

DOC ID # _____

**CITY OF DULUTH
TRAVEL ADVANCE FORM**

INFORMATION SECTION							
Employee Name				Department/Division			
Destination:							
Purpose of the trip and benefit to the city: _____							

Estimated Departure				Estimated Return			
Date		Time		Date		Time	

ESTIMATED COST SECTION				
Estimated Cost of Trip:	Cost		Pre-Paid or City P-Card	Empl Paid
Registration and event fees Note meals included in the registration fee _____	_____			
Transportation to and from destination (airfare, baggage fee, mileage, taxi fare)	_____			
Lodging expenses	_____			
Meals and Incidentals (at per diem rate x number of official business days less disallowed meals) Per diem rate schedule as set by the Federal Government at: https://www.gsa.gov/travel/plan-book/per-diem-rates	_____			
Miscellaneous (including destination transportation, parking, etc)	_____			
Total estimated cost:	_____			
Fund _____ Dept _____ Div _____ Cost Ctr _____ Object _____			\$ _____	
Fund _____ Dept _____ Div _____ Cost Ctr _____ Object _____			\$ _____	
Fund _____ Dept _____ Div _____ Cost Ctr _____ Object _____			\$ _____	
Fund _____ Dept _____ Div _____ Cost Ctr _____ Object _____			\$ _____	

TRAVEL ADVANCE SECTION
An advance for out-of-pocket expenses may be requested five business days prior to travel date. The minimum advance given will be \$100.00. Any unused portion must be returned within 30 calendar days of returning from a trip.
Advance Requested: \$ _____ Date/Time Needed: _____ Check # _____

PAYMENT REQUEST SECTION
Please list payments to be made by the city, either direct to a vendor or reimbursed to the employee, prior to travel date. Attach any necessary documentation and provide the following information: Date check is needed, amount, name payable to, complete mailing address, and description of cost.

Traveler Signature:	Date:
Dept Travel Approver Name:	
Approver Signature:	Date:

Travel Advance Form Instructions

This form must be sent to the Finance Department prior to travel if:

1. Direct payments or reimbursements are needed prior to the trip
2. A travel advance is requested

It is the traveler's responsibility to complete this form in a timely manner, especially if pre-payments are needed. If the form is not received by the Finance Department in enough time to issue a direct payment through the normal vendor payment process, the traveler will be responsible for any payments and may then request reimbursement from the city- either prior to the trip or upon returning.

The **DOCUMENT ID#** is the travel number assigned by the department or Finance Department; it consists of the three or four-digit department/division number, the letter "T", the two-digit year, and a three-digit sequence number.

The **INFORMATION SECTION** should include all required data.

The **ESTIMATED COST SECTION** should include all estimated costs of the trip, as well as the accounting distribution of the budgeted funding source.

The **TRAVEL ADVANCE SECTION** is to be used if the traveler wants an advance for out-of-pocket expenses. The minimum advance is \$100.00, and will be given within five business days of departure date. Any unused portion of the advance must be returned with 30 calendar days of returning from a trip. Advances will not be given for pre-payments of registration fees, airfare, room deposit, etc.

The **PAYMENT REQUEST SECTION** is to be used if the traveler wants the city to make any direct vendor payments or employee reimbursements prior to the trip for airfare, registration fees, or room deposits. The traveler should attach any necessary documentation and/or enclosures, and provide the following information:

1. Date the check is needed (keeping in mind the city's payment cycle, and allowing mailing time, if needed)
2. Name and address of payee (vendor for pre-payments, employee for reimbursements)
3. Amount and description of cost (identify and attach enclosures)

Please make a copy of this form for your files. The original must be on file in the Finance Department