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| Subject: Cash Travel Advance | Number: 1-7 |
| | Date Issued: December 1, 1998 Date Revised: |
| Responsible Department: Finance | Approved: |

Purpose

To establish a uniform procedure for obtaining cash travel advances.

Procedures

1. Cash advances for travel are authorized for official City business provided that the budgeted request is approved by the department director and City Controller.
2. In all cases, the criteria for selecting the mode of transportation should be whatever is the greatest convenience to the City at the minimum of cost. Members of the staff sharing hotel rooms should request individual bills so that each can report his/her own expenses. If an employee's spouse share his/her room, the bill should indicate the single room rate for reimbursement.
3. Travel reports should be filed within ten days after return. A receipt must be obtained for all single expenditures that exceed \$25 and be submitted along with other receipts to substantiate expense reports.
4. The statement and claim must be signed by the Council Member or employee and approved by the appropriate department director or other authorized persons.
5. Council Members and employees, when traveling on official City business, are encouraged to utilize their personal credit cards and/or cash for all expenses, and then to request reimbursement for such expenses. However, in circumstances where the use of such credit cards and/or cash is deemed impractical, it shall be possible for an employee to obtain an advance of City funds for travel expenses in the following manner:
 - a. When requesting a cash advance, a Travel and Expense Reimbursement Request form shall be prepared in proper form with all required signatures for an amount not to exceed 75 percent of the anticipated travel expenses. Specify the name of the employee traveling, the destination and the inclusive dates of travel.
6. Upon the presentation of the completed Travel and Expense Reimbursement Request form to the Finance Division, a check may be issued to the requesting employee written against the City account established for this purpose.
7. Within five working days after returning from travel on City business for which an advance of City funds has been made, the employee receiving this advance must

present, to the Finance Division, all unexpended cash from the advance along with the completion of the Travel and Expense Reimbursement Request form.