



Finance Department, City Controller
"Building Pride in Providence"

To: All Department Heads and Directors

From: Joseph L Chiodo CPA MBA

Re: Mandatory Procedure for Employees Requesting Travel To Be Paid By The City of Providence's Funds

Date: November 14, 2006

Effective November 14, 2006, all city travel needs to be approved in advance of the travel in order for the travel to be reimbursable or paid for by the City of Providence or any of the City's departments and agencies.

All city employees who desire or are requesting to incur job-related travel expenses the following procedure must be followed:

1. The City of Providence Request For Travel Form needs to be completed by the employee requesting travel.
2. After the employee completes the detail requested in the Request For Travel Form, such as the purpose of travel and the estimate of expenses, the department head or Director must approve the request for travel. And then forward the Request For Travel Form to the Finance Department.
3. The Request for Travel Form then needs to be approved for funds availability by the Finance Department. The Finance Department then will forward the request For Travel Form to the Chief of Administration and Chief of Staff for review for either approved permission to or denial for the travel requested.
4. The department will then be notified of either approval or denial for travel by Finance department. The Chief of Administration and the Chief of Staff make this determination for approval or denial.
5. The original form of Request For Travel that is approved needs to be enclosed and/or attached to the Employees Travel Expense Report and invoice submitted for reimbursement to the accounts payable division of the Controller's office. If the original approved Request For Travel form is not submitted to the Accounts payable division of the Controller's Office, the reimbursement or payment will not be processed.

Please refer to the enclosed City of Providence Request For Travel Form enclosed and make copies of this document for future use. In addition, I will e-mail you this form so you can save it and have it readily available for future use.

CITY OF PROVIDENCE
TRAVEL AND ENTERTAINMENT EXPENSE REPORT

DATE PREPARED _____ DEPARTMENT _____

NAME _____ TITLE _____

PURPOSE OF TRIP AND/OR EXPENSES _____

		TOTAL
LODGING AND TIPS	SEE SCHEDULE 1	
MEALS AND TIPS	SEE SCHEDULE 2	
AIRLINE TICKETS	SEE SCHEDULE 3	
OTHER EXPENDITURES	SEE SCHEDULE 4	
PERSONAL CAR MILES DRIVEN	SEE SCHEDULE 5	

TOTAL EXPENSE _____

LESS ADVANCE _____

DUE TO CITY EMPLOYEE / (DUE TO CITY) _____

SIGNATURES			
EMPLOYEE:	DATE	APPROVAL:	DATE

INSTRUCTIONS FOR PREPARATION OF EXPENSE REPORT

- 1 EXPENSE REPORTS SHOULD BE TYPEWRITTEN OR PREPARED IN INK AND THE ORIGINAL SUBMITTED TO THE CITY CONTROLLER AFTER A SIGNED APPROVAL FROM THE DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE.
- 2 EXPENSE REPORTS MUST BE SUBMITTED DURING THE WEEK AFTER THE EMPLOYEE RETURNS FROM THE TRIP.
- 3 EMPLOYEE MUST ATTACH RECEIPTS FOR ALL HOTELS/MOTELS, RESTAURANTS, TOLLS, PARKING, ETC.
- 4 IN THE EVENT THE ADVANCES EXCEED THE EXPENSES, A REFUND SHALL ACCOMPANY THIS REPORT.
- 5 WHEN USE OF A PERSONAL AUTO IS AUTHORIZED, MILEAGE IS PAID AT THE CURRENT RATE SPECIFIED BY THE INTERNAL REVENUE CODE.
- 6 ALL CREDIT CARD CHARGES MUST BE LISTED AND CHARGE SLIPS ATTACHED.
- 7 A MAXIMUM OF \$55 PER FULL DAY PER EMPLOYEE IS ALLOWED FOR MEALS AND TIPS. IF NOT A FULL DAY THEN THE FOLLOWING PRORATION IS TO BE USED AS MAXIMUM NOT TO EXCEED AMOUNTS PER MEAL (BREAKFAST \$12.5, LUNCH \$15, DINNER \$27.5)

CITY OF PROVIDENCE
Request for Travel

Name _____ **Position** _____

Destination _____ **Dates of Travel** _____

Purpose of Travel and/or Description of Meeting _____

Estimate of Expenses

Transportation\$ _____

Lodging\$ _____

Conference Fees\$ _____

Meals\$ _____

Other
.....\$ _____

.....\$ _____

Estimated Total \$ _____

The Travel will be charged to Account Code: _____

Department Director

I certify that funds have been budgeted and sufficient funds exist to pay the expenses of the requested travel.

Finance Department

Permission to travel on the above dates has been:

_____ **APPROVED** **DENIED**
Date **Chief of Administration**

_____ **APPROVED** **DENIED**
Date **Chief of Staff**

