



ADMINISTRATIVE DIRECTIVE

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I. PURPOSE

To prescribe policies and procedures concerning authorization for travel of city employees on official city business unless provided for under Section VIII.E.

II. POLICY

A. Travel will only be approved if:

1. The purpose of the trip is to transact official business, attend official and professional meetings, or participate in conferences or training sessions necessary to promote the efficient conduct of the city's affairs, and
2. Official business cannot be handled by mail, fax, telephone, or e-mail.

B. Written approval by the City Manager or his/her designee is required for all travel with the exception of day trips.

C. The city will only pay for travel expenses that have been authorized by a signed and approved travel order or day-trip travel form. The departmental approval signature can not be the traveler.

D. Vacation or compensatory time may be taken in conjunction with travel on official business if approved by the employee's department director (see Section VII. A. 4). The travel order must indicate the employee's planned use of vacation or accumulated leave time.

III. DEFINITIONS

A. City Vehicle – For the purpose of this directive, either a vehicle owned by the City of Tucson or rented from the city's contracted vendor.

B. Day-Trip – Any out-of-county travel that allows an individual to depart and return on the same day.

C. Day-Trip Travel Form - A form used to authorize an employee's or group of employee's day-trip. See Attachment 1, Day-Trip Travel Form

D. Entertainment Expense – The purchase of a meal for a non-city employee for the express purpose of conducting business. The main purpose of the meal must be the active conduct of business, AND business must actually be conducted during the meal, AND there must be more than a general expectation of deriving income or some other specific business benefit at some future time.



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- E. **Incidental Expense Only Option** – An employee may be paid \$5 per day or partial day if traveling away from home on business, and the City does not pay or incur meal expenses or pay per diem.
- F. **Meals and Incidental Expenses (M&IE)** – Expenses while traveling that include meals and tips/gratuities for food and luggage handling type services. These expenses are included in the per diem rate.
- G. **Miscellaneous Expenses** – Expenses incurred that are not included in the per diem rate. These expenses require receipts for reimbursement and include such items as cab fares, fax and telephone charges, room taxes, laundry, parking, and other business related expenses.
- H. **Travel Order** - The term “travel order” refers to a form used by the City of Tucson to request authorization for travel, excluding day trips. See Attachment 2, Travel Order Request Form.
- I. **Approved Travel Order** - A Travel Order Request Form that has been signed and approved by the employee's department and, if required, the City Manager's Office.
- J. **Expense Report** - Denotes a City of Tucson Travel Order Expense Report (see Attachment 3). A travel order is considered “open” until an expense report has been filed with the Accounting Division and any refunds of travel advances due the city or reimbursement due the employee has been made.
- K. **Per Diem Rate** – A federally established rate by travel locale for meals and related incidental expenses for employees on official government business. The allowance covers meals and incidental travel expenses for which itemized receipts are not required to be submitted. Current rates may be found at www.gsa.gov/mie .
- L. **Procurement Card (pCard)** – A credit card issued by the City that may be used to make online travel arrangements, reserve hotel rooms, pay conference or seminar fees, or other business expenses related to approved travel.

IV. **DEPARTMENT RESPONSIBILITY**

A. **Department directors are responsible to:**

1. Screen all travel requests to limit trips, the number of employees traveling, points to be visited, itineraries, and the duration of the trip to those trips that are essential to the performance of the department's mission.
2. Exercise control of travel expenses by keeping them within established budget appropriations.



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3. Examine travel destinations to ensure that employees travel to destinations that result in the lowest cost to the City of Tucson. (For example: If there are similar seminars, conferences, etc., scheduled throughout the year at various locations, usually the location closest to Tucson will be the least expensive.)
- B. The Budget Office and the Accounting Division of the Finance Department shall monitor travel costs incurred under the provisions of this directive.
- C. **Insurance Coverage** – City Risk Management requires that a signed and approved travel order or day-trip travel form is obtained **prior to travel** for all travel outside of Pima County even if all or part of the expense is to be paid by grant or outside agency. Employees on unapproved travel may not be covered by the City of Tucson insurance program
 1. While employee is driving their privately owned vehicle on city business their auto insurance is primary. Any City insurance will be secondary and will come into use after the primary policy has paid out to the limits.
 2. The city will provide legal defense and pay all settlements or judgments of claims or suits arising from an accident involving the use of a privately owned vehicle while conducting city business, subject to the following conditions:
 - a. City coverage will be in excess of any other automobile liability insurance that provides coverage for an employee's vehicle while being used to conduct city business.
 - b. The employee must be in the scope of city employment at the time of the accident.
 - c. The employee must notify his/her supervisor of any accident while in the scope of employment as soon as possible and a Property Damage/Personal Injury report must be completed and sent to the Risk Management Division within two working days after the accident.
 - d. The employee must notify his/her insurance carrier of the accident as soon as possible.
 - e. The employee must cooperate in the city investigation and defense of any claim or suit.

The city will reimburse the employee for the physical damage deductible under comprehensive and collision coverage due to damage to an employee's vehicle arising out of the use of the vehicle while in the scope of city employment. The maximum reimbursement will be \$1,000 whether or not the employee has physical damage



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insurance coverage on the vehicle. All claims for the reimbursement of the deductible must be filed with the Risk Management Division and include supporting documentation.

- D. Travel in a Contracted Rental Vehicle** - The Fleet Services Motor Pool Office will utilize a contracted vendor to provide vehicles for all out-of-town travel. General use pool vehicles will not be available for travel outside the Tucson metropolitan area.
1. The assigned driver must have a valid Arizona drivers license and must be able to produce their license when picking up the contracted rental vehicle.
 2. Reservations for Contracted Rental Vehicles must be made 5 business days in advance by sending a copy of an approved travel order or copy of an approved day-trip form to the Fleet Services Motor Pool Office, or by calling the Fleet Services Motor Pool Office at 791-3196. Employees making a Contracted Rental Vehicle reservation by telephone will be asked for their approved travel order number. A photocopy of the approved Travel Order Request Form or Day-Trip Travel Form must be presented when the vehicle is picked up by the employee.
 3. Employees using Contracted Rental Vehicles for out-of-town trips may obtain an advance for gasoline through the Accounts Payable Section if a pCard is not available for fuel purchases. An approved Travel Order Request Form must be presented with each advance request. Receipts for any charges are to be submitted with the Travel Order Expense Report.
 4. When mechanical assistance is required for a Contracted Rental Vehicle outside of the Tucson metropolitan area, the operator of the vehicle should contact the contracted vendor for instructions and vehicle replacement. The operator can also call Fleet Services at 520-791-3196 for assistance with the vendor during business hours.
 5. The Contracted Rental Vehicle and key shall be returned to the Fleet Motor Pool Office at 4004 S Park Avenue, Building 3.

V. DAY TRIPS

A signed and approved Day-Trip Travel Form is required to travel outside of Pima County (even if all or part of the expense is to be paid by grant or an agency other than the City of Tucson).

- A. Approval** - An approved day-trip travel form is required prior to making any travel arrangements. The City is under no obligation to reimburse expenses incurred and/or paid by a city employee prior to receiving approval to travel if the trip is not approved later.



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- B. **Advances** - For day-trips that require \$150.00 or less in advance payment for expenses, an employee should submit a completed Day-Trip Travel Form (Attachment 1) to his/her supervisor for approval. The form is maintained by the department and does not require approval from the Finance Department. An advance of \$150 or less may be provided to the employee through petty cash.

Advances of more than \$150.00 for a day trip require an approved travel order be submitted and forwarded to the Department of Finance, Accounting Division.

- C. **Mileage Reimbursement** - MapQuest.com, Map.com, or some other online provided map service should be used to calculate mileage for reimbursement purposes. A copy of the online estimate should be attached to the Day-Trip Travel Form if mileage reimbursement is being requested.

Out-of-county travel by privately owned vehicle shall be reimbursed at the "If Government Owned Automobile Available" rate as set by the General Services Administration (GSA). Current rates may be found at <http://gsa.gov> under POV Mileage Reimbursement. Employees in the Executive Vehicle Reimbursement Program will also be reimbursed at the "If Government Owned Automobile Available" rate as set by the GSA for out-of-county travel. Mileage will be paid in addition to the Executive Vehicle reimbursement.

A pCard should not be used to purchase fuel for a privately owned vehicle. Fuel expenses will be reimbursed to the employee through mileage reimbursement. Mileage reimbursements will be paid only to the vehicle owner. Passengers are not entitled to mileage.

- D. **Miscellaneous and Incidental Expenses** - Employees may be reimbursed for miscellaneous expenses such as parking (if paid by a means other than pCard) by submitting the day-trip travel form and associated receipts through petty cash. If more than one employee is listed on the form, the employee signing for the reimbursement shall be responsible for dispersing the funds.

The department is responsible for reimbursement of approved expenses incurred by the employee. Employees on day trips DO NOT receive per diem for meals. A \$5 per day incidental expense may be paid if the employee is traveling away from home on business and no meal expense or per diem is paid.

VI. TRAVEL AUTHORIZATION

A signed and approved travel order form is required to travel outside of Pima County (even if all or part of the expense is to be paid by an agency other than the City of Tucson).



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- A. An approved travel order form is required prior to making any travel arrangements. The City is under no obligation to reimburse expenses incurred and/or paid by a city employee prior to receiving approval to travel if the travel is then not approved.
- B. MapQuest.com, Map.com, or some other online provided map service should be used to calculate mileage for reimbursement purposes. A copy of the online estimate should be attached to the travel order if mileage reimbursement is being requested.
- C. All travel requires City Manager approval prior to issuance of a travel order number. Memos requesting travel approval based on zero expense to the city must include an explanation of the process by which fronted city funds will be reimbursed.
- D. ALL travel orders must have a travel order number to be processed. To obtain a travel order number, a copy of the signed approval should be emailed to TO_APPROVAL and an email with the assigned travel order number will be returned within 24 hours. A travel order should be forwarded to the Accounting Division no less than fifteen (15) working days prior to the date of departure.
- E. A travel order number will not be given to any employee with an existing open travel order past the five working day closure date or that has an open balance due from a prior travel order.

VII. TRAVEL EXPENSE ALLOWANCES

Within the guidelines below, approved expenses for travel will be reimbursed to the employee with appropriate documentation of the expense (receipts). In some instances (e.g., per diem allowances), documentation is not required. If an employee requires a travel advance for expenses see Section VIII. B. for information.

A. General

- 1. Transportation, lodging, and registration expenses incurred pursuant to an approved travel order will be reimbursed on the basis of actual costs. Documentation is necessary for reimbursement of these expenses. (See Sections VII. C., D. E.)
- 2. The per diem method will be used for meals and incidental expenses for travel on an approved travel order. Per diem payments do not require receipts or other documentation of the expense. All pCard transactions for meals or incidental expenses are considered the same as a cash advance and will be considered in the per diem payment. (See Sections VII. B., F.)



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3. The city's travel allowance is limited to the total expense resulting from traveling directly to the destination and staying only the number of days necessary to conduct official business.

Employees are encouraged to arrive early or stay longer than is necessary only if doing so will result in savings to the city. In some cases, because of airline discount terms, an additional day of travel will result in substantial airfare savings--enough savings to offset additional lodging and per diem costs.

4. Combining a Vacation with a Business Trip: Employees are permitted to combine a vacation with a city-paid business trip. The travel order must be accompanied by a schedule comparing costs, and the employee must pay the costs that exceed the city's travel expense allowances. Personal expenses related to the vacation portion of the trip should not be paid by pCard.
5. Nothing in this directive shall preclude payment less than that set forth below (e.g., if the trip involves group travel and the sharing of lodging expenses, or other means of keeping travel expenses within authorized appropriations).

I. Procurement Card (pCard)

1. City of Tucson procurement cards (pCard) shall be used to make arrangements for business travel whenever possible.
2. A pCard shall be used to pay conference/seminar/class registration fees whenever possible.
3. Receipts are required for pCard transactions. Receipt copies as stated in Section VII., C. must be submitted with the travel order. Original receipts shall be maintained in the department with other pCard documentation.
4. **A pCard shall not be used to book airfare or pay for any travel related expenses for a non-city employee unless approved by the City Manager or his/her designee.** Use of a pCard to pay the expenses of a non-city employee may be just cause for disciplinary action in accordance with City A.D. 2.02-5 Section II A.11.
5. **A pCard shall not be used to cover expenses incurred during vacation time combined with a business trip.** Charging personal expenses on a pCard with the intention of reimbursing the city at a later date is unacceptable, and may be just cause for disciplinary action in accordance with City A.D. 2.02-5 Section II A.11. All pCard expenditures must be in conformance with pCard rules found at <http://www.tucsonprocurement.com/assets/program%20manual.pdf>.



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6. Any meals and incidentals paid with a pCard will be included in the per diem reconciliation and will reduce the amount of per diem money due to the employee. If the amount of per diem advanced plus the amount charged to the pCard exceeds the total amount of per diem allowed, the overage must be repaid to the city.
7. Timely submission of a Travel Order to the Accounting Division is required for cash advances.
8. A pCard should not be used to purchase fuel for a privately owned vehicle. Fuel expenses will be reimbursed to the employee through mileage reimbursement.
9. **The Travel Order number shall be noted in the pCard PaymentNet "PO Number or TO Number" field for each transaction related to a Travel Order.** A report from PaymentNet showing all expenses by travel order number will be sent to Accounting with the Travel Order Expense report when closing a travel order.
10. An approved Travel Order must be submitted to the Accounting Division even if all expenses are paid with a pCard and there is no money due to or from the employee.

C. **Transportation Expense Allowances** - The employee's department director will decide whether it is in the city's best interest for an employee to travel by commercial airliner or automobile, based on such factors as destination, travel distance, and number of persons in the travel group. Employees who are asked to travel by air, but who wish to travel by vehicle instead, may do so provided they use a privately owned vehicle.

1. **Allowances for Air Travel**

- a. Employees shall fly coach when the flight includes both coach and first-class seats. First-class seats may be allowed only if coach seats are not available, and no other flight can be substituted.
- b. A City of Tucson pCard may not be used to book a flight for a non-city employee unless provided for under Section VIII.E. Use of a pCard to pay expenses for a non-city employee may be just cause for disciplinary action.
- c. Mileage will not be paid from an employee's home to the Tucson International Airport.
- d. Parking at Tucson International Airport (TIA): An employee shall park at Tucson International Airport's long-term parking lot or at a private park-



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and-shuttle lot. Employees shall use the least expensive of these means. Receipts are required for reimbursement of such expenses.

- e. Transportation to/from Phoenix International Airport: An employee flying out of Phoenix International Airport to save airline expenses will either be reimbursed for shuttle services to and from Phoenix, or paid mileage and reimbursed parking if a privately owned vehicle is used. MapQuest.com, Map.com, or some other online provided map service should be used to calculate mileage for reimbursement purposes. A copy of the online estimate should be attached to the travel order if mileage reimbursement is being requested. Receipts are required for reimbursement.
- f. Transportation to/from Airports at Destinations: At travel destinations, the city will reimburse employees for the use of an airport limousine, shuttle, or taxi. Receipts are required for reimbursement of miscellaneous expenses.
- g. Additional fees or fares incurred during air travel must be substantiated by a receipt.

2. **Allowances for Travel in a Privately Owned Vehicle (POV)**

- a. The total reimbursement for vehicular transportation shall in no case exceed the amount that would be incurred using air transportation. Documentation of airfare used for cost comparison shall be attached to travel order.
- b. Out-of-county travel by privately owned vehicle shall be reimbursed at the "If Government Owned Automobile Available" rate as set by the General Services Administration (GSA). Current rates may be found at <http://gsa.gov> under POV Mileage Reimbursement.
- c. Employees in the Executive Vehicle Reimbursement Program will be reimbursed at the "If Government Owned Automobile Available" rate as set by the GSA for out-of-county travel in addition to the monthly Executive Vehicle reimbursement.
- d. MapQuest.com, Map.com, or some other online provided map service should be used to calculate mileage for reimbursement purposes. A copy of the online estimate should be attached to the travel order if mileage reimbursement is being requested. Mileage reimbursements will only be paid to the vehicle owner. Passengers are not entitled to mileage reimbursements.
- e. All vehicular parking or storage costs will be reimbursed if payment is made by a means other than a pCard. Receipts are required.



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- f. For employees that have been asked to travel by air, but who wish to travel by privately owned vehicle instead, the employee will charge the city only the time that would have been required to make the trip using airline transportation. All time used in excess of air travel time shall be charged to vacation or compensatory time.
- g. Any variance to this policy must be submitted in writing by the department director to the Finance Department for approval. The request for a waiver of this policy must include a justification, three flight estimates, and a printout of mileage from an online source. For example, police officers traveling with weapons to a Federal Bureau of Investigations (FBI) workshop may request a variance to traveling by air because of the restrictions airlines impose with regard to carrying weapons.

- D. **Allowances for Lodging** - The city will pay the actual cost of hotel rooms including tax. Both the room rate and tax paid must be substantiated by an itemized receipt that indicates payment has been made.

Any meals, mini-bar usage, or incidental items charged to the room will be deducted from per diem. Any personal expenses such as in-room movies are the responsibility of the employee.

- E. **Allowances for Registration Fees**

1. Fees charged for registration at a conference, training session, convention, or meeting are allowable expenses. A receipt or some other proof of the fee and a copy of the conference program setting forth the fee rate and included meals shall be provided with the request for fee payment.
2. A pCard shall be used to pay registration whenever possible. If pCard payment is not possible, a request for advance payment of registration must be done on a travel order. A registration form must be submitted with the name of the employee(s) attending. All advanced registration checks are returned to the appropriate department.
3. Travel order requests for attendance at conferences, training sessions, or other meetings where applicable, must be supported by a program or other evidence of the opening and closing dates, times, and location.
4. Registration costs are authorized only to the extent necessary to transact official business; expenses for tour packages, golf tournaments, or other extra curricular activities offered in connection with conference registration are the



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responsibility of the employee. Extra curricular activities shall not be charged to a pCard.

F. **Meals and Miscellaneous Expense Allowances** - Employees who have been approved for overnight travel will receive per diem for meals and incidental expenses. Per diem does not require receipts or documentation of expenses except in the case of entertainment expenses.

1. **Per Diem Rates** - Per diem rates are classified by the federal government, depending on the travel locality. A complete list of per diem rates is available at US General Services Administration on the Internet at www.gsa.gov/mie and should be consulted for current rates.

a. Meals included in registration fees, provided for by another agency, or included in the cost of a hotel room will be subtracted from per diem according to the chart located at www.gsa.gov/mie. If a meal shown as provided in conference/seminar documentation is not provided, an email or letter from a conference representative is required to receive per diem for that meal. Breakfast per diem will be paid if the continental breakfast provided does not include hot food. Per diem for the first and last day of travel will be paid at 75% of the daily rate.

b. Employees who spend less than the per diem amount are encouraged to request a reimbursement only for the amount actually spent. No receipts are required to receive actual reimbursement where the amount requested is less than or equal to the per diem amount.

2. **Miscellaneous vs Incidental expenses** - Miscellaneous expenses are not included in the per diem rate and include such items as personal telephone calls, laundry, parking, and other business related expenses. Receipts are required for reimbursement of miscellaneous expenses. Incidental expenses are included in the per diem rate and therefore do not require receipts and include items such as snacks, beverages, and gratuities.

3. **Entertainment Expense** – A meal purchased for a non-city employee with the express purpose of conducting business may be reimbursed outside of per diem rates. A receipt and memorandum from the department director authorizing reimbursement are required. The memorandum must include the amount, date, description of business conducted, names of the persons entertained and their business relationship to the city. Alcoholic beverages will not be reimbursed.

F. **Allowances for Long Distance and Local Calls** - Long distance and local telephone charges are allowed for official calls, and are governed by the following:



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1. Calls for official city business (other than to city offices) shall be paid by the employee. The employee will be reimbursed upon submission of appropriate documentation relative to cost and purpose of the call. A memo from the department director or the director's designee is required authorizing reimbursement of this expense.
2. Calls for other than city business shall not be made at city expense.
3. The city does not reimburse for charges incurred on personal cell phones due to minute overages.

H. **Allowances for Internet Access** - Internet access fees are allowed for conducting official city business only. Reimbursement requires a receipt and a memo from the department director or his/her designee authorizing reimbursement of this expense.

I. **Special Rules for Sales Tax Auditors** - Sales Tax Auditors required to leave the state for extended periods are authorized additional reimbursement for laundry expenses on the trip commencing with the sixth day. Auditors will be advanced 100% of all estimated laundry expenses. Receipts are required.

VIII. PROCEDURES FOR PROCESSING REQUESTS FOR TRAVEL

A. **General** - A travel order must be processed for all over-night travel and for employees requiring an advance of more than \$150.00 for a day-trip.

B. **Travel Advances**

1. Travel advances, except for commercial carrier tickets, are authorized on the basis of an approved travel order. To ensure receipt of an advance prior to departure, the approved travel order must be received by the Finance Department at least fifteen (15) working days prior to date of departure. Checks for travel advances will be prepared by the Accounting Division, and the departmental contact will be notified by Accounting when advances may be picked up.
2. Travel advances will be calculated by the Accounting Division based on both the estimated expenses section of the Travel Order Request Form, and the supporting documentation submitted. Supporting documentation should include but is not limited to the City Manager approval document, a conference itinerary, a conference registration form (if registration fees will be paid by Accounts Payable), proof of payment by personal credit card of travel related expenses requiring reimbursement, and a memo of justification for a waiver of any city travel policy or authorization for a rental car.



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3. The amount of advance will be 100% of the cost of registration, approved special costs, and lodging supported by documents indicating room cost. Advances for meals and incidental expenses and unsupported lodging will be advanced at 75% of the GSA rate indicated at www.gsa.gov. No advance will be made if expenses are anticipated to be less than \$100.00 **per employee traveling**. No advance will be made for any expenses paid by pCard.
4. All requests for a 100% advance for items not normally advanced at 100% (e.g., per diem) must be approved by the Finance Director (or designee). These requests should be submitted in memorandum form, with a justification included, attached to the submitted Travel Order Request Form.
5. In the event of the cancellation or indefinite postponement of travel for which an expense advance has been issued, monies due the city shall be repaid to the city within five (5) working days after the original travel date. Payment shall be made to the Collections Section of the Treasury Division (for deposit into the same account that was charged) in exchange for a treasurer's receipt. A copy of the treasurer's receipt shall be forwarded with the completed travel order and all other documentation to the Accounting Division.
6. Any travel advances for items subsequently paid with a pCard must be repaid **in full** within five (5) working days of the travel return date. Funds due to the city may be recovered by means of payroll deduction if not repaid within this five day period.
7. Travel advances shall not be made to employees that have an existing travel order open past the five (5) working days after the return date, or have an open balance due from another travel order.

C. Travel by Air

1. Employees are responsible for making their own reservations. Employees are encouraged to use online purchasing with a pCard or personal credit card, or any other resource to get the lowest rates available. All tickets paid in advance with an employee's credit card will be reimbursed prior to travel when proof of payment is received with the approved travel order.
2. In the event of the cancellation or indefinite postponement of travel for which an employee purchased, and was reimbursed the cost of, an airline ticket, the employee is responsible to provide the city all documents needed to use the credit derived from the cancellation for future travel by a city employee. If the ticket was non-refundable, the department shall bear the expense of the cancellation.



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3. Upon completion of air travel, each employee must submit a copy of his/her boarding pass and itinerary with his/her completed Travel Order Expense Report.

D. Rental Cars

1. Whenever possible the least expensive mode of transportation to and from the airport will be used including airport limousines, shuttles, or taxis.
2. Rental car expenses will not be reimbursed if an employee opts to rent a car rather than use other available modes of transportation to and from the airport. Reimbursement of the amount that would have been expended on a shuttle or taxi may be made with documentation of established rates. Total reimbursement for transportation to and from the airport shall in no case exceed the amount that would be incurred using the least expensive mode of transportation.
3. Justification for the necessity of a rental car must be submitted with the travel order to the Accounting Division. Printouts of online quotes should be submitted along with the written justification memo signed by the department director. Justification is not required from the Police Canine Unit or from Sales Tax Auditors.
4. When justification for a rental car is submitted and approved on the basis of cost savings to the city, reimbursement will be based on the rate established with the justification.
5. An employee's personal credit card or a pCard will be used to reserve a rental car.
6. **The city will not reimburse the purchase of rental car insurance. The City of Tucson is self-insured and additional insurance is unnecessary.**
7. If an employee arrives at the destination by air, vehicular parking or storage costs will not be reimbursed unless a rental car is approved on the travel order.
8. Whenever possible, the employee will return the rental car with a full tank of gas to avoid paying inflated prices for fill-up by the rental agency.

E. GRANT FUNDED TRAVEL

1. City Risk Management requires that a signed and approved travel order or day-trip travel form is obtained **prior to travel** for all travel outside of Pima County even if all or part of the expense is to be paid by grant or outside agency. Employees on unapproved travel may not be covered by the City of Tucson



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insurance program. Non-City employees may be included on a grant funded travel order; however they will not be covered by City insurance in case of accident or injury.

2. The departmental representative authorizing travel is responsible to verify that the grant allows for reimbursement of travel prior to submission of the travel order request. The travel order must state that travel is to be grant funded and shall include the agency assigned grant number. Per Diem rates specifically set in the grant must also be included in travel order documentation.
3. pCard may be used to make travel arrangements for City and non-City employees traveling under grant provisions. Travel arrangements may include such items as the purchase of airfare and payment of hotel accommodations.
4. Travel orders approved on the basis that there will be zero cost to the City, that is 100% of all expenses will be covered under the grant, must include documentation showing the reimbursement of all travel related expense with the travel order close out documentation.
5. Grant funded travel is subject to all City requirements and guidelines as stated in this AD.

F. Closing Out a Travel Order

1. After completion of travel, documentation shall be submitted to the Accounting Division of the Finance Department. Receipts should be legible (no highlights) and reflect the reimbursement dollar amount. Receipts without a dollar amount, such as a shuttle or subway ticket, may be substantiated by other means like a brochure or computer printout reflecting the rates.

Closeout documentation may include:

- Travel Order Request Form
- Memo with City Manager approval for travel
- Completed and signed Travel Order Expense Report
- Proof of payment for expenses paid with personal credit card
- Conference/seminar program or documentation
- Conference/seminar registration form (if payment will be generated by Accounts Payable)
- Memo signed by department director or his/her designee to:
 - Request a waiver or exception to any city travel policy
 - Authorize reimbursement for telephone or internet expenses
 - Present justification for the necessity of a rental car (requires submission of online quotes in addition to memo)



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- Authorize reimbursement of expenses when no receipt is present
 - Authorize reimbursement of entertainment expenses (memo must include nature of business discussed during the meal, the names of people entertained, and the name of the company or organization each represent)
 - Request that employee drive, rather than fly, to destination (requires submission of 3 flight estimates and a printout of calculated mileage from an online source)
 - Original receipts including, but not limited to:
 - Itemized lodging receipt
 - Conference or seminar registration
 - Itemized car rental receipt
 - Airline boarding pass and flight itinerary
 - Meals at which a non-city employee was entertained for business purposes
 - Any reimbursable travel related expenses that are not covered by per diem or incidental allowances
 - Report for all travel related expenses paid by pCard with copies of all related receipts (original receipts remain in the department)
 - Printout of calculated mileage from online source if privately owned vehicle is transportation used for travel and mileage reimbursement is requested
 - Cost comparison schedule if vacation is combined with business trip
 - Grant related documentation
2. If advance monies exceed reimbursable expenses, monies due to the city shall be paid to the Collections Section of the Treasury Division within five (5) working days after the completion of travel. If repayment is not received within this time frame, monies due may be collected through payroll deduction.
3. In the event of cancellation or indefinite postponement of travel, monies due to the city shall be paid to the Collections Section of the Treasury Division within five (5) working days after the original date of travel. The employee will receive a receipt to be submitted with the Travel Order Expense Report. **Do not send cash or a check to the Accounting Division.** If repayment is not received within this time frame, monies due may be collected through payroll deduction.
4. The completed Travel Order Expense Report, noting total amount due to or reimbursement from the city, shall be forwarded to the Accounting Division within five (5) working days after completion of travel.



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5. If reimbursement of **under \$150.00** is due, reimbursement will be processed through payroll unless **specifically requested** to return the travel order close out to the department for payment through petty cash.
6. If reimbursement of **over \$150.00** is due, reimbursement will be processed through payroll rather than on a general revolving check unless the department **specifically requests** the issuance of a general revolving check.
7. Any expenses accidentally omitted from a travel order must be reimbursed by submission of a revised travel order as follows:
 - Make a copy of the closed travel order
 - Check the "Revised" box in the upper right hand corner of the Travel Order Request form
 - Attach any additional receipts or documentation
 - Submit to the Accounting Division for reimbursement

Omitted travel expenses should not be reimbursed through petty cash.

Appendices

- Attachment 1 – Day-Trip Travel Form
- Attachment 2 – City of Tucson Travel Order Request Form
- Attachment 3 – City of Tucson Travel Order Expense Report
- Attachment 4 – Travel Advance Reference Chart

References

U.S. General Services Administration Domestic Per Diem Rates
pCard Program Information

Review Responsibility and Frequency

The Director of Finance will review this directive annually, based on date of publication.

Authorized



 City Manager



 Date

DAY-TRIP* TRAVEL FORM

DATE OF REQUEST: _____ DATE OF TRAVEL: _____

INDIVIDUALS EXPECTED TO TRAVEL:

NAME	PAYROLL NUMBER	UNIT	EXPENSES PER EMPLOYEE	ACCOUNT NUMBERS

DESTINATION: _____

REASON FOR TRAVEL: _____

EXPECTED DEPARTURE TIME: _____ EXPECTED RETURN TIME: _____

PRIVATELY OWNED VEHICLE: YES / NO MILEAGE REIMBURSEMENT: \$ _____

INCIDENTAL EXPENSE-\$5 per day (optional) \$ _____

OTHER EXPENSES: (Explain) _____ \$ _____

EXPENSES PAID BY PCARD (\$ _____)

TOTAL EXPENSES: \$ _____

RECOMMENDATIONS: APPROVAL / DISAPPROVAL

SUPERVISOR: _____ DIRECTOR: _____

UPON RETURN

Employees may submit this form to petty cash for reimbursement of expenses not to exceed \$150 per person (employees on day trips do not receive per diem for meals and incidental expenses). The employee receiving the reimbursement shall be responsible for disbursement.

REIMBURSEMENT RECEIVED BY: _____ DATE: _____

PETTY CASH CUSTODIAN SIGNATURE: _____

*A day trip would be defined as any travel that allows an individual to depart and return on the same day. Administrative directive 3.03-1, Travel Authorization and Expense Allowances, covers all City of Tucson travel policies.

This form must be maintained within the Department. DO NOT SEND TO ACCOUNTS PAYABLE. Use WHITE form for Petty Cash submission if employee is receiving reimbursement.

TRAVEL ADVANCE REFERENCE CHART

For Out-of-County Day-Trips

Expense	% Advanced on Estimated Expenses ¹	Allowable Expenses	Receipt or Documentation Required?
Transportation:			
Vehicle – Privately Owned Vehicle	100%	POV Mileage Rate	Yes ³
– Contracted Rental Vehicle	100%	Fuel Only	Yes
Incidental Expense - \$5 per day (optional)	100%		No

For Over Night Travel

Expense	% Advanced on Estimated Expenses ¹	Allowable Expenses	Receipt or Documentation Required?
Transportation:			
Air	100%	100%	Yes
Vehicle – Privately Owned Vehicle	100%	POV Mileage Rate	Yes ³
– Contracted Rental Vehicle	100%	Fuel Only	Yes
– Rental Car at destination	100% or 75% ²	100%	Yes
Shuttle to and from Phoenix International Airport	100%	Actual Expenses	Yes
Parking and storage of vehicles	100%	Actual Expenses	Yes
Lodging	100% or 75% ²	Actual Expenses	Yes
Registration	100%	Actual Expenses	Yes
Meals and Incidental Expenses:	75%	Per Diem ¹	No
Long Distance Business Calls	N/A	Actual Expenses	Yes

Travel advances and allowable expenses are the same for in-state and out-of-state travel.

¹No travel advance will be issued if expenses are estimated to be less than \$100 per person.

²100% will be advanced if supporting documentation is supplied; without documentation 75% will be advanced.

³Mileage estimate from an online source required.