



Travel Request Form

**PART I - TRAVEL REQUEST**

1) Name		2) Department/Division		3) Date	
4) Purpose of Trip (name of meeting, reason for travel, job relation)				5) Account Number(s)	
6) Destination				7) Dates From: _____ To: _____	
8) Method of Travel ____ City Vehicle ____ Private Auto ____ Air ____ Other	9) Total Estimated Cost of Trip _____			11) Approval	
	10) Advance Pay Requested ____ Yes _____ No  If yes, complete below			Department Head _____ Date _____	
				Finance- Funds Approval _____ Date _____	
	City Administrator _____ Date _____				

**PART II - EXPENSE REPORT**

	Pre Event		Post Event			
(Prior to trip, list actual expenses each day- Attach receipts/prepaid expenses from above- list on first day) (If any expense below is paid for by City credit card- show on this report and add amount(s) to Amount Prepaid total on bottom of page)						
12) Dates						Total
13) Lodging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14) Garage/Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15) Taxis/Car Rental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16) Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17) Registration Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18) Meals (see per diem schedule)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19) Misc (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
* (Tips cannot exceed 15% of total meal costs)						
20) Mileage(private auto)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	# miles	Per mile				

21) Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22) Amount to be prepaid to employee			\$ -	25) I certify that the foregoing expenses were incurred in the conduct of business and for payment of such are available in the current budget.		
** Date Needed						
23) Amount Prepaid (including Credit Card)	\$ -	Employee			Date	
24) Reimburse expense to employee	\$ -	Department Head			Date	

Please see the City of Stephenville Personnel Manual for full details of the travel and reimbursement policy

**THINGS TO REMEMBER:**

**Travel Per Diem Rates: \$50 per day**

**Travel Per Diem Rate for Partial Days:**

<b>Breakfast</b>	<b>\$10.00</b>
<b>Lunch</b>	<b>\$15.00</b>
<b>Dinner</b>	<b>\$25.00</b>

Meals that are provided as part of a conference, training, etc. are not covered by per diem and should be subtracted from a per diem request according to the schedule above

**\*\*\*All receipts for purchases over \$5.00 is required with the exception of tips which must be 15% and under\*\*\***

Online map calculations that show distances may be used for mileage logs.