

For the Traveler

Submit Travel Packet to your Coordinator

- signed Travel Authorization (this form)
- event agenda
- GSA per diem rates for your destination
- original receipts, due 10 days after travel

For the Travel Coordinator

- 1. Collect the Travel Packet documents, and scan receipts.**
- 2. Submit an Expense Report**
 - Within 10 days after travel, enter the trip and receipts in iExpense.
 - You will get an automatic email when your supervisor or director approves expenses for reimbursement.
- 3. Send approval to Accounts Payable**

Within 15 days after travel, forward the approval email and attach an electronic copy of the Travel Packet (including receipts) to:

iExpense.AP@kingcounty.gov
- 4. Keep the original records**

Keep travel expense records on hand for 6 years.

Cash Advance Option

For a cash advance, submit this signed form at least 5 business days before travel to:
iExpense.AP@kingcounty.gov

WARNING: The cash advance will accrue interest daily unless all conditions are met:

- The Traveler submits the Travel Packet (including receipts) to your Coordinator within 10 days after travel.
- The Traveler pays back unused funds within 15 days after travel. Send check to CNK-ES-0323. Write the expense report number on the check memo line.
- The Coordinator sends the expense report approval email and an electronic copy of the Travel Packet (including receipts) to Accounts Payable within 15 days after travel.

Travel Authorization & Reimbursement

1 Employee Travel Plans

employee name(s) *(only list one employee if requesting a cash advance)*

department / division

event name

destination city / state

travel start / end dates

event start / end dates

yes no **grant funded** *(list grant name, or POETA)*

event purpose *(justify how travel aligns with employee development and agency strategic goals)*

2 Cash Advance (optional)

\$

cash advance amount

fund number

due date *(15 days after return)*

I agree to submit an itemized travel claim voucher related to this travel advance per RCW 42.24.150 and hereby authorize King County to deduct this advance, plus interest, from my paycheck if I fail to meet this requirement.

X

employee signature *(only required for cash advance)*

date

3 Authorizing Signature

X

director signature *(or designee, executive, elected official)*

date



Instructions

1. Refer to federal (GSA) rates

Use rates at gsa.gov to calculate:

- meals*
- lodging
- personal vehicle mileage rates
- incidentals (for overnight trips only)

* Subtract the incidental rate (\$5) from the total Meals & Incidental Expenses (M&IE) per diem before calculating meal rates.

- breakfast rate is 20% of meals per diem
- lunch rate is 30% of meals per diem
- dinner rate is 50% of meals per diem

2. Justify exceptions

When you must use your personal vehicle instead of a motorpool vehicle, additional transportation such as a taxi or car rental, or when the only available lodging exceeds the federal per diem rate, please explain why you need an exception to the King County travel policy.

Travel Authorization & Reimbursement

4 Estimated Costs

yes no **event registration fee** \$ _____

yes no _____ \$
transportation (explain: motorpool, airplane, shuttle)

yes no _____ \$
additional transportation (explain: taxi, Uber, car rental)

(justify exception)

yes no **personal vehicle**
_____ x _____ = \$
miles rate

(justify exception)

yes no **meals** (only claim meals not included at event)
_____ x _____ = \$
days breakfast rate (20% of per diem)

_____ x _____ = \$
days lunch rate (30% of per diem)

_____ x _____ = \$
days dinner rate (50% of per diem)

yes no **lodging**
_____ x _____ = \$
nights rate

yes no **lodging exceeds federal per diem rate** (justify exception)

yes no _____ \$
other expenses (explain: baggage, parking, incidentals)

TOTAL estimated cost \$ _____