



## CITY OF CORONA

### CITY EMPLOYEE ADVANCE TRAVEL REQUEST (AP 01200.001)

[Employee Name, Employee Title] will be traveling to [City, State] to attend the [Name of Seminar, Conference, Meeting, etc.] on [Date or Date Range]. The purpose of this trip is to [state the description and nature of the trip, and how they relate to the performance of the job duties of the requesting employee]. All actual and necessary expenses incurred for this trip, including registration, meals, lodging, and airfare, will be paid for or reimbursed by [Department, Grant, State Reimbursed, etc. *(state the source of fund for the requested travel)*], so long as and to the extent such expenses comply with Administrative Policy 01200.001, Travel and Other Expense Reimbursement Policy. Estimated total costs for the requested trip are listed below:

Registration	Meals	Lodging	Transportation	Airfare	Other (Please list)	Total*
\$	\$	\$	\$	\$	\$	\$

\* Total cost is an estimate based on event information available at time of requesting.

PREPARED BY: \_\_\_\_\_

[Name of Preparer]

Date: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

[Department Head]

Date: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

City Manager or Designee

Date: \_\_\_\_\_

## **Guideline and Procedures for City Employee Advance Travel Request Form**

***The following are to be used in conjunction with Administrative Policy 01200.001 (Travel & Other Expense Reimbursement Policy). These guidelines and procedures in no way supersede or override Administrative Policy 01200.001.***

- The City Employee Advance Travel Request Form is to be used whenever a City Employee is requesting to travel either overnight or via airplane.
- Pursuant to Administrative Policy 01200.001, City Employees will be paid or reimbursed for their actual and necessary expenses incurred in the performance of their job-related duties for their position, provided that payment or reimbursement shall always be at the lesser of the actual cost or the current Internal Revenue Service ("IRS") rates.
- Approval shall be obtained before incurring any expenses. Expenses incurred outside the approved parameter of travel, as noted on the City Employee Advance Travel Request Form, or in excess of that allowed under Administrative Policy 01200.001, will not be borne by the City. If these expenses are paid by the City Employee, no reimbursement will be made by the City; if these expenses were charged to a City credit card, the City Employee is responsible for the expense and shall promptly reimburse the City.
- As noted in Administrative Policy 01200.001, the City will not pay or reimburse certain categories of expenses, including, but not limited to, the following:
  - Personal portion of the trip, including expenses incurred for family member(s), friends and/or pets who accompany the City Employee;
  - Travel relating to political events;
  - Entertainment expenses not directly required as part of official business;
  - Personal automobile expenses, including traffic citation;
  - Personal losses incurred while on City business.
- City Employees shall provide necessary documentation such as receipts and hotel folio to substantiate all expenses incurred. Expenses incurred without receipts will not be reimbursed; if such an expense is charged on a City credit card, the City may request the City Employee to reimburse the City if the expense cannot be substantiated in another manner.