



# CITY OF NEWPORT NEWS

## TRAVEL AND MEETING EXPENSE POLICY

Helpful Information from Accounts Payable

As of November 1, 2014

# Accounts Payable

Last name of Traveler

SHERYL EDWARDS	926-8285	A - E
TANYA BADGETT	926-3568	F - K
JESSICA SANFORD	926-8551	L - Q
NANCY FAISON	926-3567	R - Z

Please contact us if you have any questions.

# Updates to Policy

- **Section IV, H (General Requirements):** If an expense reimbursement exceeding \$50.00 is requested, the Travel Expense report must be completed.
- **Section V, A (Reimbursement Requirements):** Reimbursements less than \$50.00 do not require completion of the Travel Expense Report.
- **Section VI, A.3 (Transportation):** A traveler may receive mileage reimbursement when the mileage for a traveler to drive to the City vehicle location exceeds the mileage which the traveler would incur from his/her home. A note from the department Director is required for such an exception.
- **Section VI, B.1 (Transportation):** Documentation from the Motor Pool will be required to confirm the necessity to use a privately-owned vehicle.

# Updates to Policy

- **Section VI, B.5 (Transportation):** A traveler receiving an annual car allowance may be eligible to use a City vehicle or receive a travel mileage reimbursement for long distance travel.
- **Section VI, E.1 (Transportation):** When traveling on a discount airline, extra charges may be allowed if the overall airfare is less expensive than the airfare charged by a major airline. A copy of the receipt is required for reimbursement and documentation to support the use of a discount airline.
- **Section VI, E.2 (Transportation):** If the airline charges for carry-on luggage, the City will reimburse the traveler for the cost.
- **Section VII, B. (Lodging):** Lodging expenses are eligible if the lodging is more than 50 miles away from the City (as measured from Deer Park Elementary located at 11541 Jefferson Avenue, Newport News, VA 23606). Exceptions must be approved in advance by the City Manager or his designee.

# Updates to Policy

- **Section VIII, A. (Meals and Incidental Expenses):** Incidentals will be based on the lodging location.
- **Section VIII, B. (Meals and Incidental Expenses):** If the zip code reflects two different per diem rates, the highest per diem rate will be used.  
\*\*The Travel Advance and Approval Form now has a space to enter the zip code used\*\*
- **Section VIII, E. (Meals and Incidental Expenses):** Per Diem and Incidentals will not be given if a meal ticket is part of the registration and the overnight stay is at a facility/housing provided by the sponsor. In cases where the traveler makes accommodations outside of the City provided accommodations, incidentals will not be given.

# Preparing Your Travel

- Complete the [Travel Advance and Approval Form](#) if the travel is expected to exceed \$250.00 or if an advance is needed.
- Provide the traveler with the City Travel and Meeting Expense Policy or email them the policy/links to site. Have the traveler read and sign the Policy Acknowledgement form and keep it on file in your department. If the policy is updated, the travelers must be given the new policy and a new Policy Acknowledgement form will need to be signed.
- **Only one traveler per expense form.**

# Submitting Travel to AP

- A signed quick entry must accompany each Travel Advance and Approval Form when any funds are needed for per diem, registration, lodging, etc.
- DON'T FORGET TO:
  - Have the Director/Designee sign the Travel Advance and Approval Form. The City Manager/Designee must sign for Department Head travel reports or any foreign travel.
  - Have the traveler (if available) sign the Travel Advance and Approval Form.
  - Initial/mark the “policy acknowledgement on file” box.
  - Include all necessary backup (WHO, WHAT, WHEN, WHERE, WHY).



### TRAVEL ADVANCE AND APPROVAL FORM

City of Newport News  
Department of Finance  
2400 Washington Avenue  
Newport News, VA 23607

Complete this form if either the total cost of the trip is expected to exceed \$250 or a cash advance is requested.

??? WHO, WHAT, WHEN, WHERE, WHY ???

Name	Destination
Emp. ID#	Purpose of Trip
Title	Departure Date/Time
Dept.	Return Date/Time

Meals & Incidental GSA Rate used: *choose one		Zip Code used	TOTAL
Date			
Breakfast			\$ -
Lunch			€ -
Dinner			
Incidental			
Total			

Choose the Per Diem Rate and the breakdown used for advance.

Enter the Zip Code used to find the Per Diem Rate.

TRIP EXPENSES			
Meals			
Registration	*PAYMENT METHOD		
Lodging	*PAYMENT METHOD		
Transportation	*Choose Mode		
Rental Car	*PAYMENT METHOD		
Other	*Other		
TOTAL		\$	

Choose the payment method (Pcard, quick entry, purchase order, vendor, or to reimburse).

Choose the mode of transportation (city vehicle, personal vehicle, or airfare).

Choose other expenses as needed (tolls, parking, tuition, books, etc.).

COMMENTS:

Cash Advance Requested: \$ -

Director/Designee Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Department Head travel reports and foreign travel must be approved by the City Manager or his designee\*\*

Must have Director's signature and Preparer's initials to be processed by AP.

Employees who are found to be in violation of the City of Newport News travel policy may be subject to disciplinary action, including termination.

Policy Acknowledgement on File:

Preparer's Name and Phone #: \_\_\_\_\_

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCE USE ONLY

ADVANCE \_\_\_\_\_ REGISTRATION \_\_\_\_\_ LODGING \_\_\_\_\_

OTHER \_\_\_\_\_

# QUICK ENTRY EXAMPLE

Use plus sign to add multiple entries. One entry for Meals/Incidentals advance, one for registration, one for lodging.

Note what the request is for in the invoice field.

Put traveler's name, destination and return date in description field.

Check both boxes if you want to pick up the check, have it returned to you in the pony, or have documentation for us to mail with the check. If boxes are not checked, the check will be mailed.

Add any necessary information (directions for AP) in the comments tab.

The screenshot shows a software interface for entering an invoice. At the top, a toolbar contains icons for various functions, including a plus sign. A callout points to this plus sign with the text: "Use plus sign to add multiple entries. One entry for Meals/Incidentals advance, one for registration, one for lodging." Below the toolbar, the interface is divided into several sections. On the left, there are fields for "Invoice", "Year", "PO", "Contract", "Vendor" (999997), "Remit" (0), and "Terms". A callout points to the "Invoice" field with the text: "Note what the request is for in the invoice field." In the center, there are fields for "Description" (J SANFORD, LAS VEGAS, 3-30-14), "Status" (H), "Vou...", "CHE...", "Inv...", "Received date" (03/10/2014), and "Due date" (03/10/2014). A callout points to the "Description" field with the text: "Put traveler's name, destination and return date in description field." On the right, there are checkboxes for "Separate check" and "Include documentation", both of which are checked. A callout points to these checkboxes with the text: "Check both boxes if you want to pick up the check, have it returned to you in the pony, or have documentation for us to mail with the check. If boxes are not checked, the check will be mailed." At the bottom left, there is a table for "Accounts" with columns "Line", "T", and "Account". The table contains one row: "1 E 1000-100-10-0000-555040-000000-0000-00000-". At the bottom right, a window titled "Invoice Comments [City of Newport News - MUN...]" is open. It has a menu bar with "My", "File", "Edit", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a text box with the text "PLEASE MAIL CHECK WITH BACKUP". A callout points to this text box with the text: "Add any necessary information (directions for AP) in the comments tab." The window also has a close button (X) and a maximize button (square).

# Finalizing Travel

- Complete the [Travel Expense Report](#) and submit to Finance (along with any reimbursements to the City) within 15 business days of travel.
- If there are any changes in the traveler's expenses the traveler will need to sign the Travel Expense Report. If the trip expenses exceed the estimated trip budget then the Director/Designee's signature is required again.
- Remember, if a reimbursement is needed, you must submit a signed quick entry.
- Include any receipts or backup necessary for auditing.



\*\*\* FINAL \*\*\*

**TRAVEL EXPENSE REPORT**

City of Newport News  
 Department of Finance  
 2400 Washington Avenue  
 Newport News, VA 23607

Complete this form and submit to Finance within fifteen business days of travel return.

This all links from the Advance and Approval Form

Name	0	Destination	0
Emp. ID#	0	Purpose of Trip	0
Title	0	Departure Date/Time	0
Dept.	0	Return Date/Time	0

Meals & Incidental GSA Rate used: *GSA Per Diem/Breakdown							(ONLY FILL OUT IF SOMETHING HAS CHANGED)
Date							TOTAL
Breakfast							\$ -
Lunch							\$ -
Dinner							\$ -
Incidental							\$ -
<b>Total</b>	\$	-					\$ -

This would be the main info you would need to complete on final

TRIP EXPENSES	Actual Costs paid by		ACTUAL TRIP EXPENSES
	City	Traveler	
Meals			
Registration	*PAYMENT METHOD		
Lodging	*PAYMENT METHOD		
Transportation	*Choose Mode		
Rental Car	*PAYMENT METHOD		
Other	*Other		
Other	*Other		
Other	*Other		
Other			
<b>TOTAL</b>	\$	-	\$ -

ESTIMATED TRIP EXPENSES: \$

COMMENTS:

Cash Advance Given: \$ -  
 Actual Costs Paid by Traveler: \$ -

Reimbursement of \$ - Due to Traveler (mark with X)  
 City

Director/Designee Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

The traveler certifies that the expenses were for city business and in accordance with Policy. The Director/Designee certifies that they have reviewed and approved the Travel Expense Form and attached documentation, receipts, deposit slips and/or reimbursement requests.

Preparer's Name and Phone: \_\_\_\_\_

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FINANCE USE ONLY

REIMBURSE \_\_\_\_\_ OTHER \_\_\_\_\_

\* \* \* FINAL \* \* \*

# Helpful items on the Internet

- Travel and Meeting Expense Policy
- Travel Advance and Approval Form
- Travel Expense Report
- Policy Acknowledgement Form
- [Travel Report Authorization Form](#)
- [Mileage Log & Reimbursement Form](#)
- [www.gsa.gov](http://www.gsa.gov) (to research Per Diem Rates)
- [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78) (to research Foreign Per Diem Rates)