Travel Check List

1. Complete Training & Conference Request - Pre-Travel Expense Estimate
   - Complete form in plenty of time for approval and early bird registrations/hotel deadlines
   - Common errors on the form:
     o Training details not attached to form
       ▪ i.e. training brochure, schedule, are meals included or not?
     o Before you start filling out the new travel request, make sure you have cleared everything from the form from your previous request
     o Box not checked or incorrect box is checked if a check is needed for registration and hotel or if it needs to be reserved via City credit card
     o Incorrect Per Diem Rates – rates are located at www.gsa.gov – under travel and per diem by location. The rates change every year & Iowa (depending on the location) has 3 different rates.
     o Indicate on the form in the Comments section if you are taking a City vehicle and need a gas card

2. During training make sure to obtain ALL RECEIPTS from the hotel when you check out and gas receipts when you fill up. If the hotel does not or will not give you a receipt ask them to email it to the address they have on file for the reservation

3. Complete Post-Travel expense report
   - Record all costs associated with the travel even if they were paid by City credit card
   - Attach ALL RECEIPTS for hotel and gas
   - Attach original signed Pre-travel request that Debbie sends back after the request has been approved
   - All per diem meals will be paid after travel is complete
   - Make sure the Supervisor and person traveling signs off on the Post- Travel expense report and return to Annette