

# 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 & Training Authorization/Advance Form after receiving approval from the proper authority.

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 regarding completion of the Travel & Training Authorization/Advance Form 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

### 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:

## TRAVEL & TRAINING AUTHORIZATION / ADVANCE FORM

Name: <input style="width: 100%;" type="text"/> Title: <input style="width: 30%;" type="text"/> Bureau: <input style="width: 60%;" type="text"/> Departure Date: <input style="width: 30%;" type="text"/> Time: <input style="width: 30%;" type="text"/> Return Date: <input style="width: 30%;" type="text"/> Time: <input style="width: 30%;" type="text"/> Purpose: <input style="width: 100%;" type="text"/> Mode of Travel: <input style="width: 100%;" type="text"/> Destination: <input style="width: 100%;" type="text"/> Total Estimated Cost: <input style="width: 100%;" type="text"/> Budget Code: <input style="width: 100%;" type="text"/>	Approved Advance Amount: <input style="width: 100%;" type="text"/> Teller: _____ Date: _____ Cash Returned: _____ Teller: _____ Date: _____ <b>** 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. **</b> Employee: _____ Date: _____ <b>Signatures</b> Department Director: _____ Date: _____ Finance Director: _____ Date: _____ Controller: _____ Date: _____
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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 receipts /explanation)	Total
Additional Details:									
<u>Department signature</u>					<u>Employee signature</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
- Approved Advance Amount

- 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.
- 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.

### TRAVEL & TRAINING AUTHORIZATION / ADVANCE FORM

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Bureau: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Mode of Travel: \_\_\_\_\_

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

Total Estimated Cost: \_\_\_\_\_

Budget Code: \_\_\_\_\_

Approved Advance Amount: \_\_\_\_\_

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: *Signed when cash picked up* Date: \_\_\_\_\_

**Signatures**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

TRAVEL EXPENSE REPORT									
Actual Amounts Spent					Actual Amounts Spent				
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 receipts /explanation)	Total
Additional Details:									
<i>Signed after travel expenses incurred</i>					<i>Signed after travel has occurred</i>				
↓					↓				
<b>Department signature</b>					<b>Employee signature</b>				
Director: _____					Employee: _____				
Date: _____					Date: _____				
*I hereby certify that the listed expenses are correct and incurred by myself while on duty for the City of Erie.*									
Upon completion, copies of this form must be kept in the Finance, Treasurer, and Department offices									

- A "Cost Breakdown Sheet" must accompany a "Travel & Training 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 Sheet. The Cost Breakdown Sheet is updated annually to reflect IRS "standard M&IE rate" and the "standard mileage rate for transportation or travel expenses" when using personal vehicle. This form, entitled

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“YYYY - Cost Breakdown Sheet”, 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.

7. After opening the tab, fill in the field at the top of the sheet: “Employee Name/ Department” with the obvious information.
8. 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.
9. Under the “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 Amount vs. Paid by Check or 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 (round trip) 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.
  - If the route requires toll for use of personal or City owned vehicle, please see Finance for an EZ pass per travel policy as seen below.

**E-Z Pass:** The City of Erie has a registered account with the Pennsylvania Turnpike Commission, and has E-Z Passes available for work related travel, if needed. These are obtainable through the Finance Department upon request by your Clerk. Mapping your travel route will determine if an E-Z Pass is needed. (search: google maps and directions for route; click “Print selected route” and “Map only” page 1)

The image shows a search engine interface for Google Maps. The search bar contains the text "google maps and directions". Below the search bar, there are navigation tabs for "SEARCH", "COPILOT", "MAPS", "IMAGES", "VIDEOS", "NEWS", and "SHOPPING". The search results show "About 21,900,000 results". The main content area is titled "Driving Directions" and contains two input fields: "From" (labeled with a green 'A') and "To" (labeled with a red 'B'). A blue button labeled "Get Directions" is positioned at the bottom right of the form.

10. The bottom of the Cost Breakdown Sheet shows three different figures:
- The “Total Advance Amount” figure, which should tie to the figure on the “Approved Advance Amount” line of the Travel & Training 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 & Training Authorization/Advance Form.

11. Here are examples of properly completed Travel & Training Authorization/Advance Form and Cost Breakdown Sheet:

### TRAVEL AUTHORIZATION / ADVANCE FORM

Name: Employee X

Title: Police Officer Bureau: Police

Departure Date: 12/10/19 Time: 7:00 am

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

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: \_\_\_\_\_

Approvals

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

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#### 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: _____
Reimbursement Amount if Using Personal Method: Total: _____	Teller: _____ Date: _____

\*I hereby certify that the listed expenses are correct and incurred by myself while on duty for the City of Erie.\*

\*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		\$ -
<b>Sub-Total:</b>			<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

12. Once these two documents are completed, an electronic copy should be saved for departmental records.
13. Print copies of both the Travel & Training Authorization/Advance Form and Cost Breakdown Sheet. Attach all relevant backup documentation.
14. Submit this to the Department Director for review. The Department Director should provide a signature and date on the appropriate lines of the Travel & Training Authorization/Advance Form.

Signatures

Department Director:	_____	Date:	_____
Finance Director:	_____	Date:	_____
Controller:	_____	Date:	_____

15. Once signed by the Department Director, submit the documents to the Finance Department, Seerajie Dexter. Finance will review the documents for accuracy and reasonableness, and will submit to the Department of the City Controller after signing. The Controller’s office will conduct a similar review. Once signed by the City Controller, the form will be given to the Purchasing Department to complete any course registrations, lodging accommodations, rental car, etc. that require use of the City Credit Card.
16. Once step 15 is fully completed, the documents will be returned to the employee. The employee is authorized to attend on the approved day(s).

# Part B – Obtaining/Returning a Cash Advance

## Cash Advance Prior to Departure

- **Obtaining Cash**

1. Employees obtaining “Approved Advance Amount” on the Travel & Training 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.

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: \_\_\_\_\_

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.

**\*\* 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: \_\_\_\_\_

4. After the form has been signed by both teller and employee, the teller should make a copy of the form for their departmental 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 & Training 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.

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 the form for their departmental records.

# Part C – Completing the Travel Expense Report

1. After returning from travel, the employee should complete the Travel Expense Report (see Part C of this manual for instructions) and attach all receipt documentation as required by the City of Erie Travel Policy. The Department Clerk will complete a check request (with the appropriate signatures) listing “Employee Name” as the “VENDOR” and “Use of City Treasurer” as the “ADDRESS” for the payment on pink paper.

CITY OF ERIE, PENNSYLVANIA  
CHECK REQUEST

DATE 12/18/2019 VENDOR Employee X  
 DEPARTMENT Police ADDRESS Use of City Treasurer  
 BUREAU/OFFICE Police Vendor #

INVOICE #	INVOICE DATE	ACCOUNT CODE	DESCRIPTION	AMOUNT	PO #
	12/12/2019	002-0613-0000-4043	Community Policing Conf 12/10-12/2019	\$ 218.00	
			TOTAL:	\$ 218.00	

**APPROVED:**  
 \_\_\_\_\_  
 BUREAU CHIEF  
 \_\_\_\_\_  
 DIRECTOR

**APPROVED FOR PAYMENT:**  
 \_\_\_\_\_  
 FINANCE ADMINISTRATOR  
 \_\_\_\_\_  
 CITY CONTROLLER

2. Submit all documentation, including the original Cost Breakdown Sheet, 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.

The following documents are required for TRAVEL REIMBURSEMENT (check request acct 4043) and in the order listed below:

1. TRAVEL & TRAINING AUTHORIZATION/ADVANCE FORM (completely filled out and signed/date by Dept Director or **Department approved personnel** and Employee)
2. Cost Breakdown Sheet for Travel (Expense Worksheet)
3. Dept Memo or email approval
4. Event information/Registration/Program/Agenda
5. Travel Map showing mileage (not step by step direction) if using personal auto
6. Rental car (if booked)
7. Gas receipts (if any)
8. Hotel Folio (Receipt)
9. Airline Reservation (with or without baggage fee)
10. Misc Receipts, (any other cost related to the travel), must be submitted

3. Employees are required to complete their Travel Expense Report within ten (10) days of returning from authorized travel. This report is on the lower half of the Travel & Training 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 receipts /explanation)	Total
Additional Details:									

4. There are nine (9) individual boxes, plus a “Total” box, in which expense information is reported. Fill in the boxes under each category in which expenses 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.

- The “Personal Auto Use – 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:									

5. Below the expense reporting area is a box titled “Additional Details.” Use this box 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:
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6. Once all required fields are properly filled out, the employee should sign and date below the “Employee signature”, and submit to their Department Director to sign and date below the “Department signature”. After obtaining these signatures, submit the form to the Finance Department for review and payment.

Department signature		Employee signature	
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			

**Note:** Do not alter or change the original totals on the cost worksheet and the top half of the Travel & Training Auth/Adv Form. Those are the original total approved.

The actual costs are reported on the bottom half of the Travel & Training Auth/Adv Form and submitted along with receipts for proof of spending.