



## Travel Authorization

**Required for all out-of-state and/or overnight travel**  
See reverse for instructions.

**Attach this completed signed form in Concur along with all related travel documents**

Employee Name (print) \_\_\_\_\_ Dept. \_\_\_\_\_ Extension \_\_\_\_\_

City Purpose \_\_\_\_\_

Location \_\_\_\_\_ Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

	FULL COST OF TRAVEL	ACCOUNT #
Tuition /Registration Fees	\$ _____	00491
Airfare/Mileage	_____	00430
Meals*/Per Diem**	_____	00430
Lodging (# of nights ____ )	_____	00430
Rental car ( <i>requires director's approval</i> )	_____	00430
Misc. transportation expenses ( <i>shuttles, cabs, baggage fees, etc.</i> <i>Do not include mileage or fuel</i> )	_____	00430
<b>TOTAL ESTIMATED COST OF TRAVEL</b>	<b>\$ _____</b>	

\* If charging to multiple Financial Dimensions please provide the details here; include what expenses should be charged to what account #:

**To be completed by the employee's supervisor (check yes or no beside the question):**

Is this travel applicable to the employee's current duties and of benefit to the City/Community?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Has this employee received training in this subject area before? If so, approx. date: _____	<input type="checkbox"/>	<input type="checkbox"/>

Indicate reason(s) to support why this training/travel is essential: \_\_\_\_\_

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\_\_\_\_\_  
Requesting Employee's Signature                      Date

\_\_\_\_\_  
Authorized Approval Signature (print name)                      Date

\_\_\_\_\_  
Department Director's Approval                      Date  
(required for all travel requests)

\_\_\_\_\_  
Mayor's (or designee's) Approval                      Date  
(required for Dept. Directors' travel only)

## Instructions for Overnight or Out of State Travel

The Travel Authorization form must be completed for ALL Out-of-State or Overnight Travel. Travel authorization is necessary for City employees traveling on municipal business. This form is used to obtain approval for the full cost of the training/travel. Your Department Director's approval is required for all travel requests. All Department Directors' travel requires the Mayor's signature.

Related businesses expenses should comply with the City's travel policies listed on the Finance Department's web page under Travel.

<https://redmondgov.sharepoint.com/sites/Finance/SitePages/Finance-Forms.aspx>

Expenses for overnight travel should be approved by your department director in advance, this includes: airfare, cost of training, rental vehicle fees (excluding fuel and mileage costs), lodging and miscellaneous transportation expenses (such as taxis, shuttles, or airline baggage fees). Please note only certain items are eligible travel expenses. To purchase necessary and eligible travel expenses please use your City procard; if you do not currently have a procard please reach out to Finance at [Finance@Redmond.gov](mailto:Finance@Redmond.gov) to request one, Please note this may take up to 3 business days to process. You may also use a personal account and request reimbursement for travel expenses using Concur. Please review the cities travel policies and procard policies to ensure you are complying with all necessary policies and procedures.

### **Meals\***

When in travel status (travel status is considered over 50 miles away from City Hall and requires an overnight stay) you may use your procard to purchase meals not provided at the venue. Actual receipts for meals must be saved and turned in after the trip with your procard reconciliation. Receipts MUST be itemized and include a listing of all food and beverage purchased.

### **Per Diem Meals ("by the day")\*\***

Instead of tracking individual meal receipts, you may claim a daily allowance (per diem). This simplifies the accounting of meals and incidental expenses. Per diem is based on the rates set by the GSA (U.S. General Services Administration) When requesting per diem, use the Per Diem calculator for an employee reimbursement within Concur. Per Diem varies depending by destination. Remember to remove amount(s) for any meals that are provided at the venue. If your trip includes a "travel day" with no actual training or conference events, you may only claim 75% of the normal daily per diem rate for that day.

Meal claims for any one trip must be all per diem or all receipts. Mixing of per diem for some meals and receipts for others on a single trip is not allowed.

Your approval request should include the following attachments:

- Conference/training registration information indicating you are the attendee
- Conference/training agenda and/or itinerary noting if any meals are provided as part of the cost
- Airfare confirmation
- Hotel confirmation, if applicable
- Rental car confirmation, if applicable

### **After your trip:**

Reconcile expenses on your procard in Concur and/or submit an Employee Claim for expense reimbursement form in Concur. You will need to attach this form as well as required documentation; including:

- Original itemized receipts for meals, airfare, hotel, rental car
- Conference/training registration information indicating you are the attendee
- Conference/training agenda and/or itinerary noting if any meals are provided as part of the cost
- Copies of conference/training agenda and certificate of completion, if applicable