

## TRAVEL PROCEDURES

*See policy for all information related to Travel requirements.*

### 1) COMPLETE REQUEST FOR TRAVEL FORM

- a. Ensure employee has completed the travel form and the “estimate” column in expense box.
- b. Ensure employee meets criteria/ does not go above per diem rate for meals requested.
  - i. Meal per diem amount follows the breakdown per the local (Columbus County, NC) destination listed on the [www.gsa.gov](http://www.gsa.gov) website.
- c. All supporting documentation should be included in the processed documentation (Conference information/registration, agenda, lodging nightly rates/total, ground or air transportation support, any other costs associated with the request, etc.)

**Submit Forms/Supporting Documentation to FINANCE, FINANCE will forward to ADMIN, ADMIN will forward back to the departments.**

### 2) ONCE REQUEST FOR TRAVEL FORM IS APPROVED AND RETURNED

- a. Create/download an *EXECUTED* copy; one to keep, one to send to the finance office.
- b. At least 15 business days prior to travel, submit pay request for travel advance payment to the finance office. Only pay request with approved travel form is required for processing.

### 3) ONCE EMPLOYEE RETURNS FROM TRAVEL

- a. Use executed copy of travel form to complete the remaining columns (reimbursement or credit). **This should be sent to the finance office immediately upon return.**
  - i. If employee only received an advance for meals, they do NOT have to fill out another form.
  - ii. If employee used a county credit card for other expenses OR wants a reimbursement:
    1. Complete the correct columns AND provide *itemized receipts* for all purchases that were on credit card or for reimbursements.
    2. **Employees may NOT use County credit card for meals.**
    3. Employees requesting reimbursements for meals will only be reimbursed at the per diem rate; anything over that is not to be reimbursed.