

m ***Advance Funds/Reimbursement*****SCOPE**

There are two (2) methods for funding authorized travel by City representatives: advance travel money and/or post-trip reimbursement.

ADVANCE TRAVEL MONEY

A City representative may request funds for authorized travel prior to the date of travel by submitting a Direct Payment Order (28-1428-5035) to the Department of Finance, Accounting and Payroll Services, Accounts Payable Unit. A minimum of 10 work days should be allowed for the processing of the Direct Payment Order (DPO) and the issuance of a check to the City representative. Advance payment of subsistence money may not be requested until 10 work days prior to the trip. Requests for funds required for convention registration fees and/or airline tickets may be submitted with the necessary DPO and Board of Estimates approval prior to the 10 day stipulation, provided it benefits the City to do so.

ACCOUNTABILITY

Employees must account for all expenditures pertaining to advance travel funds by submitting a memo containing the following information to the Bureau of Accounting and Payroll Services:

- employee's name
- employee's social security number
- check number corresponding to the advance funds issued
- all original receipts

POST-TRIP REIMBURSEMENT OF EXPENSES

City representatives may request reimbursement of authorized travel expenses by submitting an Employee Expense Report (28-1448-5060) with all required original receipts to the Accounts Payable Unit within 10 work days of their return. The Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement amount.

TRAVEL AT THE EXPENSE OF CITY CONTRACTORS

When a contract provides for the contractor to be responsible for the expense of City employee travel in connection with administering the contract, the City employee's expenses will be reimbursed by the City. Employees may request reimbursement of travel expenses by submitting

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an Employee Expense Report with all required original receipts to the Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement.

The City will then obtain reimbursement for the expenses from the contractor. This process must be initiated by the requesting employee's supervisor who must submit a memo to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, 401 E. Fayette Street, with the following information:

- Name and address of the contractor to be billed
- Total amount to be billed
- Brief explanation relative to the bill
- Account number to be credited with payment received from the City contractor

The Accounts Payable Unit will bill the City contractor and credit the appropriate account when payment is received.

OVER-EXPENDITURE LIMITS

No reimbursement will be authorized if the employee experiences an over-expenditure as a result of City approved travel unless the costs exceed \$40. It is the responsibility of the employee to submit accurate and timely travel requests at the time of Board of Estimates/Agency Head approval. Failure of the employee to do so may result in disapproval of any amendment request to the original travel monies approved. Strict adherence to City disbursement guidelines should not result in a monetary disadvantage to the employee subject to the ceilings established in this policy, i.e., subsistence.

UNEXPENDED TRAVEL FUNDS

Unexpended travel funds in excess of \$10 must be accounted for and returned. Refunds are to be made by check or money order only, payable to the Director of Finance, City of Baltimore; cash should not be used. The accounting of expenditures and the check/money order or validated cash slip should be submitted to the Accounts Payable Unit within 10 work days of the representative's return. Expenses can not be offset from one item to another. All returns of unexpended travel funds submitted to Accounts Payable Unit will be deposited to the appropriate account from which advance travel funds were drawn.

PENALTIES

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AM-240-6

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Paychecks may be withheld for failure to submit necessary receipts to the Accounts Payable Unit in accordance with this policy until the amount advanced is satisfied or the employee satisfies the Accounts Payable for expenses during travel status.

RELATED POLICIES

[AM-303-1](#) DIRECT PAYMENT ORDER

[AM-240-2](#) AGENCY HEAD APPROVAL

[AM-240-3](#) BOARD OF ESTIMATES APPROVAL

[AM-240-11](#) EMPLOYEES EXPENSE REPORT