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.

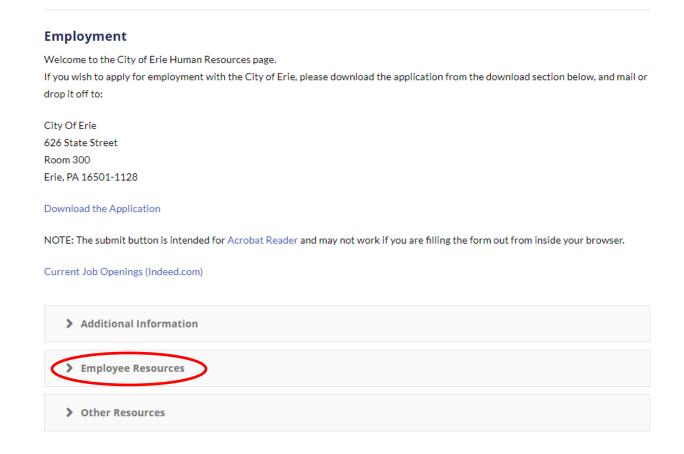
Any questions in regard to completing Travel Authorization/Advance forms should be directed to the City of Erie Department of Finance.

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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



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

2. The resulting PDF form will look like this;

Name:		$\overline{}$			Approved Advanc				
Title:		Bureau:							
Departure Date:			ime:		Cash Returned:		Teller:	Date:	
Return Date: Purpose:			Time:			ceipt of amount show eck Request within ter			
Mode of Travel:					Employee:		0	ate:	
Destination:					Approvals				
Total Estimated C	ost:				Department Direc	tor:			Date:
Budget Code:					Finance Director:				Date:
Reimbursement N	Method: (check on	e) Cash Advance	Personal		Controller:				Date:
				TRAVEL EXPE	NSE REPORT	ī			
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 Detail	<u> </u> s:			1				<u> </u>	
	De	epartment Appro	oval			<u>E</u>	mployee Appro	val	
	Director:				Employee	E			y that the listed
	Director:					Employee: expenses are correct and incurred by myself while on duty for the Cit of Erie.*			n duty for the City
	Director:								

- 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 _	
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- 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:

		TRAV	EL AUTH	ORIZATIO	ON / AD\	VANCE FO	DRM		
Employ	ee X				Approved Advance	Amount: \$218.0	00		
Police C)fficer	Bureau: Police			Teller:		Da	ite:	_
eparture Date:	12/10/19	Time:	7:00 am		Cash Returned:		Teller:	Date:	
eturn Date: 12/	12/19	Time	5:00 pm						
urpose: Comn	nunity Policir	ng Conferenc	e		** I acknowledge rec	eipt of amount shown a Request within ten (3	s a personal liability un 0) days, and the return		by submitting a Check
lode of Travel:	ity Vehicle				Employee:		Date:_		
estination: Pitts	sburgh, PA				Approvals				
otal Estimated Cos	\$538.00				Department Directo	or:			Date:
udget Code: 002	2-0613-0000	-4043			Finance Director:				Date:
eimbursement Me	ethod: (check one)	Cash Advance	Personal		Controller:				Date:
				TRAVEL EXPE	NSE 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
dditional Details:									1
	De	epartment Appro	val				Employee Approv	/al	
Director:					*I hereby certify that the listed Employee:expenses are correct and incurred by				
					Date:				duty for the City of rie.*
	Date:								
Reimbursement Personal	Amount if Using	Teller:_			*Upon compl	letion of this form, c	opies should be kep Treasurer's offices.		nt, Finance and

Employee X - Police

12/2/19

		MEALS, INCIDENTALS	8 & LODGING				
Date	Day of the Week				Ad vance Am ount		y Check or redit Card
12/10/2019	Tuesday	Meal Allowance - 12:01 am - 6:00 am (\$	13)	\$	-		
		Meal Allowance - 6:01 am - 12:00 pm (\$	14)	\$	14.00		
		Meal Allowance - 12:01 pm - 6:00 pm (\$	14)	\$	14.00		
		Meal Allowance - 6:01 pm - 12:00 am (\$	14)	\$	14.00		
		Incide ntals (\$3 perday - only if lodging exp	ense incurred)	\$	5.00		
		Lodging Expens	•			\$	110.00
12/11/2019	Wednesday	Meal Allowance - Full Day (\$55)		\$	55.00		
		Incidentals (\$3 perday - only if lodging exp	ense incurred)	\$	5.00		
		Lodging Expens	•			\$	110.00
12/12/2019	Thursday	Meal Allowance - 12:01 am - 6:00 am (\$	13)	\$	13.00		
		Meal Allowance - 6:01 am - 12:00 pm (\$	14)	\$	14.00		
		Meal Allowance - 12:01 pm - 6:00 pm (\$	14)	\$	14.00		
		Meal Allowance - 6:01 pm - 12:00 am (\$	14)				
		Incide ntals (\$3 perday - only if lodging exp	•	\$	-		
		Lodging Expens	•			\$	-
			Sub-Total:	\$	148.00	\$	220.00
		TRANSPORTATION O	THER EVENIES				
		TRANSPORTATION & O	IHER EXPENSES				
	Transportation	_					
		ehicle - Receive Money for Fuel		\$	50.00		
	*If using perso	nal vehicle, claim mileage at IRS rate (\$0.5		_			
		Number of Miles:		\$	-		
	Air/Train/Bus/			_		\$	-
	Taxi/Uber/Lyft	Other		\$	-		
			0.1				
			Other Expenses Registration			s	100.00
			Parking	\$	20.00	3	100.00
			Tolls	Š	-		
			Miscellaneous	ś			
			_	_			
	Total Advan	ce Am ount	-	\$	218.00		
	Total Amou	nt Paid by City Credit Card or Check	τ			\$	320.00

- 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.

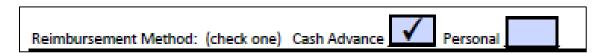
<u>Approvals</u>	
Department Director	Date:
Finance Director:	Date:
Controller:	Date:

- 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.

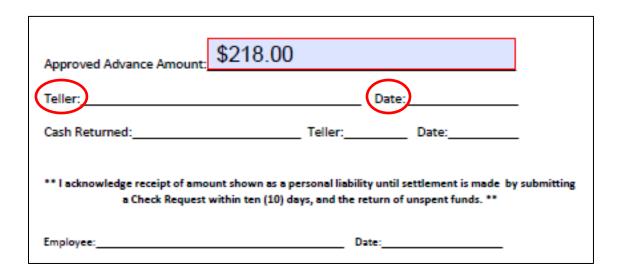
Part B – Obtaining/Returning a Cash Advance

Option 1 - Cash Advance Prior to Departure

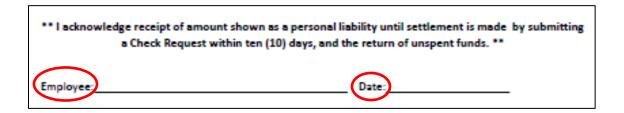
- Obtaining Cash
- 1. Employees choosing the "Cash Advance" option on the Travel Authorization/Advance form may obtain their cash from the Treasurer's Office as early as three days before their departure date.



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.



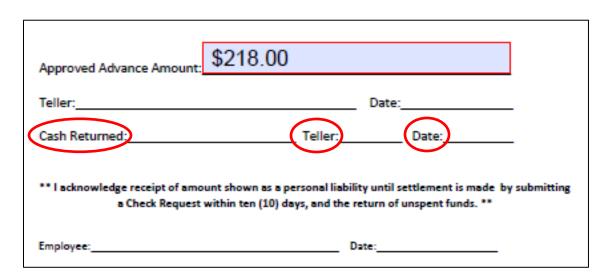
3. At this time the employee obtaining the cash advance should sign and date on the line below, acknowledging receipt of the cash as indicated by the bolded statement in this section.



4. 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

- 1. 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.
- 2. 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.



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.

		- 1	Î
Paimburrament Mathady Johnskiana Cash Advance	Decrees	J	
Reimbursement Method: (check one) Cash Advance	rersonal	•	

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.

				PENNSYLV REQUEST	/ANI	A			
DATE _	12/18/2019			VENDO	R	Employee X - Use of City Treasurer			
DEPARTMENT _	PC	LICE		ADDRE	SS				
BUREAU/OFFICE _	PC	LICE							
ACCOUNT CODE	DATE	INVOICE #	Π	DE	SCR	IPTION		AMOUNT	AC MO
002-0613-0000-4043	12/12/2019			munity Polic 0/19 - 12/12/		conference	Total:	\$218.00 \$218.00	Dec-19
APPROVED:				AP	PRO	VED FOR PA	AYMEN	T:	
BUREAU CHIEF				FIN	ANC	E ADMINIST	RATOR		
DIRECTOR	CIT	Y CC	NTROLLER						

- 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

1. 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>De</u>	partment Appro	val		Employee Approval					
Director: Date:					1			*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: Date:						*Upon completion of this form, copies should be kept in the Department, Finance and Treasurer's offices.*				

- 2. 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 used by the employee to provide expenses listed above, or any oth considered by the reviewers of th section if there are no miscellaneous	additiona er inform e report.	al information on any mis nation that is relevant or It is not a requirement t	scellaneous should be so complete this			
Additional Details:						
This step only applies to individue method during the authorization left of the form titled "Reimburse amount written in this box will sign reimbursed for based on expense reconcile with the total of all reim Expense Report. When these iter employee will be eligible to obtain the teller completing the reimbur on the lines next to the amount be report for department records.	process. ment Am gnify the a s incurre abursable as are su a their re	There is an additional become if Using Personal Mactual amount the employed while traveling. This figure receipts submitted with bmitted and approved by imbursement from the Tansaction is required to	ox on the bottom lethod." The oyee is getting gure should the Travel y Finance, the reasurer's Office.			
Reimbursement Amount if Using Personal Method:		Teller:	_			
Total:		Date:	_			
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.						
Department Approval		Employee Appro				
Director:		Employee:	"I hereby certify that the listed expenses are correct and incurred by myself while on duty for the City of Erie."			
T T			-			