

**28.0 – TRAVEL EXPENSE**

**28.1 – Travel Expense** – Travel Expense Policy and Procedures in accordance with Section 112.061, Florida Statutes (F.S.).

**28.2 – Purpose** – The purpose of this rule is to establish the policy and procedures for the approval and reimbursement of Official City Business related travel expenditures. The travel and expense policy and procedures shall be set by the City Manager and adjusted periodically as necessary.

**28.3 – Policy** – On occasion it becomes necessary for City Officials, City employees, or other persons to travel within Florida or out of State for Official City Business. For such travel, the traveler must follow the procedures set forth below, and funding must be budgeted and available. Exceptions to this policy can only be made at the discretion of the City Manager or designee.

**28.4 – Procedures** –

**28.4.1 – Official City Business** – Travel expenditures paid by the City shall be for conducting official City business only, i.e., the performance of a public purpose as authorized by the department director or City Manager or their designees.

**28.4.2 – Travel Authorizations** –

**(a) Department Directors shall authorize:**

Travel for department staff and designate which funds are to be used to pay for the cost of the travel.

**(b) The City Manager or Assistant City Manager shall authorize:**

Travel by department directors and members of the City Manager's Office, and travel for the purpose of legislative business, foreign travel and other persons travelling on official City Business.

**(c) City Commission and Appointed Officials are authorized to travel on official City business.**

**28.4.3 – Travel Forms** – The Travel Request and Expense Reimbursement process incorporates two forms that standardize the process citywide. The first form is the **Travel Request Form (Travel-001)** to be used to by requesting departments and the Finance Department to approve the amount and use of City funds. The second form is the **Travel Expense Reimbursement/Close-Out Form (Travel-002)** to be used by requesting departments and the Finance Department to approve all final expenditures, make any necessary reimbursement to the traveler and to close out the travel event.

**(a) Travel Request Form (Travel-001)** must be completed by City employees and other approved persons for City business related travel.

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1. All supporting documentation including justification of City business purpose, registration information and estimated costs, as indicated on **Schedule A** attached, must be attached to the form. *Please note that including documentation listed on Schedule A is mandatory.*
2. The travel request packet is to be submitted for review and approval as indicated in Section 28.4.2 above, prior to traveling.
3. Once authorization to travel has been granted, the signed travel packet must be submitted to the Budget Office of the Finance Department for review and approval prior to making reservations or payments.
4. Once the Finance Department has approved the travel request packet, a copy of the signed Travel Request Form will be returned to the requesting employee so that he/she can make the travel arrangements. *Please note that the Budget Office will need sufficient time to review the packet. The submission of the travel request should be planned accordingly.*

**(b) Travel Expense Reimbursement/Close-Out Form (Travel-002)** must be completed by City employees and other approved persons for City business related travel within fourteen (14) days after the return of the traveler.

1. The completed form must be accompanied by supporting documentation as indicated in **Schedule A** attached. *Note that it is the responsibility of the traveler to verify that all expenditures submitted for reimbursement have not been previously reimbursed by means of a Purchasing Card (P-Card), City check, an outside agency, or other third party.*
2. The travel expense reimbursement packet must be submitted for review and approval to the appropriate department director or City Manager or their designees as indicated in Section 28.4.2 above. *Please note that this departmental review is the official certification by the reviewer that the expenditures are true and appropriate.*
3. Only one (1) travel expense reimbursement packet may be submitted by the traveler for each trip.
4. Once authorization for reimbursement has been granted, the travel expense reimbursement packet is to be submitted to the Budget Office of the Finance Department for final review. The Budget Office will review the reimbursement packet for compliance with the original travel request and procedures contained herein. Once compliance has been confirmed the approved reimbursement packet will be forwarded to Accounts Payable for processing.

- (c) **Schedule A – Travel Supporting Documentation** outlines the proper supporting documentation required when preparing the travel request and travel expense reimbursement packages.

**28.4.4 – Travel Time** – Departure and return times must be within a reasonable period of time before and after the actual event.

- (a) **Airline/rail travel:** begins two (2) hours prior to the airline's/rail's departure, and continues until one (1) hour after an airline's/rail's arrival at the airport/station.
- (b) **Automotive travel:** begins when a traveler departs for the destination and ends upon a traveler's return.

**28.4.5 – Authorized Travel Expenditures** –

(a) **Registration Fees**

Registration fees will be based on the actual registration charge. When pre-registration is required the fee should be paid using a P-Card, or if a P-Card is not available, the traveler may request a City check. The traveler may pay for the registration using their personal funds or a personal credit card, to be reimbursed after the trip and with submission of appropriate proof of purchase. *Refer to Schedule A for required supporting documentation.*

(b) **Lodging Expenses**

Lodging is authorized for travel out of state or within Florida outside of Palm Beach County, Broward County, Miami-Dade County and northern Monroe County (Marathon Key). Lodging within Palm Beach County, Broward County, Miami-Dade County and northern Monroe County (Marathon Key) is authorized at the discretion of the City Manager or designee, if commuting to the destination presents a hardship for the traveler, keeping in mind the time of the travel, impact on the productivity of the traveler and cost. *Refer to Schedule A for required supporting documentation.*

1. When traveling on official city business, reasonable hotel room rates (e.g. conference or government rates) will be permitted.
2. When attending a conference, travelers may stay at the conference hotel.
3. If lodging is included in the registration fee, the traveler must use the lodging provided.
4. Only the cost for the hotel room and applicable taxes (if outside the State of Florida), hotel parking and telephone/internet

services will be reimbursed as substantiated by the itemized hotel bill, for each day that lodging away from home is required for City business reasons. If using a P-Card or City check and traveling within the State of Florida, the traveler must ensure to have hotel taxes exempted. Room service and other incidental charges are not reimbursable.

5. After the **Travel Request Form (Travel-001)** has been approved by Finance, advance payment for hotels can be made with a P-Card, or if a P-Card is not available, the traveler can request a City check. The traveler may pay for lodging using their personal funds or a personal credit card to be reimbursed after the trip; however, the City will not reimburse any hotel taxes paid within the State of Florida.

**(c) Transportation Expenses** – Reimbursement for transportation expenses are permitted using the actual cost based on the most economical method of travel, keeping in mind the nature of the business, and the most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem required). *Refer to Schedule A for required supporting documentation.*

1. **Public Carrier** (e.g. airplane, rail or bus) reservations should be made as far in advance as possible to allow for the lowest possible “coach” or “economy” fare. Travel date airfare quotes from at least two (2) different airlines or internet travel websites quotes must be included in the travel request and reimbursement packet to substantiate the price paid. The City will reimburse fees for one (1) checked bag only for City business travel occurring for a week or less. For City business travel occurring for more than seven (7) days, the City will reimburse fees for two (2) checked bags. The City will reimburse the cost of bags needed to transport official City business materials, for example, exhibitor materials.
2. **Personal Vehicle** use is reimbursable if the following are met:
  - a. There is a significant savings over other modes of travel. Travel date airfare quotes from at least two (2) different airlines or internet travel websites must be included in the travel request packet to substantiate that the use of a personal vehicle is less expensive.
  - b. The driver of the vehicle and the vehicle itself are insured for the following basic limits:
    - Liability insurance in accordance with F.S. 324.021 (7) and
    - PIP (Personal injury protection) in accordance with F.S. 627.

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An affirmative statement and verification (certificate of coverage) that such insurance coverage is carried must accompany any request for use of a private vehicle.

- c. Reimbursement for the use of a private vehicle shall be at the applicable Internal Revenue Service (IRS) reimbursable rate per mile. Actual mileage may be determined by an acceptable search engine (i.e. MapQuest, Yahoo maps, etc.) and will be computed from the employee's workstation round trip, or from the employee's home, whichever is shorter.
  - d. Employees who are paid an automobile allowance will only be allowed reimbursement for mileage for travel outside of Palm Beach County, Broward County, Miami-Dade County and northern Monroe County (Marathon Key), but within the State of Florida. Actual mileage may be determined by an acceptable search engine (i.e. MapQuest, Yahoo maps, etc.) and will be computed from the employee's workstation or home, whichever is shorter.
  - e. Additional reimbursement for expenditures related to the operation, maintenance or ownership of a vehicle (eg., gas, oil, etc) shall not be allowed when privately owned vehicles are used for City business.
  - f. Use of personal vehicles outside the State of Florida is prohibited unless authorized in advance by the City Manager or designee.
3. **City-owned vehicle** use is an acceptable mode of travel within the State of Florida. The Finance Department may issue travel gas credit cards for all fueling expenses, or actual receipts may be submitted for reimbursement. City-owned vehicles shall not be used by those employees who are paid an automobile allowance unless the travel extends beyond 100 miles (one way) of the travelers workstation or home, in which case the employee may use a city-owned vehicle. The use of City-owned vehicles for business travel out-of-state will require pre-approval from the City Manager or designee.

When requesting a travel gas credit card for use with a city-owned vehicle, completion of the **Gas Card Request Form (Travel 004)** must be completed and approved by the department director and submitted to the Finance Department Cashier to obtain the card(s). The gas card(s) must be returned to the Finance Department Cashier within 1 business day of the traveler's return. Receipts for gas card(s) usage must be submitted within 5 business days of the traveler's return to the Automotive Division of the Public Works Department. Vehicle

number and mileage at each fill-up must be clearly written on each receipt. Copies of the receipts must also be submitted with the **Travel Expense Reimbursement/Close-Out Form**.

4. **Rental Car** use for commuting to and from the destination site after arriving by air or rail will only be permitted in cases where alternative services are not available, e.g. shuttle service, taxi, buses, or subways etc., unless the rental of a vehicle is the least expensive or most appropriate service available keeping in mind the nature of the business, and the most efficient means of travel (considering time of the travel, impact on the productivity of the traveler, and cost of transportation.
  - a. When traveling within the State of Florida, rental cars shall be obtained using the State of Florida contracted rates. Employees are to check with the Procurement Division of the Finance Department as to the availability of contracted rates and obtain the appropriate vouchers if applicable.
  - b. The use of a rental car will only be approved up to the price of compact vehicles.
  - c. Full insurance coverage is included at no extra cost when using the State of Florida contract. If unable to use the State of Florida contract, full insurance coverage (excluding personal effects coverage) shall be obtained through the rental car company to limit the liability to the City.

**(d) Meal Expenses** – Reimbursement for meal expenses is permitted using the per diem rate for breakfast, lunch and dinner as determined by the U.S. General Services Administration GSA directory, and will only be authorized for travel out of State or within Florida outside of Palm Beach County, Broward County, Miami-Dade County and northern Monroe County (Marathon Key). The per diem rates of the destination city, or a neighboring city if the destination city is not listed in the GSA directory, are to be utilized. The GSA directory is available on the internet at [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287). Per diem rates for foreign travel are set by the State Department and are available through a link on the aforementioned GSA web page. *Refer to **Schedule A** for required supporting documentation.*

1. The per diem is considered compensation for all meals, beverages (excluding alcoholic beverages) local taxes and tips. Alcoholic beverages are not reimbursable. Receipts are not required to be submitted.

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2. Travelers must demonstrate that the trip occurred during the meal period claimed.
3. To claim a meal allowance on travel days, the time away from the workplace must be during a prescribed meal period. Allowance for meals shall be based on the following schedule:

*Breakfast* - when traveling between 7:00 A.M. and 9:00 A.M.

*Lunch* - when traveling between 12:00 noon and 2:00 P.M.

*Dinner* - when traveling between 6:00 P.M. and 8:00 P.M.

4. The per diem meal allowance will not be granted for meals that are provided at no cost by the place of lodging, at the event or are included with the cost of registration. Continental breakfasts are considered a breakfast meal. Working lunches and dinners that are offered at an additional cost as part of a seminar or conference are reimbursable.
5. For meals offered at an additional cost as part of a seminar or conference (e.g. Camp Blanding Joint Training Center) the traveler will either be reimbursed for the host organization's meals or reimbursed at the GSA per diem rates in the destination city, or a neighboring city if the destination city is not listed in the GSA directory, whichever is less.
6. Travelers not electing a per diem allowance will be reimbursed for meals based on the actual cost limited to the per diem rates for all meal expenses in the destination city, or a neighboring city if the destination city is not listed in the GSA directory, as determined by the GSA directory. If this method is chosen, actual cost must be substantiated with itemized receipts due at time of reimbursement. Summary receipts will not be accepted. Costs for alcoholic beverages will not be reimbursed.

**(e) Miscellaneous Expenses** – Miscellaneous expenses, including airport parking, taxi fares, hotel parking, tolls, hotel gratuities (\$5 per day maximum), internet connection fees, visa and related processing charges, and travel agency fees, that are incurred to conduct official City business, will be reimbursed. Valet parking is only reimbursable if it is the only parking option or if it is at the same or lesser rate than self-parking. The Finance Department has the authority to disallow any expenses not indicated in the procedures contained herein. *Refer to Schedule A for required supporting documentation.*

**28.4.6 – Local Seminars** – Local Seminars shall include local travel to a training session, continuing education seminar, meetings of a professional association, or other meetings, which either assists in meeting job or professional certification requirements or is related to the job and is intended to enhance an employee's job knowledge, professional development or official city purpose.

Local travel is travel that is within Palm Beach County, Broward County, Miami-Dade County and northern Monroe County (Marathon Key) and which occurs during a single work day (i.e., no overnight stay).

If a meal is provided as part of the local seminar's registration fee, and there is no option to participate in the local seminar without paying the registration fee in full, the entire registration fee is reimbursable by the City.

Attendance at local seminars requires submission of a **Leave Slip Form** approved by the Department Director or City Manager or their designee indicating that they will be out of the office. Attendance at a local seminar does not require the completion of the Travel Request Form if the only expense to the City is parking and registration, which may be reimbursed through petty cash. Employees are not eligible for reimbursement for local seminars if the purpose of the seminar is for certification purposes and the employee has met or exceeded the certification requirements for the current time period.

**28.4.7 – Payments and Advances** – Certain expenditures should be prepaid (preferably with City funds) prior to travel. P-Cards are to be used for registration fees, airfare/rail, rental vehicles (if P-Card is available), hotel fees and up front transportation costs. An advance may be made payable to the traveler for the estimated per diem meal allowance. Advance requests are to be indicated on the **Travel Request Form**. If the amount of the advance exceeds the actual travel costs, or if the trip is not taken, the traveler must return the unused funds with the approved reimbursement packet to the Finance Department within 7 days of the cancellation or return from travel. Upon receipt of the unused funds, the Budget Office will confirm the amount and submit the funds to the Finance Department Cashier.

**28.4.8 – Personal Leave Combined with Official Travel** – Department Director approval is required for employees requesting permission to combine personal leave with official City business. For City Manager's Office employees and Department Directors, approval shall be by the City Manager or designee.

All aforementioned travel procedures also apply to travel that combines official business with personal travel. However, travel requests and reimbursements will only be approved for the portion of the trip that is City business related and only for the employee or approved traveler. Any costs incurred by the employee due to the personal portion of the travel or costs incurred due to additional travelers are the responsibility of the employee.

Employees traveling under such circumstances shall be reimbursed at the common carrier fare or the current mileage rate, whichever is less, and only for the portion of the travel which is clearly City business related as determined by the Budget Office of the Finance Department. Travel date airfare quotes from at least two (2) different airlines or internet travel websites quotes must be included in the travel request and reimbursement packets to substantiate the price paid. It is the responsibility of the traveler to clearly show that the airline cost requested for reimbursement is not more than the cost would have been for the City business portion only.

Per Diem or meal reimbursement will be in effect only during the actual period of time spent on official City business.

**28.4.9 – Employee Leave, Attendance and Conduct –**

**(a) Employee Leave**

Employee travelers will submit **Leave Slip Forms** that lists “Type of Leave Requested” as Administrative (Payroll Code 216).

**(b) Employee Attendance**

The City is bearing the cost of the trip; therefore, it is the responsibility of the employee to obtain the maximum benefit from the training, seminar or conference and attendance at all events is required.

**(c) Employee Conduct**

Employee conduct while attending conventions, conferences, training programs or other City business is a reflection on the City of Coral Gables. Employees are expected to act professionally as they would on the job in Coral Gables. The City of Coral Gables Personnel Rules and Regulations, Department Standard Operating Procedures, Drug Free Workplace Policy and other workplace rules shall apply to employees while on City Business.

**28.4.10 – Travel Policy Compliance and Fraudulent Expense Claims –**

**(a)** Failure to comply with all policies and procedures included in this travel policy may require reimbursement to the City from the traveler and may result in disciplinary action up to and including termination of employment.

**(b)** It is the responsibility of the traveler to verify expenses submitted for reimbursement have not been previously reimbursed or paid by the City.

**(c)** Any person who knowingly submits or approves a fraudulent or false reimbursement request will be liable for the overpaid amount and subject to disciplinary action, up to and including termination of employment.

**28.4.11 – Cancellation Fees Incurred** – Whenever the employee is not able to travel on City business and incurs a cancellation fee of any kind, the employee’s department director, or the City Manager or their designees, shall determine if there is adequate cause for the employee to be reimbursed by the City.

**28.4.12 – Use of Personal Credit Cards** – Travelers are permitted to use personal credit cards for travel expenses and submit the proper supporting documentation for reimbursement. The City will not reimburse the traveler for

annual credit cards fees, late fees, finance charges or interest incurred. Employees may receive the benefits of the travel/reward program; however, the City will not reimburse travelers for the cost of the program or the value of free accommodations used for business travel.

**28.4.13 – Additional Charges to Traveler** – If a traveler wishes to upgrade any travel related service (i.e., hotel room, airfare, rental car, etc.), the traveler is responsible for using personal funds for all costs related to that upgrade, and will only be reimbursed up to the standard rates as stated within this policy.

**28.4.14 – Expenses Covered by Federal and State Grants** – When travel expenses are eligible for reimbursement under federal and state grant agreements, these regulations will apply except when federal and state guidelines are more restrictive.

**SCHEDULE A - Travel Supporting Documentation**

This Schedule should be used as a guide when preparing supporting documentation for the Travel Request Form and the Travel Expense Reimbursement/Close Out Form.

Expense	Travel Request Supporting Documentation	Travel Expense Reimbursement/Close Out Supporting Documentation
Registration	Agenda or meeting schedule. The entire agenda need not be attached, only those pages that state the location of the conference/training, the schedule date and times and any meals/food included in the registration or available to attendees. Justification of City business purpose.	Agenda or meeting schedule and paid receipt.
Lodging	Lodging quotes from a minimum of two (2) on-line travel services (Hotwire, Travelocity, Hotels.com etc.). If a conference hotel is available attach documentation stating the cost of the room.	An itemized hotel bill showing dates of stay, amount paid, payment of any balance due, applicable taxes and guest's name. If paid by traveler a copy of the traveler's credit card receipt to be attached. <i>Reminder: City will not reimburse State of Florida sales tax.</i>
Airline Transportation	Airfare quotes from a minimum of two (2) on-line travel services (i.e. Hotwire, Travelocity, Kayak etc.).	Airfare quotes from a minimum of two (2) on-line travel services (i.e. Hotwire, Travelocity, Kayak etc.). Flight itinerary reflecting cost and payment method (e.g. Visa****-****-****-1234) and evidence of full payment. Payment confirmation to include name of traveler.
Personal Vehicle	Miles to be driven determined by a search engine (i.e. MapQuest, Yahoo maps, etc.), to be computed round trip from the employee's work station or home, whichever is less. If the mileage exceeds 500 miles round trip, a flight quote reflecting the drive cost is less than or equal to the flight cost.	Miles driven determined by a search engine (i.e. MapQuest, Yahoo maps, etc.), to be computed round trip from the employee's work station or home, whichever is less. If the mileage exceeds 500 miles round trip, a flight quote reflecting the drive cost is less than or equal to the flight cost.
City Owned Vehicle	Miles to be driven determined by a search engine (i.e. MapQuest, Yahoo maps, etc.), to be computed round trip from the employee's work station or home, whichever is less. If the mileage exceeds 500 miles round trip, a flight quote reflecting the drive cost is less than or equal to the flight cost.	Miles driven determined by a search engine (i.e. MapQuest, Yahoo maps, etc.), to be computed round trip from the employee's work station or home, whichever is less. If the mileage exceeds 500 miles round trip, a flight quote reflecting the drive cost is less than or equal to the flight cost.
Rental Car	Car rental quote from the City's or State of Florida's contracted car rental provider for in state travel. If an out of state car rental is required, car rental quotes from a minimum of two (2) on-line travel services (i.e. Hertz, Enterprise, Avis etc.), is required. Information reflecting that the rental of a vehicle cost less than that of alternative services available (i.e. taxi, buses, subway, shuttles, etc.) is required.	An itemized car rental receipt showing dates and times of use, amount paid, applicable taxes and car renter's name.
Meals	Agenda or meeting schedule. The entire agenda need not be attached, only those pages that state the dates and times of any meals/food included in the registration or available to attendees. If requesting per diem meal expenses in advance supply the rates per the GSA directory, ( <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a> ) of the destination city. If not available, the per diem rates, per the GSA directory, of a neighboring city. Per Diem rates for foreign travel are set by the State Department and are available through a link on the aforementioned GSA web page.	Per diem meal rates per the GSA directory, ( <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a> ) of the destination city. If not available, the per diem rates, per the GSA directory, of a neighboring city. Travelers not electing a per diem allowance shall submit itemized meal receipts due at time of reimbursement limited to GSA rate. Summary receipts will not be accepted. Costs for alcoholic beverages will not be reimbursed.
Gas Cards	Completion of Gas Card Request Form.	Receipts for each use of the gas card with the vehicle number and the mileage at the time of each fill-up.
Other (i.e. taxi, parking, tolls, internet, hotel gratuities, etc.)		Receipts showing the date and time, the amount paid and the method of payment. A maximum of \$5 per day for hotel gratuities (receipts not required for hotel gratuities).

Travel- Schedule A (10/2014)



# City of Coral Gables

## TRAVEL REQUEST FORM

**Reference:** Personnel Rules & Regulations - Rule 28

<b>Traveler</b>	This Travel Request is for: <input type="checkbox"/> Employee <input type="checkbox"/> Other (Specify): _____	
	Name: _____	Title (Held or Applied for): _____
	Department: _____	Division: _____

<b>Travel Data</b>	Purpose of Travel: _____		
	Destination From: _____	Destination To: _____	
	Date and Time of Departure: _____	Date and Time of Return: _____	Working Days Absent: _____
	Method of Travel: <input type="checkbox"/> City Vehicle - Gas Card Requested <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Private Vehicle (Attach Insurance Certificate) <input type="checkbox"/> Airline <input type="checkbox"/> Other <input type="checkbox"/> Public Transportation/Other		

<b>Travel Request</b>	Estimated Expenditures (supporting documentation required)			
	Registration	\$ _____	Meals	
	Lodging	\$ _____	Breakfast	# ____ @ _____ = \$ _____
	Air Travel	\$ _____	Lunch	# ____ @ _____ = \$ _____
	Auto Rental	\$ _____	Dinner	# ____ @ _____ = \$ _____
	Mileage:		Other	
	_____ miles @ _____	\$ _____		\$ _____
	Tolls	\$ _____		\$ _____
	Parking	\$ _____		\$ _____
	Taxi	\$ _____	<b>TOTAL</b>	\$ _____

<b>Advance Request</b>	Advance Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Check Needed by: _____
	If Applicable, Amount of Advance Request: _____	

<b>Exp Data</b>	Account Code(s) to be Charged: _____
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<b>Approval Signatures Required Where Applicable in Accordance with Personnel Rules &amp; Regulations - Rule 28</b>			
<b>Approvals</b>	<b>Authorization Request</b>		<b>FINANCE (BUDGET) USE ONLY</b>
	_____	Date _____	Supporting documentation attached <input type="checkbox"/> Yes <input type="checkbox"/> No
	Traveler		Insurance certificate attached <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
	_____	Date _____	Advance requested <input type="checkbox"/> Yes <input type="checkbox"/> No
Department Director		Check # _____ Amount: \$ _____	
_____	Date _____	Budget Review _____	
City Manager (If Applicable)	Date _____	Date _____	



# City of Coral Gables TRAVEL EXPENSE REIMBURSEMENT/CLOSE-OUT FORM

Reference: Personnel Rules & Regulations - Rule 28

<b>Traveler</b>	Name:	Title (Held or Applied for):		
	Department:	Division:		
<b>Travel Data</b>	Purpose of Travel:			
	Destination From:	Destination To:		
	Date and Time of Departure:	Date and Time of Return:	Working Days Absent:	
<b>Reimbursement Request</b>	Actual Expenditures - Reimbursement Request		Prepaid/Advanced?	If Prepaid or Advanced, please indicate: P-card/Check Date
	Registration	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____
	Lodging	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____
	Air Travel	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____
	Meals			
	Breakfast			
	# _____ @ _____ = \$ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check # _____
	Lunch			
	# _____ @ _____ = \$ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check # _____
	Dinner			
	# _____ @ _____ = \$ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check # _____
	Mileage:			
	_____ miles @ _____ \$ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check # _____
	Tolls	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check # _____
	Parking	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____
Taxi	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____	
Auto Rental	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____	
Fuel	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Gas Card	
Other				
_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____	
_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____	
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> P-Card <input type="checkbox"/> Check # _____	
<b>TOTAL</b>	\$ _____			
<b>AMOUNT PAID BY CITY</b>	\$ ( _____ )			
<b>ADVANCE</b>	\$ ( _____ )			
<b>BALANCE DUE TO TRAVELER (CITY)</b>	\$ _____	Check # _____		
<b>Exp Data</b>	Account Code(s) to be Charged:			
	<b>Approval Signatures Required Where Applicable in Accordance with Personnel Rules &amp; Regulations - Rule 28</b>			
<b>Certification and Approvals</b>	<b>Certification of expenditures</b>		<b>Finance Use Only</b>	
	I certify that all expenses being paid or reimbursed by the City are valid and conform to City policies. I attest that all expenses submitted for reimbursement have not been previously paid through a prior submitted expense report, cash advance or by an outside agency or other third party.		<b>Budget Review:</b>	Proper supporting documentation attached <input type="checkbox"/> Yes <input type="checkbox"/> No
	Traveler _____	Date _____		Reviewed by _____
	<b>Approvals</b>		<b>Advance Provided:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      Check # _____
	Department Director _____	Date _____	<b>Reimb. Processed By:</b>	
	City Manager (If Applicable) _____	Date _____	<b>Check Number:</b>	



# City of Coral Gables

## MISSING RECEIPTS DOCUMENTATION FORM

Reference: Personnel Rules & Regulations - Rule 28

<b>Traveler &amp; Travel Data</b>	This Request is for: <input type="checkbox"/> Employee <input type="checkbox"/> Other (Specify):	
	Name:	Title (Held or Applied for):
	Department:	Division:
	Purpose of Travel:	
	Destination From:	Destination To:

<b>Description of Expense</b>	Date:	Description of Expense:	Business Purpose:	Amount:	Payment Method *:
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

\* Supporting documentation required when paid by check or credit card (i.e., credit card statement showing charge, copy of check).

<b>Exp Data</b>	Account Code(s) to be Charged:
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<b>Certification &amp; Approvals</b>	<b>Approval Signatures Required Where Applicable in Accordance with Personnel Rules &amp; Regulations - Rule 28</b>	
	<b>Certification of Expenditures</b>	
	I hereby certify that the receipt(s) for the above item(s) is missing and that the purchase made was for legitimate City business reasons using the policies and procedures outlined within the City's Rules and Regulations. I further certify that the above information is correct and the expense was paid by me and I have not been previously reimbursed.	
	Traveler _____	Date _____
	<b>Approval</b>	
	Department Director _____	Date _____
City Manager (If Applicable) _____	Date _____	



# City of Coral Gables GAS CARD REQUEST FORM

Reference: Personnel Rules & Regulations - Rule 28

<b>Traveler</b>	This Travel Request is for: <input type="checkbox"/> Employee <input type="checkbox"/> Other (Specify):		
	Name:	Title:	Employee Number:
	Department:	Division:	
<b>Travel Data</b>	Purpose of Travel:		
	Destination From:	Destination To:	City Vehicle Number:
	Date and Time of Departure:	Date and Time of Return:	Working Days Absent:
<b>Certification/Approvals</b>	<b>Certification</b>		<b>Approvals</b>
	I certify that the gas card(s) requested will only be used to fuel the city-owned vehicle. I understand that failure to comply may result in disciplinary action up to and including termination of employment.		
	_____		Department Director _____ Date _____
	Traveler _____ Date _____	Finance Director _____ Date _____	
<b>Gasoline Card(s) Issued/Returned: To be completed by Finance Department Cashier</b>			
<b>Card(s) Issued</b>	Gas Card Company: _____		Account Number: _____
	Gas Card Company: _____		Account Number: _____
	The above cards will be returned on or about (Date): _____		
	Traveler Signature _____	Date _____	
<b>Card(s) Returned</b>	Returned By _____		Date _____
	Accepted By _____		Date _____