

COUNCIL MEMBER - TRAVEL AUTHORIZATION CHECKLIST REQUIRED PRIOR TO DEPARTURE DATE

Please ensure the following information has been submitted to the Executive Administrator on the *Authorization for Council Member Travel form*.

- DATE: Date of Request
- TO: Council President's Name
- FROM: Traveler's Name
- DESTINATION: City, State
- DATE(S) OF TRAVEL: Departure Date – Return Date
- PURPOSE OF TRAVEL: Name of Official Event or Subject Matter
- BENEFIT TO CITY COUNCIL: Justification for Traveling at the City's Expense
- COST ESTIMATE: Cost Estimate of Total Expenses, including Advance Payments
- FUNDING SOURCE:
 - Council Member's Fiscal Year Allocation (\$3,000 maximum)
 - Designated Member of FAC, FLC, NAC, and/or NLC
 - Special Assignment (request made by the Council President to the Council Member)
- VERIFICATION OF FUNDING: Authorization for Travel Form submitted to Executive Administrator to confirm funding
- APPROVAL: Executive Administrator obtains Council President's approval/denial and provides copy of travel documents to the Traveler.

Please ensure that the following information is attached to the *Authorization for Council Member Travel form*.

- The invitation, announcement, brochure, or other information regarding the trip (include preliminary agenda/itinerary if provided)

**COUNCIL MEMBER - TRAVEL REQUEST FOR ADVANCE PAYMENT
REQUIRED PRIOR TO DEPARTURE DATE**

Once approved for travel, the following information is required to request any advance payments using the City Council P-Card. (Must be coordinated with the Executive Administrator prior to the departure date.)

- REGISTRATION: Name, Address, & Telephone Number for Host Organization; Registration Amount; Completed Registration Form
- AIR TRANSPORTATION: Name & Telephone Number for Carrier; Quote with Flight Information to be Reserved and Paid

Documentation Required after Advance Payment is made and prior to departure date.

- REGISTRATION: Copy of Registration Payment Receipt
- AIR TRANSPORTATION: Copy of Flight Reservation with Itinerary, Traveler's Name, and Payment Receipt

COUNCIL MEMBER - TRAVEL EXPENSE REPORT CHECKLIST

Please submit within 30 days of the Traveler's return to the Executive Administrator.

- Travel Concluded Form*
- Airline Boarding Passes (include itinerary and receipt for ticket if paid by Traveler)
- Hotel Receipt Showing a \$0.00 Balance Due (Express checkout does not produce the required receipt)
- Copy of Itinerary/Agenda (Required to Confirm Attendance and to Determine Meal Reimbursement)
- Original Parking Receipts
- Original Taxi/Toll Receipts
- Rental Car and Gasoline Receipts showing a \$0.00 balance due (if applicable)
- Any other documentation regarding the trip (Must submit any refund checks owed to the City prior to submitting request for final reimbursement.)

Organizing the Information.

- Tape any pages or receipts that are smaller in size than 8.5" x 11" to an 8.5" x 11" sheet of paper. Tape all four sides of the receipt to prevent shredding during the scanning and copying process.

Please ensure that the following information is completed on the *Travel Concluded form.**

- Date & Hour of Travel: Departure and return dates & times determine meal reimbursement
- Meals Per Diem: Breakfast (must depart Jax before 6 AM on first day of travel or arrive back to Jax after 8 AM on the last day of travel)
Lunch (must depart Jax before 12 PM on the first day of travel or arrive back to Jax after 2 PM on the last day of travel)
Dinner (must depart Jax before 6 PM on the first day of travel or arrive back to JAX after 8 PM on the last day of travel)
- Auto Mileage Actual Odometer Readings prior to and upon return from travel (Actual readings required, but reimbursement is paid based on the City's *Out of City Mileage Chart*)
- Trip Report attached Summary of information gained from the event in Memo form from the Traveler & addressed to the Council President