



To: Tony Brentin, Fire Chief
Valerie St. Jean, Clerk
Fire Department Employees and Volunteers

Cc: Mayor Blum; Gina Anderson, Deputy Clerk-Treasurer

From: Mari E. Ripp, Clerk-Treasurer

Date: March 6, 2008

Subject: Claim for Reimbursement of Expenses and Advance Travel

I am writing this memo to ask for your assistance relating to Claim for Reimbursement of Expenses and Advance Travel.

We hope this will make your travel planning and Requests for Reimbursement more easily understood. If you have any questions, please do not hesitate to contact Gina Anderson, Deputy Clerk-Treasurer or myself.

CLAIM FOR REIMBURSEMENT (with NO over night travel)

The method for **Claim for Reimbursements (with NO overnight travel)** is for actual costs incurred while on City business as approved by the supervisor and/or department head. This can be for daytime travel to a training class, to pick up supplies, meals, etc. In this case, if there is usually no overnight travel involved you should submit a Claim for Reimbursement form with receipts. Please be aware that IRS has specific rules for taxation purposes, thus the reason we must be picky about this! Some items such as meals are subject to taxation and will be processed through payroll, while others will be processed through the accounts payable/voucher system.

Please make sure and use the CURRENT YEAR FORM as the rates change annually for reimbursement for mileage. We have these at the Annex if you need more supply. Please complete it in full, noting on the reverse of the form the DETAILED information such as:

- 1) Day/Month, Meals (Breakfast, Lunch, Dinner),
- 2) Mileage (this should be round trip-if applicable),
- 3) Location (where you went-specifically i.e. Hall of Justice, Kelso; Walmart, Longview; etc.),
- 4) Purpose of the Trip (i.e. WA State Fire Training Academy-Basic FF course; WS AFC Conference; etc.)
- 5) Tally up the columns and transfer the appropriate information to the front of the form
- 6) ATTACH YOUR RECEIPTS. This is REQUIRED. Exceptions shall only be as approved by the Clerk-Treasurer or designee.
- 7) Complete and sign the front of the form and submit it to your supervisor. They will then turn it in to the Clerk-Treasurer department for processing. Make sure to note your mailing address if we don't have it on file!

It will be paid with the accounts payable/voucher system. The council approves reimbursements twice a month and then the checks are mailed or distributed via inter-office or by US Mail. Please note if you do not want it mailed.

ADVANCE TRAVEL (for OVERNIGHT travel)

There are three methods allowed for payment of costs associated with overnight travel. They are:

- 1) **Advance Travel** (Resolution No. 535 + forms.) No receipts are required for meals. Only for the hotel or other ancillary costs such as parking fees. Upon return, you have to certify costs incurred by signature and reconciliation only.
- 2) **VISA Travel card.** This requires receipts to be turned in after the travel is complete.
- 3) **Claim for Reimbursements.** Reimbursements require receipts to be turned in with the form. Advance Travel does not require receipts except for the hotel bill

The procedures are:

Advance Travel – this means you get a check issued to you in ADVANCE for your expenses

Advance Travel can be given for meals, mileage, parking, hotel, etc.

- 1) Get supervisor approval for the conference and/or training class and register for the class or conference.
- 2) Complete and submit a current Advance Travel FORM to your supervisor (complete front and back of form.) This needs to be done usually a minimum of a week in advance. After the supervisor has signed and approved it, it needs to come to the Clerk-Treasurer department for processing no later than 3 days prior to departure, but we'd prefer earlier if possible.

The ADVANCE TRAVEL is for meals, mileage, parking, and can be used for hotel (although we prefer you take a city issued VISA travel card for the hotel or a purchase order can also be used if the hotel will accept a P.O.)

It should include:

- a. a copy of the registration
 - b. a copy of the course information that details which meals are provided and which are not; the location of the conference/training. *(The auditors require this.)*
- 3) Turn the form and supporting documents into the Clerk-Treasurer or Deputy Clerk-Treasurer for processing
 - 4) We then get the Mayor's signature on the Advance Travel Form and issue a check payable to you for the expense amounts.
 - 5) You need to pick up the Advance Travel check one or two days prior to your departure. Arrange this with the Clerk-Treasurer or Deputy Clerk-Treasurer. We keep the checks in the vault until they are picked up.
 - 6) You will also be given an Advance Travel Reconciliation FORM that you will be required to complete upon 3 working days from your return. This is where you will be required to turn in the hotel receipts and certify that you did or did not spend all the Advance Travel funds.

VISA Travel Card – this is a City issued Credit Card and REQUIRES receipts

There is a VISA Travel card available for use by City employees and volunteers for travel purposes. This can be checked out from the Clerk-Treasurer or Deputy Clerk-Treasurer. Please arrange IN ADVANCE if you need to use a travel card to make sure there is one available (we have 2 for travel purposes.) You will be required to sign a form at the Clerk-Treasurer office and it must be approved by your supervisor and/or department head. You should allow at least 3 to 5 days in advance of your travel to check out the card. This method REQUIRES RECEIPTS. Please be aware that the policy states that if you do not turn in a receipt you could have the amount withheld from your payroll or other reimbursement checks.

We encourage you to use the VISA travel card for hotel bills while on overnight travel status. You will be required to turn in receipts. It can also be used for meals, parking, and fuel for city owned vehicles. But again, if you use the card, RECEIPTS ARE REQUIRED.