

## **REDMOND GUIDELINES FOR USING THE PROCARD FOR TRAVEL**

Procards may be used for making travel arrangements for the items listed below. The following documents are required when you submit your Procard reconciliation to Purchasing. For additional information and requirements when using a Procard, refer to the Procard section on the Finance Department web page.

### Conference Registrations:

- Registration form (completely filled out)
- Schedule of events; programs
- Out-of-town ( $\geq$  50 miles from Redmond) travel
- Travel Authorization Form
- Receipt for registration fee

### Airfare:

- Itinerary/receipt
- Registration form (completely filled out)
- Travel Authorization Form

### Accommodations:

- Itemized receipt from hotel
- Personal charges (movies, laundry service, phone calls, etc.) must be paid personally upon check-out (not with your City Procard)
- Copy of completed registration form
- Travel Authorization Form

### Meals:

- Itemized receipts for meals. No alcohol may be included on the receipt and the maximum allowable for a tip is 20%. (*Note: If you plan to use per diem for meals while travelling, do not charge any meals to the Procard. You cannot use receipts for some meals and per diem for others on the same trip. All meals must be reported as per diem only or receipts only.*)
- Travel Authorization Form