
  - c. **Consistent with policy.** Be consistent with policies and procedures (P&Ps) that apply uniformly to both federally-financed and other activities of the Tribe. [§200.403(c), OMB Uniform Guidance]
  - d. **Consistently direct/indirect.** Be accorded consistent treatment. Costs must be consistently charged as either direct or indirect costs, but may not be double-charged or inconsistently charged as both. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost. [§200.403(d), OMB Uniform Guidance]
  - e. **GAAP.** Be determined in accordance with Generally Accepted Accounting Principles (GAAP), except as otherwise provided for. [§200.403(e), OMB Uniform Guidance]
  - f. **Cost sharing.** Not be included as a cost or used to meet cost-sharing or matching requirements of any other federally-financed program in either the current or a prior period. [§200.403(f), OMB Uniform Guidance]
  - g. **Adequately documented.** Be adequately documented. To be reimbursed for allowable expenses under a Federal award, appropriate forms of documentation must provide evidence that costs were incurred and paid. Generally, this will take the form of an invoice, receipt, or contract, supported by a copy of a cancelled check/electronic copy or other document supporting that the transaction was enacted such as a bank statement, electronic reference, etc. Note that all copies of cancelled checks submitted as documentation should include both the front and back of the check. If the back side is not available, a copy of the respective bank statement can be substituted. For reimbursement of wages and fringe benefits under a Federal award, personnel activity reports are required. [§200.403(g), OMB Uniform Guidance]
2. **Emergency.** An emergency is defined as a life-threatening injury or illness to traveler or traveler’s family member as defined in the Yurok Tribe Personnel Policy.
3. **Incidentals.** Allowable incidentals include parking fees, ridge and road tolls, business center expenses, and taxi fees. Receipts are required for these expense items.

4. **Lodging.** *Lodging* includes overnight sleeping facilities and generally refers to conventional type accommodations. It does not include overnight lodging at the homes of relatives or friends. Lodging expenses are not reimbursable when the travel destination is within fifty (50) miles of the employee's official residence or official station. Itemized receipts are required to obtain reimbursement for lodging. Actual costs of lodging will be paid or reimbursed by the Tribe up to the maximum amount allowable.
5. **Official Station.** The official station of an employee or invitational traveler is the location of the employee's or invitational traveler's permanent work assignment. The geographic limits of the official station are:
  - a. For an employee:
    - i. The corporate limits of the city or town where stationed or if not in an incorporated city or town;
    - ii. The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed.
  - b. For an invitational traveler:
    - i. The corporate limits of the city or town where the home or principal place of business exists or if not in an incorporated city or town;
    - ii. The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the home or principal place of business is located. [§300-3.1, Federal Travel Regulations]
6. **Official Travel.** Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency. [§300-3.1, Federal Travel Regulations]
7. **Per diem allowance.** *Per diem allowance* is a daily payment for subsistence expenses for meals and incidental expenses (M&IE). If the trip exceeds twelve (12) hours, a traveler is entitled to the per diem allowance. Refer to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for the current rates by city and state.
8. **Registration fees.** When authorized and approved by the Tribe, these expenses are allowable in addition to other travel costs such as per diem and transportation. Other types of similar expenses include: (1) seminar fees, (2) tuition fees, (3) and course material fees.
9. **Travel costs.** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the Tribe. [§200.474(a), OMB Uniform Guidance]
10. **Travel Authorization.** *Prior* written permission to travel on official business, on a *trip-by-trip* basis. The basic type of travel authorization:
  - a. *Trip-by-trip.* An authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. [§300-3.1, Federal Travel Regulations]

## **GENERAL TRAVEL COSTS**

1. **Federal guidelines.** The Tribe will use the GSA Federal Travel guidelines for all travel.
2. **Travel costs.** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the Tribe.  
[§200.474(a), OMB Uniform Guidance]
3. **Basis.** Such costs may be charged on [§200.474(a), OMB Uniform Guidance]:
  - a. Actual cost basis,
  - b. Per diem or mileage basis in lieu of actual costs incurred, or
  - c. Combination of the two (2),
4. **Basis provisions.** The method used must [§200.474(a), OMB Uniform Guidance]:
  - a. Be applied to an entire trip and not to selected days of the trip,
  - b. Result in charges consistent with those normally allowed in like circumstances in the Tribe's non-federally-funded activities, and
  - c. Be in accordance with the Tribe's written travel reimbursement policies.
5. **Travel costs of officials.** According to the provisions of §200.444, titled "General costs of government", of the OMB Uniform Guidance, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award. [§200.444, §200.474(a), OMB Uniform Guidance]

## **GENERAL EXCLUSIONS**

1. **Travel between Tribal offices and official stations.** Travel between Tribal offices and Official Stations as a function of work responsibilities does NOT qualify for:
  - a. Lodging or
  - b. Per diem.
2. **Exceptions.** On occasion, special prior arrangements can be made on a case-by-case basis and must be approved in advance by the Executive Director.

## **APPROVAL**

1. **Authorization in advance.** All travel must be authorized and approved in advance, via the Travel Authorization Form, including all supporting documentation. This requirement applies to all travel without regard to the:
  - a. Mode of transportation,
  - b. Source of funds, or
  - c. Nature of travel.
2. **Travel Authorization form.** Employees are required to submit a Travel Authorization Form (Exhibit A) to the appropriate administrative officials.
  - a. **Fiscal Department.** Upon approval, the travel authorization is forwarded to the Fiscal Department.

3. **Hierarchy of approval.** No traveler should ever approve their own travel authorizations, advances, or claims.
  - a. **Regular employees.** Regular employees need approval from their supervisor, department director, Grants Compliance Officer when applicable, and Executive Director.
  - b. **Department directors.** Department directors and staff who report directly to the Executive Director need travel approved by the Executive Director.
  - c. **Council members.** Council members need approval from the Council Chair or Council Vice-Chair. Council approval is expressed by either an action item, blanket travel as approved in a budget narrative, or the Chair/Vice-Chair's signature.
  - d. **Committee members.** Committee members need approval from the Committee Chairman, Department Director, and Executive Director.

## **REGISTRATION AND SEMINAR FEES**

1. **Registration/seminar fees.** When authorized and approved by the Tribe, these expenses are allowable in addition to other travel costs such as per diem and transportation.
2. **Similar expenses.** Other types of similar expenses include:
  - a. Tuition fees and
  - b. Course material fees.
3. **Advance fees.** When registration or seminar fees are required, they should be requisitioned separately in a timely manner, in advance of travel.
4. **Meals.** Meals are often included in registration fees and they must be deducted from the per diem reimbursement calculation.
5. **Reimbursement.** If the traveler pays registration fees, prior approval must be documented in order to reimburse them as travel expenses. Attaching a copy of the registration form is required to facilitate proper reimbursement.

## **LODGING AND SUBSISTENCE**

1. **Lodging.** *Lodging* includes overnight sleeping facilities and generally refers to conventional type accommodations. It does not include overnight lodging at the homes of relatives or friends. Lodging expenses are not reimbursable when the travel destination is within fifty (50) miles of the employee's official residence or official station. Itemized receipts are required to obtain reimbursement for lodging. Actual costs of lodging will be paid or reimbursed by the Tribe up to the maximum amount allowable.
2. **Reasonable/allowable.** Costs incurred by employees and officers for travel must be considered *reasonable* and otherwise *allowable* only to the extent such costs do not exceed charges normally allowed by the Tribe in its regular operations as the result of the Tribe's written travel policy. [§200.474(b), OMB Uniform Guidance]



- a. **Lodging/subsistence/incidentals.** These costs include [§200.474(b), OMB Uniform Guidance]:
  - i. **Lodging.** Costs of lodging,
  - ii. **Subsistence.** Other subsistence, and
  - iii. **Incidentals.** Incidental expenses.
- b. **Justification.** In addition, if these costs are charged directly to a Federal award, documentation must justify that [§200.474(b), OMB Uniform Guidance]:
  - i. **Necessary.** Participation of the individual is necessary to the Federal award; [§200.474(b)(1), OMB Uniform Guidance] and
  - ii. **Reasonable/consistent.** The costs are reasonable and consistent with the Tribe's established travel policy. [§200.474(b)(2), OMB Uniform Guidance]

## **TRANSPORTATION**

- 1. **Mode of transportation.** Reimbursement will be made only for the method of transportation which is in the best interest of the department, considering both the amount of the expense as well as travel time.
  - a. **Class.** All air, bus, rail, or ship travel shall be on the class that is the most economical to the Tribe.
    - i. **Exception.** The only exception would be under those circumstances where the accommodations would:
      - (1) **Circuitous routing.** Require circuitous routing,
      - (2) **Unreasonable hours.** Cause travel during unreasonable hours,
      - (3) **Duration of travel.** Greatly increase the duration of travel,
      - (4) **Additional costs.** Result in additional costs which would offset the transportation savings, or
      - (5) **Medical needs.** Offer accommodations which are not reasonably adequate for the medical needs of the traveler.

## **AUTOMOBILE**

- 1. **Tribal vehicles.** All staff will utilize a Tribal vehicle for travel, unless:
  - a. **Availability.** A vehicle is not available at the time of travel, as determined by the Yurok Tribe Fleet Manager or designee. Employee must provide written verification from Yurok Tribe Fleet Manager regarding availability.
  - b. **Inclement weather.** Inclement weather conditions exist and the employee has a four-wheel drive (4WD) vehicle that is safer to drive than a Tribal vehicle.
- 2. **Privately-owned vehicle (POV).** When a traveler is authorized to operate a privately-owned vehicle (POV), the Federal Travel Regulations (FTR) rate per mile will be allowed.
  - a. **Commute.** There is no reimbursement for mileage incurred from the traveler's home to the traveler's official station.

- b. **Mileage for claims:**
  - i. **Odometer reading.** Odometer reading at the time of departure and return to official station must be included.
    - (1) **Computing miles for claims.** Number of miles for claims is computed by subtracting the beginning odometer reading from the ending odometer reading: [ending odometer] – [beginning odometer] = [computed miles].
  - ii. **Web mapping service.** Use of a web mapping service (e.g. MapQuest, Google Maps) may be utilized by providing a copy of estimated mileage and travel route.
  - iii. **Reimbursement.** Any potential reimbursement for mileage must occur after travel, through the travel reconciliation process.
- 3. **Commercial automobile rental.** Rental of an automobile must:
  - a. **Prior approval.** Receive prior approval from the Executive Director. To be considered for approval, all requests must be submitted in writing, with justification, prior to official travel. Justifications may include: cost savings, disability, and physical location in relation to conference/training.
  - b. **Receipt.** Be supported by a receipt.

## **AIR TRAVEL**

### **COMMERCIAL AIR TRAVEL**

- 1. **Prior approval.** Air travel requires prior approval of Tribal Council and the Executive Director.
- 2. **Airfare costs.** Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would [§200.474(d)(1), OMB Uniform Guidance]:
  - a. **Circuitous routing.** Require circuitous routing; [§200.474(d)(1)(i), OMB Uniform Guidance]
  - b. **Unreasonable hours.** Require travel during unreasonable hours; [§200.474(d)(1)(ii), OMB Uniform Guidance]
  - c. **Prolong travel.** Excessively prolong travel; [§200.474(d)(1)(iii), OMB Uniform Guidance]
  - d. **Additional costs.** Result in additional costs that would offset the transportation savings; [§200.474(d)(1)(iv), OMB Uniform Guidance] or
  - e. **Medical needs.** Offer accommodations not reasonably adequate for the traveler's medical needs. [§200.474(d)(1)(v), OMB Uniform Guidance]
    - i. **Business-class.** The Tribe must justify and document these conditions on a case-by-case basis in order for the use of business-class airfare to be allowable in such cases. [§200.474(d)(1)(v), OMB Uniform Guidance]



3. **Availability.** Unless a pattern of avoidance is detected, the Federal government will generally not question the Tribe's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the Tribe can demonstrate that such airfare was not available in the specific case. [§200.474(d)(2), OMB Uniform Guidance]
4. **Reimbursement.** When air travel is the most appropriate mode of transportation, reimbursement will be made for actual costs, supported by a receipt.
  - a. **Additional fees.** The Tribe will provide reimbursement for any additional fees the airlines may impose. For example, luggage fees and fuel surcharges.
5. **Itinerary change.** After a ticket is issued, the traveler will pay the cost of any change in the air travel itinerary that is not an emergency, or that is outside the traveler's control.
  - a. **Emergency.** An emergency is defined as a life-threatening injury or illness to traveler or traveler's family member as defined in the Yurok Tribe Personnel Policy.
  - b. **Tribal Council request.** Changes in air travel itinerary will also be allowed when requested by Tribal Council.
6. **Personal vehicle.** If a traveler chooses to drive a personal vehicle rather than fly, because it is more cost effective, the traveler will be reimbursed the GSA mileage rate for mileage up to the cost of what the airline ticket would have cost if purchased at least two (2) weeks in advance. If authorized by the Executive Director, Traveler will only be reimbursed for actual mileage to and from the event at the GSA mileage rate.

## **NON-COMMERCIAL AIR TRAVEL**

1. **Air travel by other than commercial carrier.** Costs of travel by Tribal-owned, -leased, or -chartered aircraft include the cost of [§200.474(e), OMB Uniform Guidance]:
  - a. Lease,
  - b. Charter,
  - c. Operation (including personnel costs),
  - d. Maintenance,
  - e. Depreciation,
  - f. Insurance, and
  - g. Other related costs.
2. **Unallowable.** The portion of such costs that exceeds the cost of commercial airfare as provided for in this section is unallowable. [§200.474(d)-(e), OMB Uniform Guidance]

## **TRAVEL ADVANCES**

1. **Authorization.** Advances for travel must be pre-authorized. A travel advance must be approved and have all required signatures.
2. **Request.** A period of two weeks should be allowed to process a travel advance after the advance request is received.

3. **Reconciliation.** Travel advances must be cleared and the traveler must have no outstanding accounts receivable (A/R) before receiving payment on any travel claims, or is eligible for any additional advances.
4. **Outstanding advances.** If after ten (10) days of the travel, a travel advance remains outstanding, it shall be deducted from the traveler's next compensation payment.

## **PER DIEM**

1. **Per Diem.** A traveler is entitled to the per diem rates for the location of travel as published on the U.S. Government Services Administration (GSA) website. Per diem amounts exist for both lodging and meals and incidental expenses (M&IE). Refer to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for the current rates by city and state.
  - a. **Lodging.** Actual costs of lodging will be paid or reimbursed by the Tribe up to the maximum amount allowable. If lodging costs exceed the GSA per diem rate for the destination area of travel, then written justification must be provided and approved in advance by the Executive Director.
  - b. **Meals and incidental expenses (M&IE).** A breakdown of meals and incidental expense (M&IE) rates can be found at [www.gsa.gov/mie](http://www.gsa.gov/mie).
    - i. **Per diem allowance.** The per diem rates for the location of travel also include a total *per diem allowance* for meals and incidental expenses (M&IE). *Per diem allowance* is a daily payment for subsistence expenses for meals and incidental expenses (M&IE). To qualify for per diem allowance, you must:
      - (1) **Authorization.** Have an approved travel authorization covering the period of travel.
2. **Exclusions.** Travel between Tribal offices or an official station as a function of work responsibilities does not qualify for lodging or per diem allowance.
  - a. **Exceptions.** On occasion, special prior arrangements can be made on a case-by-case basis and must be approved in advance by the Executive Director.

## **MEAL ALLOWANCE**

1. **Eligibility.** Meals are not provided to the traveler for day travel. The following rules apply to all one-day (1-day) trips exceeding twelve (12) hours and continuous travel where trips begin or end on a partial day, EXCEPT for travel between tribal offices or official stations.
2. **Meal schedule.** The separate amounts for breakfast, lunch, and dinner listed in the GSA chart breakdown are provided should the need arise to deduct any of those meals from the per diem allowance for the traveler. In order to determine eligibility for a meal allowance when traveling, the following rules will apply:
  - a. **1<sup>st</sup> day of travel:** Calculated at 75 percent of the allowable GSA M&IE rate for travel location.

- b. **Last day of travel:** Calculated at 75 percent of the allowable GSA M&IE rate for travel location.
  - c. **All other days of travel:** Calculate at 100 percent of the allowable GSA M&IE rate for travel location.
- 3. **Meals provided.** When meals are provided in the registration fee for conferences or seminars, it will be deducted from per diem.
  - a. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect per diem.
  - b. Continental breakfast offered at conferences or seminars does not constitute a meal and therefore should not be deducted from per diem.
- 4. **Business meals.** Meals taken with others, during which business discussions take place, are not allowed.

## **INCIDENTAL EXPENSES**

- 1. **Incidental expenses (IE).** Allowable incidentals include parking fees, bridge and road tolls, business center expenses, and taxi fees. Taxi fees are allowable for transportation to and from meetings at host hotel only.
  - a. **Overnight stay.** Per diem for incidentals is only to be received by the traveler when there is an overnight stay.
  - b. **Advances.** For advances, the employee should estimate all other anticipated business expenses such as parking, taxi fare, registration, etc.
  - c. **Receipts.** Receipts are required for these expense items, especially for any amounts over the *per diem allowance*, in order to be considered for reimbursement. When a receipt is not offered, a memo from the Department Director will suffice.
- 2. **Alcohol/entertainment.** The cost of alcoholic beverages and entertainment expenses are not allowable.

## **REIMBURSEMENT**

- 1. **Approved travel.** The Tribe will reimburse approved travel expenses, within the limits of the budget and program purpose, when those expenses are incurred by individuals in approved travel status. This includes traveling for:
  - a. Administrative purposes,
  - b. Improvement of program,
  - c. Professional development, and
  - d. Other official Tribal matters.

## **TRAVEL RECONCILIATION**

1. **When.** The traveler is responsible for securing all necessary receipts and for submitting them with the Travel Reconciliation Form within ten (10) business days upon return to regular work duty.
2. **How often.** A Travel Reconciliation Form should be turned in after each travel.
3. **Receipts.** Appropriate Travel Reconciliation Forms will be submitted to the Fiscal Department with all required signatures with attached receipts.
  - a. **Chronological order.** Receipts that are required in support of various items of expenses (hotels, airfare, car rental, taxi, etc.) will be arranged in chronological order and attached to the Travel Reconciliation Form.
  - b. **Date/nature.** Each receipt must show the date and nature of the travel expense.
  - c. **Receipt for more than one traveler.** A receipt for more than one traveler must have the names printed clearly on the back side of the receipt indicating the amount of expense per person.

## **VOLUNTEER COMMITTEE MEMBERS**

1. **Appointment.** To be eligible to receive any per diem or mileage reimbursement, volunteers must be formally appointed to the committee by Tribal Council. Only Tribal Council appointed delegates are eligible for per diem and mileage; however, if a delegate is not present and an authorized alternate assumes that delegate's responsibilities, then the authorized committee alternate may receive per diem and mileage. In the event both the delegate and alternate attend the same meeting, only the delegate is eligible for per diem and mileage.
2. **Meal allowance/schedule.** In order to determine if a volunteer committee member will be eligible for a meal allowance when performing volunteer service for the Tribe, the same meal schedule for regular travelers will be applied.
3. **Privately-owned vehicles (POV).** When volunteer committee members use their privately-owned vehicles (POV), they will be reimbursed the allowable rate per mile in accordance with Federal Travel Regulations.

## **FORMS**

1. **Forms.** There are three forms required for different travel situations. These are:
  - a. **Mileage Expense Form.** This form is to be used for:
    - i. Work-related daily mileage.
    - ii. One-day (1-day) travel outside of counties where Tribal Official Stations are located.
  - b. **Travel Authorization Form.** Employees are required to submit a Travel Authorization Form (Exhibit A) to the appropriate administrative official for all travel outside of counties where Tribal Official Stations are located when per diem and an overnight stay is necessary. The information requested on the travel authorization form is necessary to estimate the total travel cost.
    - i. **Authorization in advance.** Travel authorization forms should be submitted at least two (2) weeks in advance.
    - ii. **Program/department.** Travel authorization must contain the appropriate program and/or department code.
    - iii. **Fiscal Department.** Upon approval, the travel authorization is forwarded to the Fiscal Department.
  - c. **Travel Reconciliation Form.** Employees are required to submit a Travel Reconciliation Form (Exhibit B) to the Fiscal Department within ten (10) business days upon return to regular work duty.

## **CERTIFICATION**

This is to certify that this Policy was amended at a duly called meeting of the Tribal Council on \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present and this Policy was amended by a vote of \_\_\_\_ FOR, \_\_\_\_ OPPOSED, \_\_\_\_ ABSTENTION. This Policy has not been rescinded in any way.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.



CHAIRPERSON,  
YUROK TRIBE

ATTEST:



COUNCIL SECRETARY,  
YUROK TRIBE



## **Travel Check List**

- I. Fill out **Travel Request Form**. Attach a copy of the following:
1. ☐ Conference/Event Agenda
  2. ☐ Conference/Event Registration
  3. ☐ Cost of Hotel (internet/travel agent estimate)
    - i. If traveler does not have a Dept. Travel Card, send a **Credit Card Authorization Form** at time of Reservation. Give Traveler a copy to take with them on travel.
  4. ☐ Cost of Flight (internet/travel agent estimate)
    - i. Use the credit card on file with Concur, not Dept. Travel Card.
  5. ☐ Mileage estimate
    - i. Use web mapping service (e.g. MapQuest, Google Maps)
    - ii. Determining mileage rate as of January 1, 2019:
      1. If GSA is available, use \$0.20
      2. If POV use is approved, use \$0.58
  6. ☐ Per Diem rate for event location (use [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem))
  7. ☐ Miscellaneous costs (parking, shuttle, toll, etc.)
  8. ☐ Car rental (provide justification, if allowed, along with cost estimate)
- II. Travel is approved when **Travel Request Form**, accompanied with all required documentation identified above, is sign by: Traveler, Department Director, Grants & Contracts Compliance, and Executive Director/Council.
1. ☐ Purchase all travel arrangements
- III. After travel, within 10 business days, complete the following:
1. ☐ **Travel Reconciliation Form**, provided in Fiscal Dept.
    - i. ☐ Attach copies of all receipts\*, excluding meals  
(Conference registration, hotel, airfare, miscellaneous costs, car rental)
  2. ☐ **Mileage Expense Record**, if personal vehicle used for travel.

\*Original credit card receipts must be attached to monthly department credit card statement(s) and returned to Accounts Receivable, Fiscal Dept.

☐ Pick Up ☐ Mail

## Travel Request

Traveler Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Traveler Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Department: \_\_\_\_\_ Dept./Project Code: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

Conference/Training Title: \_\_\_\_\_

Agency Sponsor: \_\_\_\_\_

Allowed GSA Per Diem Rates: Lodging \$ \_\_\_\_\_ M&IE \$ \_\_\_\_\_

## Anticipated Expenses

Type of Expense	Description of Expense	Rate	# of Days	Total Expense
Conference/Registration	_____	_____	_____	_____
Lodging	_____	_____	_____	_____
Airfare	_____	_____	_____	_____
Mileage	# of miles: _____ @ _____	_____	_____	_____
Meals & IE	1 <sup>st</sup> /Last day of travel (75% of GSA Per Diem)	_____	_____	_____
	All Other Travel Days (GSA Per Diem)	_____	_____	_____
Miscellaneous	_____	_____	_____	_____
Total Expense:				\$ _____

Advance Amount (Meals + Misc.): \$ \_\_\_\_\_ Due to traveler

**Important Notice:** By signing and submitting this form, you agree that the requested funds will be used for the purposes stated on this form. Failure to provide an expense report with receipts within 10 days of your return date may result in a paycheck deduction to cover the amount of funds advanced to you.

_____ Traveler Signature	_____ Date	_____ Director Signature	_____ Date
_____ G & C Compliance Signature* (*If Grant Funded)	_____ Date	_____ Exec. Director/Council Signature	_____ Date

## Travel Reconciliation Form

TRAVELER NAME: \_\_\_\_\_

TRAVEL DESTINATION: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_

Within 10 business days of returning from travel, you must submit this form with all applicable receipts.

Please check all appropriate boxes below to indicate all receipt types attached.

- ☐ Conference Registration
- ☐ Hotel
- ☐ Airfare
- ☐ Baggage
- ☐ Car Rental & Fuel
- ☐ Mileage Expense Record, if personal vehicle used for travel
- ☐ Miscellaneous (Parking, Shuttle, Taxi, Toll)
- ☐ Other (Describe in Comments below)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify the attached information is valid and corresponds with my approved travel. I understand any invalid, or unauthorized, claims will be deducted from future compensation to me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please PRINT NAME: \_\_\_\_\_