

City of Gulf Breeze

Travel & Training Expense Report & Travel Advance Per Diem Instructions

1. BEFORE TRAVEL

- a. **No Per Diem Advanced Payments** – Complete the top portion of the Travel & Training Expense Report and the “Projected (A)” column (highlighted below). Have your **Department Head** sign and date for pre-approval and **submit to Accounting PRIOR to travel**. Retain a copy for completion upon return.

#	A	B	C	D	E	F	G	H	I
1	Employee Name:					Date:			
2	Destination					Travel Purpose:			
3	Departure Date & Time:					Return Date & Time:			
4	Pre-approved By:					Date:			
5		Projected (A)	Actual (B)	Difference		Prepaid/Credit Card (C)	Per Diem Advances (D)		
6	Registration			\$ -					
7	Lodging			\$ -					
8	Airfare			\$ -					
9	Car Rental			\$ -					
10	Parking & Tolls			\$ -					
11	Meals & Tips			\$ -					
12	Fuel/Mileage*			\$ -					
13				\$ -					
14				\$ -					
15	TOTALS	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	Total Remaining

- b. **Per Diem Advanced Payments** – If you’re requesting advance per diem payment complete the items below and submit documents to Accounting. Accounting only needs documents listed below. **Please submit to Accounting no later than 9am on Wednesday to receive check on Friday.** Requests submitted after 9am Wednesday will be processed to be picked up the following Friday. **When a meal is included within a registration fee no per diem is allowed.**

i. Travel & Training Expense Report

1. Complete the top portion of Travel & Training Expense Report and the “Projected (A)” column (highlighted above).
2. Have your **Department Head** sign and date for pre-approval & retain a copy for your completion upon return.

ii. Per Diem Travel Advance Request

1. MUST be signed by **Department Head**

iii. Per Diem Meal Chart

1. Please complete in Excel and then print.
2. Only cells that should be edited can be selected; all others are locked.

iv. Agenda

1. If no agenda is available, please submit registration info showing the dates and times of the training.

2. UPON RETURN FROM TRAVEL – Complete the items below and submit documents to Accounting **within 14 days of travel.** Accounting will submit receipts for p-cards. Duplicate copies/submissions not necessary.

- a. Travel & Training Expense Report Checklist
- b. Travel & Training Expense Report
 - i. Please complete in Excel and then print for signatures. **“PROJECTED (A)” COLUMN SHOULD NOT CHANGE FROM ORIGINAL SUBMISSION PRIOR TO TRAVEL.** Input amounts for remaining columns
 - ii. Only cells that should be edited can be selected; all others are locked.
 - iii. If an amount is still due to the employee, please put amount in cell H26.
- c. Per Diem Meal Chart (if advance per diem NOT completed)
- d. All **original** receipts must be submitted. See checklist for more details.
- e. **Department Head** MUST sign off on the Travel & Training Expense Report. Employees may not sign off on behalf of Department Head.