

## TRAVEL AUTHORIZATION FORM

Traveler shall review the current Travel Policy in the personnel handbook for official rules and regulations and be familiar with per diem and meal reimbursement rates. Employee shall discuss travel with supervisor prior to travel, and at supervisor discretion may proceed with official forms to request travel. Complete this form, sign and date; include supervisor or Division Head signature.

Today's Date: 08/10/2017	Name: Steve Burgos				
REQUEST INFORMATION					
Department: PW	Acct/Service Unit to be Charged: 100-2215				
Travel Reason (be specific): Meet with Salt Lake City and Park City Utah Sustainability Staff					
Benefit to City of Boise: Meet and coordinate with Salt Lake City and Park City, Utah to obtain additional information, knowledge and best practices to support further development of our sustainability and renewable energy planning initiatives. Share information, lessons learned, and strategize on ways our communities can work together on these initiatives.					
Destination (city, state): Salt Lake City, UT					
Travel Date(s): 9/13/17			Travel Duration (days): 1		
Other Employees Attending this Function: Steve Hubble, Haley Falconer					
Check the box that applies to the travel being conducted.					
<input checked="" type="checkbox"/> No portion of the travel expenses for this trip are being paid for by a vendor or potential vendor of the City. <input type="checkbox"/> All, or a portion, of this trip is being paid for by non-City funds and has been reviewed and authorized by Legal AND Human Resources OR the Ethics Commission.					
Send this completed form and any other relevant information to <a href="mailto:BCAO@cityofboise.org">BCAO@cityofboise.org</a> for review and approval. Allow 5 business days for Legal and HR review.					
COSTS					
Preferred method of payment for hotel, airline and registration will be department PCard arranged by travel admin. Cash advance may consist of per diem (i.e., shuttle services).					
	Cash Advance	Cash Reimburse	Dept. PCard	Invoice/Voucher	Explanation
Travel to Site	\$0.00	\$0.00	\$260.00	\$0.00	BOI-SLC
Car Rental/Shuttle	\$0.00	\$0.00	\$0.00	\$0.00	Uber or Taxi TBD
Lodging	\$0.00	\$0.00	\$0.00	\$0.00	
Per Diem (less meals provided)	\$0.00	\$0.00	\$0.00	\$0.00	
Registration Fees	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Other (be specific)	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL:			\$260.00		
Cash Advance Requested:    Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Need By: n/a	
				Accounting needs <b>10</b> days to process once travel arrangements are made.	
TRAVEL METHOD					
Indicate Method:	<input checked="" type="checkbox"/> Air		<input type="checkbox"/> City Vehicle		<input type="checkbox"/> Personal Car*
	<input type="checkbox"/> Ride with Others		<input type="checkbox"/> Need Rental Car**		<input type="checkbox"/> Other
*If using personal car on official City business, proof of insurance and copy of driver's license is needed per travel regulations. See City policy for additional details. **If using a rental car, you will need a major credit card.					

**REGISTRATION**

Registration Cost: \$0.00

Deadlines:

Web Address:	Membership No.:
Username:	Password:

Other:

**PER DIEM**

City Daily Per Diem Rate & Meal Breakdown. See [Rates \(Meal Breakdown and Per Diem\)](#)

Enter amount if requesting per diem. Do not include meals provided with a conference or registration.  
**Note:** Continental breakfast (ex., muffins, bagels, fruit, coffee) provided free of charge will not reduce your meal allowance. Final amount allowed may vary based on final arrangements; per diem on travel days dependent on travel times.

Breakfast	Use <a href="#">per diem rates</a> . If city or county is not listed, use CONUS rate of \$46
Lunch	
Dinner	
Incidentals	
=	

**MEALS**

Enter date and check box to request per diem at rate entered under Per Diem above.

Date	Day	Breakfast	Lunch	Dinner	Incidentals	Total Requested for Day
	Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
	Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
	Tue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0
	Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
	Thu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
	Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
	Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

Total Per Diem Requested:

**HOTEL**

Hotel Preference (name):	Location & Phone Number:	
Date(s) of Stay:	No. of Nights:	<b>Admin Notes:</b>
Room Type:	Non-Smoking	

Special Requests:			
Conference Rate:		Deadline:	
Government Rate:	\$0.00	<b>Admin Notes:</b>	
Internet Rate:	\$0.00		

**AIR**

Preferred Airline:	Delta	Cost Estimate:	\$260.00	<b>Admin Notes:</b>
Preferred Departure:	AM	Preferred Return:	PM	
Transportation to Hotel from Airport :				
<input type="checkbox"/> Free Hotel Shuttle	<input type="checkbox"/> Train	<input type="checkbox"/> Car Rental	<input type="checkbox"/> Bus	
<input checked="" type="checkbox"/> Taxi	<input type="checkbox"/> Shuttle Service with Fee \$30.00 Est.			
Comments: Delta nonstop 9AM-10:14 AM \$260.00 return 5:18 PM-6:34PM nonstop; needs transport (UBER) from SLC City Hall (estimate \$15/each way)				

**CAR**

*Rental*

A major credit card is required to rent a car. Do you have a major credit card? Yes  No

Date Needed: \_\_\_\_\_ Pickup Time Needed: \_\_\_\_\_ Size: [Select]

Comments:

*Personal*


If using personal car on official City business, proof of insurance and copy of driver's license is needed per travel regulations. See City policy for additional details.

Number of Round-Trip Miles: \_\_\_\_\_

**TOTAL COST ESTIMATE FOR TRIP: \$260.00**

**I have read and understand the City's regulations pertaining to travel.** Initials SLB

**APPROVALS**

	9/5/17		
Employee Signature	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Supervisor Signature	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Department Head Signature	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Other Required Signature	Date	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
		Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Mayor Signature (if required)	Date		

Council Review Required? Y  N : Council Date:

REV 9/26/16