

Instructions for Completing Travel Authorization/Advance Forms



In accordance with the City of Erie travel policy, all requests for employee travel/training require the completion of a Travel Authorization/Advance form. As of 1/1/20 the carbon-copy paper version of this form will be replaced with a PDF version containing editable fields.

The following set of instructions outline the proper procedure for completing this form. The form contains three sections. Part A details the steps required to complete the authorization section of the form, which is completed prior to the employee engaging in travel/training. Part B covers the process for obtaining/returning a cash advance from the City of Erie Treasurer's Department. Part C details the steps required to complete the expense reporting section of the form, which is completed after the employee has returned from any travel/training.

Any questions in regard to completing Travel Authorization/Advance forms should be directed to the City of Erie Department of Finance.

Contents

Page

Part A – Completing the Authorization Section

3

Part B – Obtaining / Returning A Cash Advance

10

Part C – Completing the Travel Expense Report

13

Part A – Completing the Authorization Section

1. Open the PDF file entitled “City of Erie Travel Authorization-Advance Form”
 - This file is available on the City of Erie website under the “Employee Resources” drop-down menu that can be found at the following link:
<https://cityof.erie.pa.us/government/departments/human-resources/>

Human Resources

Employment

Welcome to the City of Erie Human Resources page.

If you wish to apply for employment with the City of Erie, please download the application from the download section below, and mail or drop it off to:

City Of Erie
626 State Street
Room 300
Erie, PA 16501-1128

[Download the Application](#)

NOTE: The submit button is intended for [Acrobat Reader](#) and may not work if you are filling the form out from inside your browser.

[Current Job Openings \(Indeed.com\)](#)

› Additional Information

› Employee Resources

› Other Resources

- The Department of Finance will also distribute this form to all employees via e-mail.

2. The resulting PDF form will look like this;

TRAVEL AUTHORIZATION / ADVANCE FORM

Name: Approved Advance Amount:

Title: Bureau: Teller: _____ Date: _____

Departure Date: Time: Cash Returned: _____ Teller: _____ Date: _____

Return Date: Time:

Purpose:

Mode of Travel:

Destination:

Total Estimated Cost:

Budget Code:

Reimbursement Method: (check one) Cash Advance Personal

** I acknowledge receipt of amount shown as a personal liability until settlement is made by submitting a Check Request within ten (10) days, and the return of unspent funds. **

Employee: _____ Date: _____

Approvals

Department Director: _____ Date: _____

Finance Director: _____ Date: _____

Controller: _____ Date: _____

TRAVEL EXPENSE REPORT									
Lodging	Meals	Registration	Personal Auto Use - Total Mileage	Personal Auto Expense (Mileage x IRS rate)	Fuel/Oil (City Vehicle)	Air, Train, or Bus Fare	Parking, Tolls, Taxi, Uber, Lyft	Miscellaneous (Provide explanation)	Total
Additional Details:									
<u>Department Approval</u>					<u>Employee Approval</u>				
Director: _____					Employee: _____			*I hereby certify that the listed expenses are correct and incurred by myself while on duty for the City of Erie.*	
Date: _____					Date: _____				
Upon completion, copies of this form must be kept in the Finance, Treasurer, and Department offices									

3. Each field that is required for approval is highlighted in the form. These required fields are:

- Name
- Title
- Bureau
- Departure Date / Time
- Return Date / Time
- Mode of Travel
- Destination
- Total Estimated Cost
- Budget Code
- Reimbursement Method
- Approved Advance Amount

4. Clicking on each of the highlighted areas will allow for data to be input. The tab button allows the user to easily move from field to field after inputting data. ALL of these fields must be completed before submitting the request for approval.
5. Note the line titled “Reimbursement Method” at the bottom of the left-hand column.

Reimbursement Method: (check one) Cash Advance Personal

This line is a new addition to the form. In accordance with section G-3 of the City of Erie travel policy, employees may now select the method in which they pay for their travel-related expenses. (Please reference the City of Erie travel policy for the specific details relating to each of the choices.) One of these options must be selected prior to submitting for approval. An option is selected by clicking on the highlighted box next to it. Doing so will populate that selection with a check-mark.

Reimbursement Method: (check one) Cash Advance Personal

6. The employee completing the form for submittal should only input data into the highlighted fields. The section entitled “Travel Expense Report” should not contain any information at this point in the process. This section should be completed after the employee has returned and all travel-related expenses have been incurred. Completing this section will be covered in Part C of these directions.
7. A cost-breakdown form is still required to accompany a Travel Authorization/Advance form when submitting a request for approval. The “Total Estimated Cost” and “Approved Advance Amount” fields must tie to the figures indicated on the cost-breakdown form. The cost-breakdown form is updated annually to reflect IRS per-diem meal rates and personal mileage reimbursement rates. This form, entitled “Travel Cost Breakdown Form 20XX”, can be found on the City of Erie Human Resources website under the Employee Information drop-down menu, as referenced in step 1 above. It will also be distributed to all employees via e-mail.

8. The cost breakdown form file contains three sheets: One for full day travel only, one for partial day travel only, and one for a combination of partial day and full day travel. Note the tabs for each sheet at the bottom of the workbook, and select the tab for the form that best aligns with the employee's agenda.



9. After selecting the appropriate tab, fill in the two fields at the top of the sheet: "Employee Name & Department" with the obvious information, and the cell containing "Today's Date" with the date the form is being completed.

10. Under the "Meals, Incidentals & Lodging" section, fill in the Date, Day of Week, Advance Amount, and Paid by Check or City Credit Card columns according to the parameters outlined in the City of Erie travel policy. If necessary, please reference the policy for clarity on the guidelines for these items.

11. Under the "Transportation & Other Expenses" section, fill in any of the cells for anticipated expenses in accordance with the City of Erie travel policy. Make note of the column headings (Advance vs. City Credit Card) and be sure to place figures into the applicable category.

- If traveling using a personal vehicle and receiving mileage reimbursement, input the total number of miles being traveled into the box next to the "Number of Miles" field. The formula in the "Advance Amount" column will populate the correct dollar figure, rounded to the nearest whole dollar.

12. The bottom of the cost-breakdown form shows three different figures:

- The "Total Advance Amount" figure, which should tie to the figure on the "Approved Advance Amount" line of the Travel Authorization/Advance form.
- The "Total Amount Paid by City Credit Card or Check" line.
- The "Total Estimated Cost" line which should equal the sum of the figures in the first two lines, and should tie to the "Total Estimated Cost" line on the Travel Authorization/Advance form.

13. Here are examples of properly completed Travel Authorization/Advance and cost breakdown forms:

TRAVEL AUTHORIZATION / ADVANCE FORM

Name: Employee X Approved Advance Amount: \$218.00

Title: Police Officer Bureau: Police Teller: _____ Date: _____

Departure Date: 12/10/19 Time: 7:00 am Cash Returned: _____ Teller: _____ Date: _____

Return Date: 12/12/19 Time: 5:00 pm

Purpose: Community Policing Conference

Mode of Travel: City Vehicle

Destination: Pittsburgh, PA

Total Estimated Cost: \$538.00

Budget Code: 002-0613-0000-4043

Reimbursement Method: (check one) Cash Advance Personal

**** I acknowledge receipt of amount shown as a personal liability until settlement is made by submitting a Check Request within ten (10) days, and the return of unspent funds. ****

Employee: _____ Date: _____

Approvals

Department Director: _____ Date: _____

Finance Director: _____ Date: _____

Controller: _____ Date: _____

TRAVEL EXPENSE REPORT									
Lodging	Meals	Registration	Personal Auto Use - Total Mileage	Personal Auto Expense (Mileage x IRS rate)	Fuel/Oil (City Vehicle)	Air, Train, or Bus Fare	Parking, Tolls, Taxi, Uber, Lyft	Miscellaneous (Provide explanation)	Total
Additional Details:									
<u>Department Approval</u>					<u>Employee Approval</u>				
Director: _____ Date: _____					Employee: _____ Date: _____			*I hereby certify that the listed expenses are correct and incurred by myself while on duty for the City of Erie.*	
Reimbursement Amount if Using Personal Method: Total: _____		Teller: _____ Date: _____			*Upon completion of this form, copies should be kept in the Department, Finance and Treasurer's offices.*				

Employee X - Police

12/2/19

MEALS, INCIDENTALS & LODGING

Date	Day of the Week		Advance Amount	Paid by Check or City Credit Card
12/10/2019	Tuesday	Meal Allowance - 12:01 a.m. - 6:00 a.m. (\$13)	\$ -	
		Meal Allowance - 6:01 a.m. - 12:00 p.m. (\$14)	\$ 14.00	
		Meal Allowance - 12:01 p.m. - 6:00 p.m. (\$14)	\$ 14.00	
		Meal Allowance - 6:01 p.m. - 12:00 a.m. (\$14)	\$ 14.00	
		Incidentals (\$3 per day - only if lodging expense incurred)	\$ 5.00	
		Lodging Expense		\$ 110.00
12/11/2019	Wednesday	Meal Allowance - Full Day (\$55)	\$ 55.00	
		Incidentals (\$3 per day - only if lodging expense incurred)	\$ 5.00	
		Lodging Expense		\$ 110.00
12/12/2019	Thursday	Meal Allowance - 12:01 a.m. - 6:00 a.m. (\$13)	\$ 13.00	
		Meal Allowance - 6:01 a.m. - 12:00 p.m. (\$14)	\$ 14.00	
		Meal Allowance - 12:01 p.m. - 6:00 p.m. (\$14)	\$ 14.00	
		Meal Allowance - 6:01 p.m. - 12:00 a.m. (\$14)	\$ -	
		Incidentals (\$3 per day - only if lodging expense incurred)	\$ -	
		Lodging Expense		\$ -
Sub-Total:			<u>\$ 148.00</u>	<u>\$ 220.00</u>

TRANSPORTATION & OTHER EXPENSES

Transportation

*If using City Vehicle - Receive Money for Fuel

\$ 50.00

*If using personal vehicle, claim mileage at IRS rate (\$0.58 per mile)

Number of Miles:

\$ -

Air/Train/Bus/Other Fare

\$ -

Taxi/Uber/Lyft/Other

\$ -

Other Expenses

Registration

\$ 100.00

Parking

\$ 20.00

Tolls

\$ -

Miscellaneous

\$ -

Total Advance Amount

\$ 218.00

Total Amount Paid by City Credit Card or Check

\$ 320.00

Total Estimated Cost

\$ 538.00

14. Once these two forms have been completed, an electronic copy of each should be saved for departmental records.
15. Print copies of both the Travel Authorization/Advance form and cost breakdown form. Attach all relevant backup documentation to the two forms.
16. Submit the form to the Department Director for review. The Department Director should provide a signature and date on the appropriate lines of the Travel Authorization/Advance form.

<u>Approvals</u>	
Department Director: _____	Date: _____
Finance Director: _____	Date: _____
Controller: _____	Date: _____

17. Once approved and signed by the Department Director, submit the form to the Finance Department. Finance will complete a review of the form for accuracy and reasonableness, and will submit the form to the Department of the City Controller when authorized. The Controller’s office will complete a similar review. Once authorized by the City Controller, the form will be given to the Purchasing Department to complete any course registrations, lodging accommodations, etc. that require use of the City credit card.
18. Once step 17 is fully complete, the form will be returned to the employee. The request is now approved and the employee is authorized to attend on the approved day(s). At this point a copy of the Travel Authorization/Advance form containing all approval signatures should be made and kept on record in the department.

Part B – Obtaining/Returning a Cash Advance

Option 1 - Cash Advance Prior to Departure

- **Obtaining Cash**

1. Employees choosing the “Cash Advance” option on the Travel Authorization/Advance form may obtain their cash from the Treasurer’s Office as early as three days before their departure date.

Reimbursement Method: (check one) Cash Advance <input checked="" type="checkbox"/> Personal <input type="checkbox"/>
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2. To do this, the employee must take their properly authorized form to the Treasurer’s Office, where one of the tellers will provide them with the amount on the “Approved Advance Amount” line. The teller should sign and date the “Teller” line, indicating they provided the cash advance.

Approved Advance Amount: <input type="text" value="\$218.00"/>
Teller: _____ Date: _____
Cash Returned: _____ Teller: _____ Date: _____
** I acknowledge receipt of amount shown as a personal liability until settlement is made by submitting a Check Request within ten (10) days, and the return of unspent funds. **
Employee: _____ Date: _____

- At this time the employee obtaining the cash advance should sign and date on the line below, acknowledging receipt of the cash as indicated by the bolded statement in this section.

**** I acknowledge receipt of amount shown as a personal liability until settlement is made by submitting a Check Request within ten (10) days, and the return of unspent funds. ****

Employee: _____ Date: _____

- Once the form has been signed by both teller and employee, the teller should make a copy of the form for their department records.

- Returning Cash**

- After returning from approved travel, employees must return any unused cash to the City of Erie Treasurer’s Office. Take both the cash being returned and the original Travel Authorization/Advance form to the Treasurer.
- Once the teller confirms the returned amount, they should document the total on the “Cash Returned” line, and then initial and date on the appropriate lines to the right.

Approved Advance Amount: **\$218.00**

Teller: _____ Date: _____

Cash Returned: _____ Teller: _____ Date: _____

**** I acknowledge receipt of amount shown as a personal liability until settlement is made by submitting a Check Request within ten (10) days, and the return of unspent funds. ****

Employee: _____ Date: _____

The teller should make a copy of this form to keep on record in their office.

Option 2 – Reimbursement of Personal Payment

- **Obtaining Cash**

1. Employees choosing the “Personal” option on the Travel Authorization/Advance form may obtain reimbursement from the Treasurer’s Office after having returned from their travel, and after proper examination of their expense report documentation.

Reimbursement Method: (check one)	<input type="checkbox"/> Cash Advance	<input checked="" type="checkbox"/> Personal
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2. After returning from travel, the employee should complete the Travel Expense Report (see Part C of this manual for instructions), attach all receipt documentation as required by the City of Erie Travel Policy, and have their department clerk complete a check request (with the appropriate signatures) listing “Employee Name – Use of City Treasurer” as the vendor for the payment.

CITY OF ERIE, PENNSYLVANIA CHECK REQUEST					
DATE	12/18/2019	VENDOR	Employee X - Use of City Treasurer		
DEPARTMENT	POLICE	ADDRESS			
BUREAU/OFFICE	POLICE				
ACCOUNT CODE	DATE	INVOICE #	DESCRIPTION	AMOUNT	AC MO
002-0613-0000-4043	12/12/2019		Community Policing Conference 12/10/19 - 12/12/19	\$218.00	Dec-19
Total:				\$218.00	
APPROVED:			APPROVED FOR PAYMENT:		
BUREAU CHIEF _____			FINANCE ADMINISTRATOR _____		
DIRECTOR _____			CITY CONTROLLER _____		

3. Submit all documentation, including the original cost breakdown form, to the Finance Department for review. The information submitted will be reviewed by Finance, followed by the City Controller's office, for accuracy and compliance with the City Travel Policy.

4. Once all information has been approved, the Travel Authorization/Advance form will be returned to the employee where they may obtain reimbursement from the City Treasurer's office. The teller completing the reimbursement transaction should sign and date at the bottom of the Travel Expense Report section, validating that they provided the employee with the amount approved on the "Reimbursement Amount if Using Personal Method" line.

Part C – Completing the Travel Expense Report

- Employees are required to complete their Travel Expense Report within ten (10) days of returning from authorized travel. This report is found on the lower half of the Travel Authorization/Advance form.

TRAVEL EXPENSE REPORT									
Lodging	Meals	Registration	Personal Auto Use - Total Mileage	Personal Auto Expense (Mileage x IRS rate)	Fuel/Oil (City Vehicle)	Air, Train, or Bus Fare	Parking, Tolls, Taxi, Uber, Lyft	Miscellaneous (Provide explanation)	Total
Additional Details:									
<u>Department Approval</u>					<u>Employee Approval</u>				
Director: _____ Date: _____					Employee: _____ Date: _____			*I hereby certify that the listed expenses are correct and incurred by myself while on duty for the City of Erie.*	
Reimbursement Amount if Using Personal Method: Total: _____		Teller: _____ Date: _____			*Upon completion of this form, copies should be kept in the Department, Finance and Treasurer's offices.*				

- There are eight (8) individual boxes, plus a "Total" box, in which expense information is reported. Fill in the boxes under each category in which expenses were incurred while traveling. The figures filled into these boxes should match the invoices/receipts/other documentation provided as backup for these expenses. Please refer to the City of Erie Travel Policy for the specific types of expenses that require backup documentation be provided.
 - The "Personal Auto – Total Mileage" box should match the number of miles entered into the "Number of Miles" box on the cost breakdown sheet.
 - The "Personal Auto Expense" box should match the dollar figure that calculated from the "Number of Miles" box on the cost breakdown sheet.
 - The "Total" box should equal the sum of ALL expenses incurred while traveling.

Example:

TRAVEL EXPENSE REPORT									
Lodging	Meals	Registration	Personal Auto Use - Total Mileage	Personal Auto Expense (Mileage x IRS rate)	Fuel/Oil (City Vehicle)	Air, Train, or Bus Fare	Parking, Tolls, Taxi, Uber, Lyft	Miscellaneous (Provide explanation)	Total
\$ 220.00	\$ 105.00	\$ 100.00			\$ 20.00				\$ 445.00
Additional Details:									

- Below the expense reporting area is a box titled “Additional Details.” This space is used by the employee to provide additional information on any miscellaneous expenses listed above, or any other information that is relevant or should be considered by the reviewers of the report. It is not a requirement to complete this section if there are no miscellaneous expenses incurred during travel.

Additional Details:

- This step only applies to individuals who selected the “Personal” reimbursement method during the authorization process.** There is an additional box on the bottom left of the form titled “Reimbursement Amount if Using Personal Method.” The amount written in this box will signify the *actual* amount the employee is getting reimbursed for based on expenses incurred while traveling. This figure should reconcile with the total of all reimbursable receipts submitted with the Travel Expense Report. When these items are submitted and approved by Finance, the employee will be eligible to obtain their reimbursement from the Treasurer’s Office. The teller completing the reimbursement transaction is required to initial and date on the lines next to the amount being reimbursed, and should keep a copy of the report for department records.

<p style="text-align: center;">Reimbursement Amount if Using Personal Method:</p> <p style="text-align: center;">Total: _____</p>	<p style="text-align: center;">Teller: _____</p> <p style="text-align: center;">Date: _____</p>
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- Once all required fields are properly filled in, the employee should sign and date in the “Employee Approval” box, and submit to their department director to sign and date in the “Department Approval” box. After obtaining these signatures, submit the form to the Finance Department for review.

<u>Department Approval</u>	<u>Employee Approval</u>	
<p style="text-align: center;">Director: _____</p> <p style="text-align: center;">Date: _____</p>	<p style="text-align: center;">Employee: _____</p> <p style="text-align: center;">Date: _____</p>	<p style="text-align: center;">*I hereby certify that the listed expenses are correct and incurred by myself while on duty for the City of Erie.*</p>