

BUSINESS TRAVEL, CONFERENCE AND OUT-OF-COUNTY TRAINING FORM

PREPARED BY:

WORK/CONTACT PHONE:



City of Phoenix

REFER TO GUIDELINES AND INSTRUCTIONS ON THE REVERSE SIDE PRIOR TO COMPLETING (REFER TO AR 3.41, 2.281 & 2.51)

DATE OF REQUEST:		DATE OF EXPENSE REPORT:		COST CENTER:		G:		TRIP #:	
EMPLOYEE ID:		EMPLOYEE NAME (LAST, FIRST):		JOB TITLE:		DEPARTMENT/DIVISION:		WORK /CONTACT PHONE:	
TRAVEL DATES	LEAVE: / /	RETURN: / /	TRAVEL DESTINATION (CITY, STATE) :				IS THE TRAVEL BUDGETED: <input type="checkbox"/> YES <input type="checkbox"/> NO		
EVENT DATES	START: / /	END: / /					If YES, HOW MUCH: \$ _____		
CONFERENCE/SEMINAR TITLE AND TRAINING LOCATION:				PURPOSE & SPONSORING ORGANIZATION (IF APPLICABLE):					
PAYEE AND MAILING ADDRESS FOR "DIRECT PAY" (DP) TO VENDOR: Attach 2 copies of invoice or completed registration form, which must include payee information and mailing address.									

ESTIMATED PRE-TRAVEL EXPENSES	FUNDING (check all that apply)			ESTIMATED AMOUNT	ACTUAL POST- TRAVEL EXPENSES							Total
	EDF	MDF	DF		Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thurs ___/___/___	Fri ___/___/___	Sat ___/___/___	Sun ___/___/___	
REGISTRATION	<input type="checkbox"/> REIM <input type="checkbox"/> DP	<input type="checkbox"/>	<input type="checkbox"/>									
AIR TRANSPORTATION <small>*DP requires prior approval</small>	<input type="checkbox"/> REIM <input type="checkbox"/> DP*	<input type="checkbox"/>	<input type="checkbox"/>									
LODGING (Use City Lodging Rate)	<input type="checkbox"/> REIM ONLY	<input type="checkbox"/>	<input type="checkbox"/>									
GROUND TRANSPORTATION <small>[] City Car [] Personal Vehicle [] Rental Car [] Shuttle/Taxi/Public Transit</small>	<input type="checkbox"/> See AR 2.51 REIM ONLY	<input type="checkbox"/>	<input type="checkbox"/>									
MEALS (Use Daily GSA Amounts) <small>- less meals included in registration fee - include taxes and gratuities</small>		<input type="checkbox"/>	<input type="checkbox"/>									
GRATUITIES <small>(Baggage Handling, Maid)</small>		<input type="checkbox"/>	<input type="checkbox"/>									
PARKING		<input type="checkbox"/>	<input type="checkbox"/>									
MISCELLANEOUS		<input type="checkbox"/>	<input type="checkbox"/>									
TOTAL PRE-TRAVEL ESTIMATE												

EDF = EMPLOYEE DEVELOPMENT FUNDS - If using Employee Development Funds, indicate payment type by checking appropriate code box (REIM) "REIMBURSEMENT" to employee or (DP) "DIRECT PAY" to vendor. "Direct Pay" is only available for items \$50 or more. Make all pre-registration arrangements a and attach two copies of completed registration form or invoice, which must include payee and mailing information.

MDF = MANAGEMENT DEVELOPMENT FUNDS

DF = DEPARTMENT FUNDS

PRE-TRAVEL REQUEST APPROVALS	
Employee Signature: X	Date:
Division Head Signature: X	Date:
Department Head Signature: X	Date:
City Manager's Office Signature: (When required by AR 3.41) X	Date:

FINANCE USE ONLY	
Audited By: (initials)	AUDIT APPROVED (Circle one) Y N
Finance Department's Signature: _____	
Date: _____	

HUMAN RESOURCES USE ONLY	
CLAIM # _____	\$ _____
CLAIM # _____	\$ _____
CLAIM # _____	\$ _____

TOTAL ACTUAL EXPENSE	
LESS CASH ADVANCED	
LESS PREPAID EXPENSES <small>(includes all funding sources)</small>	
LESS EDF	
TOTAL DUE TO CITY (-) <input type="checkbox"/> FROM CITY (+) <input type="checkbox"/>	

EXPENSE REPORT APPROVALS	
Employee Signature: (I certify that the above items of expense were incurred for authorized official City business, that they are correct and proper charges, and I have read and understand AR 3.41.) X	Date:
Division Head Signature: X	Date:
Department Head Signature: X	Date:
City Manager's Office Signature: (When required by AR 3.41) X	Date:

DISTRIBUTION:
 ORIGINAL – FINANCE ACCOUNT UTILITIES/TRAVEL SECTION
 COPY – IF APPLICABLE, HUMAN RESOURCES – HR CENTER
 COPY – DEPARTMENT OR FUNCTION
 COPY – EMPLOYEE

GUIDELINES FOR THE BUSINESS TRAVEL, CONFERENCE AND OUT-OF-COUNTY TRAINING FORM

The Administrative Regulations (ARs) listed below apply to all City employees, elected officials, board and commission members, volunteers, and potential candidates applying with the City.

Refer to AR 3.41 for information regarding Business Travel, Conference and Out-of-County Training.

Refer to AR 2.281 for information regarding the Management Development Fund program.

Refer to AR 2.51 for information regarding the Employee Development Fund program.

The Business Travel, Conference and Out-of-County Training form is required for all events held outside of Maricopa County whether the travel is being funded by enterprise funds, special revenue funds, general funds, grant funds, Management Development, Employee Development, or non-City Funds.

REQUIRED FORMS AND DOCUMENTATION

The Business Travel, Conference and Out-of-County Training form requires that the purpose of the event, the destination, the beginning and ending dates of the official leave, and an estimate of costs be provided prior to travel commencing. This is referred to as “Estimated Pre-Travel Expenses.”

To complete the pre-travel portion of the Business Travel, Conference and Out-of-County Training form:

1. Complete the Date of Request - this is the date your request is being completed.
2. Include the correct Cost Center and General Ledger (GL) account that will be used for the travel. A Trip # is used by some departments. If applicable in your department, please enter.
3. Complete Employee ID number, Name, Job Title, Department, and Work/Contact Phone number.
4. Enter the Travel Dates and the training Event Dates of the seminar/workshop/conference. The dates may differ.
5. Indicate the Travel Destination.
6. Indicate if the Travel is Budgeted and on the next line indicate the amount that is budgeted.
7. Enter the Title of the Seminar/Workshop/Conference and the Location of the training. Complete the Purpose and Sponsoring Organization information, if applicable.
8. If using EDF, please enter the payee and mailing address for “Direct Pay” to vendor. Attach two copies of the invoice or completed registration form, which must include payee information and mailing address.
9. Indicate the funding sources in the Estimated Pre-Travel Expenses portion of the form – Employee Development Funds (EDF), Management Development Funds (MDF), or Department Funds (DF). If EDF is being used, please indicate by checking the appropriate code REIM for employee reimbursement or DP for “Direct Pay” to a vendor.
10. Complete the Estimated Pre-Travel Expenses portion of the Business Travel, Conference and Out-of-County Training form. Enter the estimated applicable expenses: Registration, Air Transportation, Lodging, Ground Transportation, Meals, Gratuities, Parking, and Miscellaneous amounts. Supporting documentation should be included for all costs, except gratuities. Attach your registration material including a description of the seminar and all receipts necessary to document proof of payment.
11. **Obtain the correct approval signatures** - Department Head’s signature and City’s Manager’s (if applicable) including the date of approval.

To complete the Actual Post-Travel portion of the Business Travel, Conference and Out-of-County Training form:

1. The Actual Post-Travel Expenses portion of the Business Travel, Conference and Out-of-County Training form shall be filed with the Finance-Travel Section no later than **ten business days** after returning to work for either (a) reimbursement of expenditures or (b) settlement of a business meeting, training, or conference expense pre-payment or cash advance
2. Enter the Date of Expense Report date at the top of the form. Use the date when you complete the Actual Post-Travel Expenses portion of this form.
3. Enter the actual month and days of travel.
4. Document your daily expenses and attach your expense receipts.
5. The same manager(s) that approved the travel prior to its taking place must also review and approve the completed Business Travel, Conference and Out-of-County Training form upon your return.

WHERE TO SUBMIT YOUR REQUEST

***Please note: All travel, regardless of funding source, needs to be sent to Finance City Controller/Travel Accounts • 251 W. Washington Street, 5th floor. Keep a copy for your records.**

For EDF Only - Send approved Business Travel, Conference and Out of County Training Form with registration materials including a description of the seminar and all supporting documentation of travel. Include all receipts necessary to document proof of payment for reimbursement or for “Direct Pay” to vendor (registration or airfare) include invoice, which must include payee and mailing address information. For airfare direct pay procedures using EDF please contact 602-495-5700. Submit EDF requests via scan to hrc@phoenix.gov, interoffice mail to HR Connection Center or fax to 602-534-1179 (choose only one method of delivery). Please note all travel regardless of funding source needs to be sent to Finance City Controller/Travel Accounts • 251 W. Washington Street, 5th Floor. Keep a copy for your records.

For EDF and/or Department Funds - For EDF action a copy of travel packet sent to HR following **EDF Only** instructions above and for Department Fund processing send the originals including a Payment Control Document (PCD) to the City Controller/Travel Accounts • 251 W. Washington Street, 5th Floor, 602-262-6675. Keep a copy for your records.

For MDF and/or Department Funds - Obtain Department Head’s and City Manager’s (if applicable) signature and date of approval. Attach registration material including a description of the seminar and all receipts necessary to document proof of payment. Attach a PCD for reimbursement or “Direct Pay.” Submit all originals to the City Controller/Travel Accounts • 251 W. Washington Street, 5th Floor, 602-262-6675. Keep a copy for your records.