

CITY OF DULUTH — TRAVEL ADVANCE FORM

DOC ID #:

INFORMATION SECTION

Employee Name (Print):

Department/Division:

Destination:

Purpose of Trip:

Estimated Departure Date:

Time:

Estimated Return Date:

Time:

ESTIMATED COST SECTION

Pre-Paid or City P-Card

Employee Paid

Registration and event fees

Transportation to/from destination (airfare, baggage, mileage, taxi)

Lodging expenses

Meals and Incidentals (per diem rate x business days less disallowed meals)

Miscellaneous (destination transportation, parking, etc.)

Total Estimated Cost:

Per diem rate schedule: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Please note the meals included in registration fee:

TRAVEL ADVANCE SECTION

An advance for out-of-pocket expenses may be requested five business days prior to travel for expenses already paid, or for meals per diem only. Minimum advance: \$100.00.

Advance Requested: \$

Date/Time Needed:

Check #:

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: Name payable to, complete mailing address, and description of cost.

BUDGET CODING

Line	Fund	Department	Division	Cost Center	Object	Dollar Amount
1						
2						
3						
4						

By signing below, I certify that the above information is true and correct to the best of my knowledge. I understand that falsifying expense reports may result in disciplinary actions up to and including termination.

Traveler Signature

Date

Approver Signature

Date

Department Travel Approver Name

Travel Advance Form — Instructions

OVERVIEW

This form must be sent to the Finance Department prior to travel if: (1) direct payments or reimbursements are needed prior to the trip, or (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.

This form must be completed, signed, and approved (attaching all necessary documentation) and submitted to the Finance Department. Please make a copy for your files; the original must be on file with Finance.

DOCUMENT ID

The Document ID # is the travel number assigned by the department. It consists of the 3- or 4-digit department/division number, the letter "T", the 2-digit year, and a 3- or 4-digit sequence number. It should match the number used on the related Travel Claim Form.

INFORMATION SECTION

Include all required data: employee name, department/division, destination, purpose of trip, and estimated departure and return dates and times.

ESTIMATED COST SECTION

List all estimated costs of the trip in the appropriate column: Pre-Paid or City P-Card (Column A) and Employee Paid (Column B). Categories include Registration and event fees; Transportation to/from destination (airfare, baggage fees, mileage, taxi); Lodging; Meals and Incidentals (at GSA per diem rate x number of official business days, less any disallowed meals); and Miscellaneous expenses.

Per diem rate schedule: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

TRAVEL ADVANCE SECTION

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

Use text box if the traveler wants the city to make direct vendor payments or employee reimbursements prior to the trip (e.g., airfare, registration fees, room deposits). Attach all necessary documentation. For each payment provide:

1. Date check is needed (allow for city payment cycle and mailing time).
2. Name and complete mailing address of payee (vendor for pre-payments, employee for reimbursements).
3. Amount and description of cost (identify and attach enclosures).

Please mask all personal credit card numbers.

BUDGET CODING

Provide the full accounting distribution — Fund, Department, Division, Cost Center, Object Code, and Dollar Amount — for each funding source. Up to four budget lines may be used.

SIGNATURES

The traveler must sign certifying the information is true and correct. The department travel approver must also sign before the form is submitted to the Finance Department.