

**Travel Authorization, Advance & Expense Voucher**

(Over for instructions.)

Name \_\_\_\_\_ Dept. \_\_\_\_\_ Today's Date: \_\_\_/\_\_\_/\_\_\_

Travel authorized by: _____ Department Head Signature      Mayor Signature	This form for: <input type="checkbox"/> Reimbursement <input type="checkbox"/> Advance <input type="checkbox"/> Advance Reconciliation ( X one box that applies.)
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In-State     Out-of-State  
 (X one box that applies.)

Reason for travel: \_\_\_\_\_

	Travel Date ____/____/____	Travel Date ____/____/____	Travel Date ____/____/____	Travel Date ____/____/____
	Destination(s)	Destination(s)	Destination(s)	Destination(s)
<b>Transportation</b>				
Personal Auto	_____ miles X <b>\$.535</b>	_____ miles X <b>\$.535</b>	_____ miles X <b>\$.535</b>	_____ miles X <b>\$.535</b>
	= \$.....	= \$.....	= \$.....	= \$.....
Air Fare	\$.....	\$.....	\$.....	\$.....
Tolls	\$.....	\$.....	\$.....	\$.....
Parking	\$.....	\$.....	\$.....	\$.....
Taxis or other livery	\$.....	\$.....	\$.....	\$.....
<b>Total Transportation</b>	\$.....	\$.....	\$.....	\$.....
<b>Meals</b>				
Meals (max.=\$50/day)	\$.....	\$.....	\$.....	\$.....
<b>Total Meals</b>	\$.....	\$.....	\$.....	\$.....
<b>Hotels &amp; Phone</b>				
Hotels	\$.....	\$.....	\$.....	\$.....
Telephone	\$.....	\$.....	\$.....	\$.....
<b>Total Hotels &amp; Phone</b>	\$.....	\$.....	\$.....	\$.....
<b>TOTAL DAILY EXPENSES</b>	<b>\$.....</b>	<b>\$.....</b>	<b>\$.....</b>	<b>\$.....</b>

<p><b>Reimbursement Summary / Advance Reconciliation</b></p> Total Expenses - all days \$ _____ Less: Advance (if any)* \$( _____ ) <b>(Net Return) or</b> <b>Net Reimbursement</b> \$ _____	<p><b>Account # to charge</b></p> <p><b>Net Reimbursement or Actual Advance or to credit (Net Return).</b></p> <p align="center">- - - - -</p>	<p><b>Request for Travel Expenses Advance</b></p> Est. Reimbursable Costs \$ _____ Maximum allowable % _____ x50% Allowable Advance \$ _____ <b>Actual Advance**</b> \$ _____
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\* - Attach copy of travel voucher used to receive this advance.      \*\* - If Allowable < \$50, Actual = \$0.

I hereby certify, under the pains and penalties of perjury, the attached receipts and expense information are true and in accordance with the City's ordinance regarding travel. These expenses have been paid by me and are solely for me as a City of Holyoke employee or on behalf of City of Holyoke employees in my accompaniment. No expenses listed are for alcoholic beverages, tobacco products, gambling products or events, or other items considered to be of a personal or other unauthorized nature. Credits, if any, for subsequent returns or discounts are properly reflected in this reimbursement request.

\_\_\_\_\_  
 Signature of employee seeking reimbursement or advance      Department Head Signature      Mayor Signature

## **Instructions**

These instructions highlight selected aspects on how and when to use the **Travel Authorization, Advance & Expense Voucher (Travel Voucher)**. For information regarding the rules of travel, allowable costs and budgetary regulations, please refer to the most current travel ordinance. Photocopies of this form may be used as the need arises. Updated **Travel Voucher** forms will be issued periodically as warranted by ordinance, procedural or standard mileage rate changes.

### ***Description of Uses of This Form***

This form is used to authorize travel as well as to record requests for advances and reimbursements related to travel events, as the title indicates. In advance of traveling, the department head must sign to authorize travel for any in-state events, and both the department head and mayor must sign to authorize travel out-of-state.

Each different reason for travel will require its own **Travel Voucher**. For example, on Monday travel was to the State House in Boston for a meeting with a legislator, then Tuesday and Wednesday was a seminar held in Worcester. Two **Travel Vouchers** would be necessary, one for the legislative meeting and one for the seminar. Daily accounting is necessary for all travel expenses.

### ***Budget Accounts***

Each department has its own travel budget to charge for in-state travel over which the department head maintains control. Only one account exists for the City for out-of-state travel and is under the mayor's sole control. All requests for out-of-state travel authorization and expense advances and reimbursements must be submitted to the mayor on a **Travel Voucher** for approval and processing.

### ***Reimbursement***

If this **Travel Voucher** is for a reimbursement of costs incurred during travel where *no cash advance* was received, check the Reimbursement box and complete the daily accounting. Be sure to summarize the daily accountings in the **Reimbursement Summary / Advance Reconciliation** area on the bottom left of the **Travel Voucher**. The Net Reimbursement amount is the amount that will be paid directly to the employee who incurred the costs. Enter the applicable budget account number to be charged for the Net Reimbursement amount. (See ***Budget Accounts***.) Payment is processed using the completed **Travel Voucher** with attached supporting documents as an invoice.

### ***Advance***

If this **Travel Voucher** is for a travel expense advance, check the Advance box and complete the daily accountings to use as estimates of reimbursable costs for

the travel purpose for which the advance is sought. Then, complete the **Request for Travel Expenses Advance** area on the bottom right of the **Travel Voucher**. Be sure to note the limitations on travel expense advances. If an advance is authorized and paid, keep a copy of the ***signed Travel Voucher*** which provides the information regarding the actual advance. This will need to be attached to the **Travel Voucher** used to reconcile the actual expenses incurred on the travel with the actual cash advanced for the related venture. Enter the applicable budget account number to be charged for the advanced travel costs. (See ***Budget Accounts***.) Payment is processed using the completed **Travel Voucher** as an invoice.

### ***Advance Reconciliation***

If this **Travel Voucher** is for a reimbursement of costs incurred during travel where *a cash advance was received*, check the Advance Reconciliation box and complete the daily accounting. Be sure to summarize the daily accountings in the **Reimbursement Summary / Advance Reconciliation** area on the bottom left of the **Travel Voucher**. If an expense advance was paid for this travel, deduct the amount of the cash advance from the total actual expenses incurred. This will result in either a Net Reimbursement to the employee (if the actual expenses exceed the expense advance) **or** a Net Return due to the City from the employee (if the actual expenses are less than the expense advance). Payment for a Net Reimbursement to the employee is processed using the completed **Travel Voucher** with attached supporting documents as an invoice. A Net Return is processed by attaching a check from the employee for the Net Return amount to the completed **Travel Voucher** with attached supporting documents and depositing this with the City Treasurer. Enter the applicable budget account number to be charged (for a Net Reimbursement) or credited (for a Net Return). (NOTE: The same account number used for a Net Reimbursement is used for a Net Return.) (See ***Budget Accounts***.) Where an advance was received and the actual expenses exactly equal the amount of the advance, a **Travel Voucher** with attached supporting documents accounting for this situation must be completed and filed with the City Auditor.

### ***Signatures***

Appropriate authoritative signatures are **required in all spaces** where signatures are indicated.

### ***Questions?***

Questions regarding this **Travel Voucher** form or the City's Travel Ordinance may be addressed to the City Auditor.