

Effective Date: 10/26/78
Revised Date: 06/99

Town of Concord

APP # 2-A
Out-of-State Travel

Out-of-state travel is budgeted in a specific account that covers out-of-state travel costs only. In addition, Enterprise Funds may be utilized for out-of-state travel expenses. Out-of-state travel typically involves travel directly to and from meetings, events, and assignments attended and/or carried out in the performance of an employees official duties. Qualifying expenses do not include any travel costs that are not related to the employee's official business. For example, airfare and auto expenses to a professional conference qualify with prior approval, while travel costs for personal activities while at a conference will not qualify. In addition, all other professionally related expenses incurred on a trip (e.g. conference registration fees) are to be expended from each department's budget. During the annual preparation of the budget, any anticipated travel costs should be submitted to the Town Manager's Office for consideration. Inclusion of such costs in the budget does not necessarily constitute approval to travel and/or commit funds. In order to have funds officially approved, the attached form must be completed.

Upon completion of this form, all out-of-state travel must be specifically authorized by the Town Manager in advance of commitment of any funds (registration, reservations, etc.).

In order to process a bill drawing from the appropriation account, a copy of the approved request form must accompany the bill schedule, which must be signed by the Town Manager or Assistant Town Manager. In order to process a bill for out-of-state travel from an Enterprise Fund, a bill schedule should be completed following the Enterprise Fund's normal procedures (which must include attaching a copy of the request form). Requests to access the out-of-state travel account may be made throughout the fiscal year by completion of the attached form.

APP #2-B
In-State Travel

All in-state travel expenses, such as registration fees, reservations, etc., must be pre-approved by the employee's supervisor prior to commitment of funds.

Distribution: All Department Heads

Appendix A

Procedure for Submitting Out-Of-State Travel Requests

- 1. Requestor fills in request form completely and submits to Department Head. Please attach brochure, summary details of conference or trip description to the form wherever possible.**
- 2. Department Head reviews appropriateness of trip, cost estimate and if funds are available. Department Head should check with Town Accountant if the travel expenditure is to be charged to an appropriation account.**
- 3. If Department Head approves, the latter signs and form is sent to Town Manager for his approval.**
- 4. If Town Manager approves, the latter signs and staff of Town Manager's Office then sends original to the Department Head and a copy to the Town Accountant who encumbers account and files copy.**
- 5. Department Head gives copy to requestor and files original.**
- 6. Requestor, upon completing Out-Of-State Travel, submits Request For Reimbursement with substantiating receipts along with copy of the Approved Out-Of-State-Travel Request.**
- 7. Though the amount needed for conference/training registration is included as an expense in order to arrive at an overall total estimate, in regular Town accounting this fee is not chargeable as part of the Out-Of-State Travel but is charged as a departmental operating expense.**