

City of Berkley
Request for Travel and Report of Expenses
(See Instructions, Other Side)

Date _____

I. Name _____ Department _____

Destination _____

Purpose and Dates _____

Accompanied by Spouse? Yes _____ No _____

II. REQUEST FOR TRAVEL ADVANCE:

Transportation – Describe _____	\$	
Describe _____	\$	
Describe _____	\$	

Total Anticipated Transportation Costs \$ _____

Registration Fees \$ _____

Lodging: _____ Days \$ _____

_____ Breakfasts \$ _____

_____ Lunches \$ _____

_____ Dinners \$ _____

Total Anticipated Lodging Expenses \$ _____

Parking/Other Expenses – Describe _____ \$ _____

Total Advance Requested \$ _____

III. **AUTHORIZATION:** Department Head _____ Date _____
City Manager _____ Date _____
Account Number _____ Estimated Amount \$ _____

IV. RECONCILIATION OF EXPENSES (ACTUAL):

Transportation – Describe _____	\$	
Describe _____	\$	

Registration Fees \$ _____

Lodging: _____ Days \$ _____

_____ Breakfasts \$ _____

_____ Lunches \$ _____

_____ Dinners \$ _____

Total Meal/ Lodging Expenses \$ _____

Parking/Other Expenses – Describe _____ \$ _____

Total Expenses (Actual) \$ _____

Account: _____		Total Expenses \$ _____
		Less: Spouse \$ _____
		Less: Advance \$ _____
		Total Due Employee \$ _____

I certify that all expenses are accurate _____ Date _____

**City of Berkley
Travel Instructions**

Authority:

All travel away from the City on official business shall require approval by the Department Head and City Manager prior to departure. Fill in Sections I and II if an advance is requested. Present to appropriate officers for signatures in section III. Use this form for out of pocket expenses. Do not include any expenses directly billed to the City.

Prior Authority is not required for routine trips and business within a 30 mile radius of Berkley. However, petty cash vouchers supported by documentation must be signed by the Department Head and City Manager.

Advance:

When requesting a cash advance, make one copy of this original with sections I, II and III filled in. Give copy to your department head or the Finance Director/Treasurer depending upon whether advance is received by check or petty cash.

Reports:

Submit original with Sections IV and V completed. To your department head within ten working days from the time the trip was completed along with all support documentation. The Department Head shall approve the expense and forward to the City Manager for approval. Then the form shall be submitted to the Finance Department for reimbursement.

Guidelines for Costs:

Transportation: Utilize a City vehicle if available. If not, mileage shall be paid based upon the current Internal Revenue Service published rates at the time the trip was taken. If air/rail/bus travel is utilized, it is recommended that up to three quotations be obtained if feasible.

Lodging/Meals/Miscellaneous Expenses: It is recommended that costs be kept so that a departmental budget is not exceeded within a fiscal year for all approved travel in that department. It is required that you stay at the recommended lodging for the event. If you do not, then the City will only reimburse up to the mid range event lodging cost. The City will only reimburse up to the local lodging rate if an event is held at a four or five star resort or a cruise ship. Meals will only be reimbursed up to the Internal Revenue Services limits at the time the trip was taken.

Documentation: All expenses must be supported with an individual receipt. This does not include a credit card statement.

Sales Tax Exempt: The City is exempt from State sales tax but not hotel taxes. Please obtain a certificate from the Finance Department prior to your business trip.