



CITY OF BERKLEY, MICHIGAN TRAVEL REQUEST AND EXPENSE REPORT

Date: _____

Name: _____ Department: _____

Destination _____

Purpose: _____ Dates From: _____ To: _____

A: REQUEST FOR TRAVEL ADVANCE

Transportation: (check all that apply)	Amount
Airline (round trip)	_____
Taxi (destination city)	_____
Train	_____
Automobile mileage*	_____
Estimated cost	_____
<i>NOTE: submit mileage form with reconciliation.</i>	

Registration & Lodging	Amount
Registration	_____
Lodging (amount for total number of days)	_____
Parking	_____
Breakfast	_____
Lunch	_____
Dinner	_____
Other Expense (describe below)	_____
Total Estimated Expense	_____

Total Advance Requested _____

Other: (please describe) _____

Requested by: _____
Employee Name (please print) Signature Date:

B: AUTHORIZATION:

Department Head Date: Acct #: Estimated Amount

City Manager Date:

Travel Expense Report

Name:

Please print _____ Department: _____

Destination: _____ Dates From: _____ To: _____

C: RECONCILIATION / ACTUAL EXPENSES: (attach receipts for all items listed)

Actual Expenses	Amount
Transportation	
Lodging: (amount for total number of days)	
Parking	
Breakfast	
Lunch	
Dinner	
Other Expense (describe below)	
Expense Total (attach receipts)	

Total Actual Expenses	
Less: Amount of Advance (subtract)	
Amount due to employee / (city)	

Other: (please describe) _____

If **expense** is greater than the advance, enter the amount due to employee in the space below:

Amount due to employee: _____

If **advance** is greater than the expense, enter the amount due to the City in the space below:

Amount due to City _____

I certify that the information provided is accurate.

Employee Name (please print) _____ Signature _____ Date: _____

PAYMENT APPROVAL	
Amount:	
Description:	
Acct#:	
Department Head	Date
City Manager	Date
Finance Director	Date



City of Berkley Travel Request and Expense Report

OVERVIEW:

The City of Berkley will reimburse employees and elected officials for reasonable and necessary expenses incurred in connection with approved travel on behalf of the city.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, submit a written request to the city manager for consideration as soon as possible.

All business-related travel paid with City of Berkley funds must comply with applicable city ordinances and other budget policies

TRAVEL REQUEST AND EXPENSE REPORTING

Expenses associated with the travel must be reconciled and substantiated within ten business days from the return date using the City's Travel Expense Report (page 2 of the Travel Request and Expense Report form). The traveler must repay the City for any advances in excess of the approved reimbursable expenses.

Vacation in conjunction with business travel

If vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Travel Request form. The city will not prepay or reimburse travelers for any personal expenses.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the city manager before the travel occurs and before any pre-payments or advances are issued

ELIGIBLE EXPENSES AND GUIDELINES:

The city will pay for, or reimburse travelers for the expenses as described below. Whenever possible, travel related expenses should be included in the department budget.

Conference Registration Fees. Conference registration fees can be prepaid with a credit card or check using the Travel Request and Expense Report.

Airfare. Airfare may be prepaid by the city by either check or credit card. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable.

Rail Transportation. The city will prepay rail transportation if the expense is not greater than the cost of the least expensive airfare.

Rental Vehicles. The city will pay for approved use of a rental vehicle and parking associated with authorized travel.

Personal Vehicle Mileage. Employees may use their personal vehicles and be reimbursed for mileage for travel to and from meetings and conferences. **Calculate vehicle mileage with City Hall (or the department location) as the starting point.** A valid driver's license and personal automobile insurance is required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for business related travel. Employees receiving a vehicle stipend, as part of their annual compensation, are not eligible for personal vehicle mileage.

Request mileage by submitting a completed Mileage Reimbursement Form. Department approval is required to authorize payment. Mileage associated with out of town travel to meetings or conferences is reimbursable and can be paid in advance using the Travel Request and Expense Report Form.

Taxi Cabs, Ferry, Public Transportation, Tolls, Parking. Receipts must be submitted for reimbursement. Travelers will not be reimbursed for this expense if the receipts are not provided.

Lodging. Hotel reservations should be made with as much advance notices as possible (preferably 14-30 days). The City is exempt from state sales taxes. Obtain a tax exemption certificate from the Finance Department and present it to the hotel upon check-in.

Meals. Per diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary worksite. Per diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's home or primary worksite. The maximum per diem allowable for meals is noted below.

- Breakfast \$15
- Lunch \$15
- Dinner \$20

Submit reimbursement requests for meals using the Travel Expense Report. Reimbursement for alcoholic beverages is not allowable.

Other Business Expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status can be reimbursed. Original itemized receipts are required.

Documentation

Receipts and a completed Travel Expense Report must be submitted before reimbursement can be processed. Travelers will not be reimbursed for expenses when the receipts are not provided. Submit the completed Travel Expense Report and receipts to the department director within 10 business days after returning from authorized travel.

Ineligible Travel Expenses

The following items will not be reimbursed by the city:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Haircuts and personal grooming
- Laundry and dry cleaning
- Travel accident insurance premiums or purchase of additional travel insurance
- Other expenses not directly related to the business travel

**For complete list of ineligible expenses, see Administrative Directive 2015-03, Travel Request and Expense Reports*

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.

Travel Advance

A traveler seeking an advance for expenses must complete a Travel Request and Expense Report form (attached) at least 20 days before the first day of the conference or travel related meeting. The form must be signed by the department director or the City Manager to authorize payment. Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe the expenditures are inappropriate or extravagant.

Tax Exempt Certificate

The City is exempt from state sales taxes. Obtain a tax exemption certificate from the Finance Department and present it to the hotel upon check-in

Refer to Administrative Directive #2013-03 or contact the City Manager's Office if there are any questions regarding this process.