

Distribution
Audit File
Administrator
Department Copy

**CITY OF LOMPOC, CALIFORNIA
TRAVEL REQUEST AND EXPENSE REPORT
PART 1-TRAVEL REQUEST**



INSTRUCTIONS-Make out Part I & Expense Estimate Part II, send to Treasurer's Office.

| | |
|--|--|
| 1. Name & Title of Requestor and Other travelers | 2. Date of Request |
| 3. Conference or Meeting: | Location: |
| 4. Date of Trip: _____ Time Departing: _____ | 5. Account No: _____ |
| 6. Indicate if this travel was included in the Department Budget request: Yes _____ No _____ | |
| 7. <u>Signature of Requester</u> | 8. <u>Approved by Dept Head</u> |
| 9. <u>Approved by Admin. Officer</u> | |
| 10. <u>Will this travel be paid for with a Lompoc Purchasing Card?</u> Yes ___ No ___ Credit Card Number _____ ==> If a Purchase Card is used for overnight travel, a "copy" of the receipts must accompany the Travel Request and Expense Report. ==> A copy of the Completed Travel Request and Expense Report must be submitted with your Card transaction log (reconciliation). | |
| 11. <u>Will this travel Require an Expense Advance?</u> | |
| Payable | Check No. |
| Date Required | Amount |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Total _____ | |

PART II-EXPENSE REPORT

Instructions: Complete Part II, **attaching receipts for transportation, registration, lodging, and meals.** Submit to City Treasurer for audit with any reimbursement due the City. After approval by the City Administrator, any balance due traveler will be issued by the Treasurer.

| City Car () Rental Car () Private Car () Mileage _____ Rail () Air () | | | |
|--|-------------------------------------|--|---------------|
| <u>Expense Estimates</u> | <u>Expense categories</u> | <u>Itemize and carry total</u> | <u>Totals</u> |
| | Transportation Costs | | \$ |
| | Garage and/or Parking | | |
| | Lodging | | |
| | Registration Fees | | |
| | Meals (<u>Attach Receipts</u>) | | |
| | Other/ <u>Tips</u> (Please Itemize) | | |
| | TOTAL EXPENSE | Total Expense | |
| I hereby certify that this is a true and correct statement of my expenses and that these expenses comply with applicable City policies for travel and reimbursement. I understand that this report is a public record and my expenses may be audited for compliance. | | Less Total | |
| | | Less Credit Card Invoices Attached | |
| SIGNED: | ,Traveler | Balance Due Traveler or City | |
| SIGNED: | ,Dept Head | | |
| | | Acct. number for reimbursement or refund | |

| | | |
|--------------------------|------------------|--|
| SIGNED: _____,Admin. | Audited by _____ | |
| Check No. or Receipt No. | Dated _____ | |

RULES FOR TRAVEL EXPENSE ~~ALLOWANCE~~ ADVANCE AND ROUTING

1. Individual requesting advance completes Part I of the Travel Expense Report, Expense Estimates Detail in Part II, and indicates to whom checks are payable and date needed.
2. Indicate on Part II, the method of travel.
==>If you elect to use a **City car for trips**, secure and use a City Fuel Credit Card to document the mileage and fuel used.
==>If you elect to use your **personal vehicle**, document the mileage traveled and submit that mileage for payment at the current mileage reimbursement rate and do not charge the fuel or maintenance on a City Credit card.
3. Obtain Department Head approval.
4. Attach copy of registration form to Travel Request. Retain original registration form, as checks will be returned to departments for mailing.
5. Send completed request to Treasurer's Office.
6. When travel is complete, Traveler will complete Part II and attach all required receipts, obtain department approval and return completed form to Treasurer. Include money, if balance due City.
7. A copy will be returned to the department, following audit and logging.
8. **EXPENSES:** The City will pay for the following expenses for approved travel and training which are actual and reasonable, necessary in the performance of City Business, supported by valid proof of expenses with receipts, and in compliance with this policy:

Registration: If registration fee includes meals, deduct appropriate amount from meals request. In extremely high cost cities, meal advance may be increased to \$60.00, with approval from Administration in accordance with U.S. General Services Administration (GSA) guidelines.

Hotel room rates and applicable taxes

Mileage or transportation costs

Garage and/or parking fees

Meals

| | <u>FULL DAY-NOT TO EXCEED \$50.00</u> | <u>HIGH COST CITIES: \$60.00</u> |
|-----------|---------------------------------------|----------------------------------|
| Breakfast | \$ 15.00 | \$ 15.00 |
| Lunch | 15.00 | 15.00 |
| Dinner | 20.00 | 30.00 |

Telephone calls to home not to exceed \$5.00 per day any one day (cannot be averaged).

Tips and gratuities must be itemized for the following incidental expenses:

- **Waiters up to fifteen percent (15%) of allowable expense.**
- **Bellhops and/or baggage handlers \$1.00 per bag.**
- **Hotel housekeepers \$1.00 per night.**
- **Valet \$2.00.**

Laundry only if trip exceeds seven (7) days, or is necessary due to an accident.

9. **Receipts are required** for each travel expense, including meals, and credit card receipts if City card used.
10. **The City will not pay for personal entertainment**, i.e. movies, alcoholic beverages, sightseeing, etc.
11. Material misstatements, significant errors, or items that are clearly not in compliance with this policy will be deducted from reimbursement, and the non-compliant items returned to the traveler. Minor errors will be corrected and result in amended reimbursement with a notification to the traveler.

All check requests should be on the appropriate Travel Request. If you absolutely must have a check before preparation of the Travel Request, please send the request directly to Treasurer, not the Finance Department. The goal is to have accurate tracking of travel, training, and meeting expenses, with ease of compiling reports needed as

requested.