

Policy & Procedure Manual

TRAVEL ADVANCE - FD-IV-3

POLICY

An employee shall complete a Travel Advance Form whenever advance funds are required for the purpose of travel to a course, workshop or other business out of the City of Thunder Bay.

PURPOSE

To provide advance funds for travel on business.

PROCEDURE

1. A Travel Advance Form (FD030) is to be completed by the employee requesting the advance. The employee will forward the completed form to their supervisor for approval and signature based on the Delegation of Authority Policy FD-VIII-5. The approver will forward the form to the Finance office for payment preparation.
2. The Travel Advance form must be submitted at least two (2) weeks prior to date required. However, due consideration will be given to requests received less than that.
3. The amount of the Travel Advance will be based upon the submission and parameters as defined in the Travel Expense Policy FD-IV-4.
4. Within one week of return from travel, a Travel Expense Form must be completed. (Refer Policy FD-IV-4 Travel Expense)

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: July 1993

AUTHORIZED BY: Executive Director

SIGNATURE:



OPTIONS NORTHWEST

TRAVEL ADVANCE FORM

NAME: _____ DATE OF TRAVEL: _____

DESTINATION: _____ PURPOSE: _____

REGISTRATION FEE (IF PAYING UPON ARRIVAL) \$ _____

ACCOMMODATION _____ NIGHTS @ \$ _____

MEALS _____ DAYS @ \$60.00 PER DAY (MAX) _____

TAXI _____ TRIPS @ \$ _____

MISCELLANEOUS _____

(Please Specify) _____

TOTAL ADVANCE REQUESTED \$ _____

DATE ADVANCE REQUIRED _____

REQUESTED BY: _____ APPROVED BY: _____

DATE: _____ DATE: _____

ACCOUNT: 1210 _____