

Department of Behavioral Health
TRANSMITTAL LETTER

SUBJECT

DBH Official Travel and Training Approval

POLICY NUMBER

DBH Policy 750.2A

DATE

JUN 22 2018

TL#

316

Purpose To establish standard procedures for the authorization of official travel and training. This revision contains the updated forms and number of days allowed to submit request for official travel and training authorization (see section 5a). The approval of administrative leave for meetings, conferences, or approved trainings that the employee has been granted permission to attend are addressed in sections 5f.

Applicability. This policy applies to requests for official travel, travel advances and reimbursement of travel expenses by employees of the Department of Behavioral Health (DBH), certain DBH applicants, consumers and family members, whose expenses are to be paid with public dollars. Contractor reimbursement is not covered by this policy.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority (BHA) offices.


Effective Date. This policy is effective immediately.

Superseded Policy. DBH Policy 750.2, same subject, dated December 22, 2014.

Distribution. This policy will be posted on the DBH web site in PDF format at www.dbh.dc.gov by clicking "About DBH" (top section), then choosing "Policies and Rules" and following the policy number. The WORD version is available upon request from the Policy Division, emails: keri.nash@dc.gov or ana.veria@dc.gov.

Applicable entities are required to ensure that affected staff is familiar with the contents of this policy.


Panya A. Royster, MD
Director, DBH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF BEHAVIORAL HEALTH	Policy No. 750.2A	Date JUN 22 2018	Page 1
	Supersedes Supersedes DMH Policy 750.2, DBH Official Travel and Training Approval Policy, dated September 22, 2014		
Subject: DBH Official Travel and Training Approval			

1. **Purpose.** To establish standard procedures for the authorization of official travel and training. This revision contains the updated forms and number of days allowed to submit request for official travel and training authorization (see section 5a). The approval of administrative leave for meetings, conferences, or approved trainings that the employee has been granted permission to attend are addressed in sections 5f.

2. **Applicability.** This policy applies to requests for official travel, travel advances and reimbursement of travel expenses by employees of the Department of Behavioral Health (DBH), certain DBH applicants, consumers and family members, whose expenses are to be paid with public dollars. Contractor reimbursement is not covered by this policy.

3. **Authority.** DCMR, Title 1, Chapter 8, District of Columbia Employees Travel and Related Expenses; District of Columbia Procurement Practices Act (“PPA”) of 1985 (Sections 101, 107, 201, 202 and 321); D.C. Official Code §§2-301.01, 2-301.07, 2-302.01, 2-302.02, and 2-303.21; 27 DCMR §§1801-1802 *et seq*; 6 DPM 2903, 6B DCMR Chapter 12; and the Office of Contracting and Procurement (OCP) Policy No. 2009-01).

4. **Definitions.**

4a. **Local travel.** Travel within a 50 mile radius of the employee’s duty station incurred for official DBH business.

4b. **Out of City travel.** Any travel more than a 50 mile radius outside of the District of Columbia or from employee’s duty station.

4c. **Spending plan.** Refers to the aggregate budget for the department/unit for the Fiscal Year.

5. **Policy.**

5a. Any travel and/or training related activity must have prior approval regardless of the funding source. Failure to obtain all required approvals may result in reimbursement forfeiture (see Exhibit 1 for Approval Guidelines).

(1) Submission of request to travel and all relevant materials (Exhibit 2) are to be submitted to the immediate supervisor **6 weeks** prior to the official date of travel. Exhibit 3 enumerates the forms that need to be attached to the request.

(2) Supervisor submits all completed forms with signatures and codification of funding no less than **thirty (30) business days** prior to official date of travel to the Agency Fiscal Officer (AFO).

5b. Approval of travel and training attendance are dependent on the availability of funds as verified by the Agency Fiscal Officer (AFO). Supervisors are responsible for ensuring that travel expenditures are within their spending plan and must codify items in the request forms.

5c. Reimbursement for union employees is based on the collective bargaining agreement (CBA) and availability of funds.

5d. Requests for reimbursements with all the necessary receipts shall be submitted to the AFO within **fifteen (15) business days** of the completion of the travel (see section 4, Official Travel and Training Approval see Guidelines, Exhibit 1).

5e. Reimbursement of mileage for use of personal vehicle is available for travel as detailed in DBH Policy 750.3A, Government and Personal Vehicle Operators' Accountability Policy.

5f. Administrative leave shall be granted when an employee has been given permission to attend a meeting or conference, or to participate in an approved training program.

(1) Administrative leave may be granted by the DBH Director/designee for up to ten (10) consecutive workdays (see Exhibit 1, 2 and Justification Memorandum addressing approvals).

(2) Administrative leave in excess of ten (10) consecutive workdays may be granted only with the approval of the personnel authority covered in this policy (see Exhibit 1 and 2).

(3) Requesting employee shall complete Exhibit 2, travel/training justification memo and other forms (e.g., requests for reimbursements, as applicable).

6. Procedures.

6a. DBH Official Travel and Training Approval Guidelines (Exhibit 1). Employees must comply with procedures outlined in the DBH Official Travel and Training Approval Guidelines.

6b. Restrictions by the City Administrator. During a District travel restriction issued by the Office of the City Administrator (OCA), the Request for Training and Travel (Exhibit 2 and 3 which includes Forms TR-1, 2, 3, and 4) will be completed for District and out of town travel and submitted to OCA.

6c. P-cards may not be used for travel and training absent specific authorization. Agency employees may travel for official business purposes, including training; however, all travel and training must be approved in advance by the Office of the City Administrator through the normal travel and training approval process, unless a waiver is granted. Once the approval or waiver is granted, traveler must email proof to the Purchase Card Procurement Officer at the

DC Office of Contracting and Procurement to activate the travel portion of the P-Card for the specific period of time of travel.

6d. In general, local travel reimbursements (mileage, parking, taxi, metro fares, etc.) are made on a monthly basis, after completion of forms included in Exhibit 3, TR-3). This approved form must be received by the Office of the Chief Financial Officer (OCFO) at **least ten (10) business days** prior to any travel expenditures. Mileage, based on actual odometer readings, must be reported for each trip and the original parking receipt must be attached in order to receive reimbursement.

6e. The completion of travel packages are the responsibility of the Traveler; using the GSA Per Diem Rates, which can be found at the following website:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

All relevant information on travel indicated in Exhibit 3 must be submitted.

6f. Supervisors who review and approve requests for reimbursement of travel must ensure the following:

- (1) Each trip or expense is justified as required for the benefit of DBH;
- (2) Expenditures are codified according to spending plan;
- (3) Approval is contingent on availability of funds as verified by the AFO; and
- (4) Completed forms and supporting documents are submitted and processed from supervisor's office at least **six weeks** prior to travel.

7. **Relevant DBH Policy.** DBH Policy 750.3A, Government and Personal Vehicle Operators' Accountability Policy.

8. Exhibits.

Exhibit 1 - Department of Behavioral Health Travel and Training Guidelines (Includes Flow Chart)

Exhibit 2 – DC Training Form 1 – District of Columbia Government Employee Training Authorization

Exhibit 3 – Travel Checklist Packet

Exhibit #TR-1 - REQUEST FOR TRAINING AND TRAVEL AUTHORIZATION FORM (Submit along with Required Supporting Documentation)

Exhibit #TR-2 - TRAVEL EXEMPTION REQUEST (When the travel-related lodging is greater than the per diem allowance)

Exhibit #TR-3 - TRAVEL REIMBURSEMENT FORM (When requesting an advance and/or reimbursement from agency)

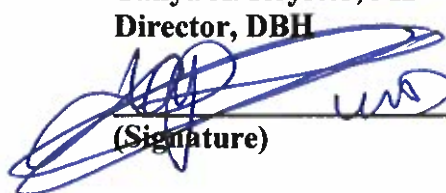
Exhibit #TR-4 - PERSONAL VEHICLE REIMBURSEMENT FORM (Must be completed and submitted to agency with supporting information including odometer reading, maps showing distance travelled)

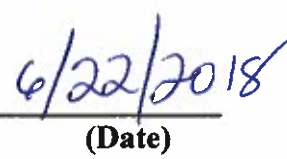
Travel Justification Memo Template

Exhibit 4 – Routing for Travel and Training Request

Approved by:

**Tanya A. Royster, MD
Director, DBH**

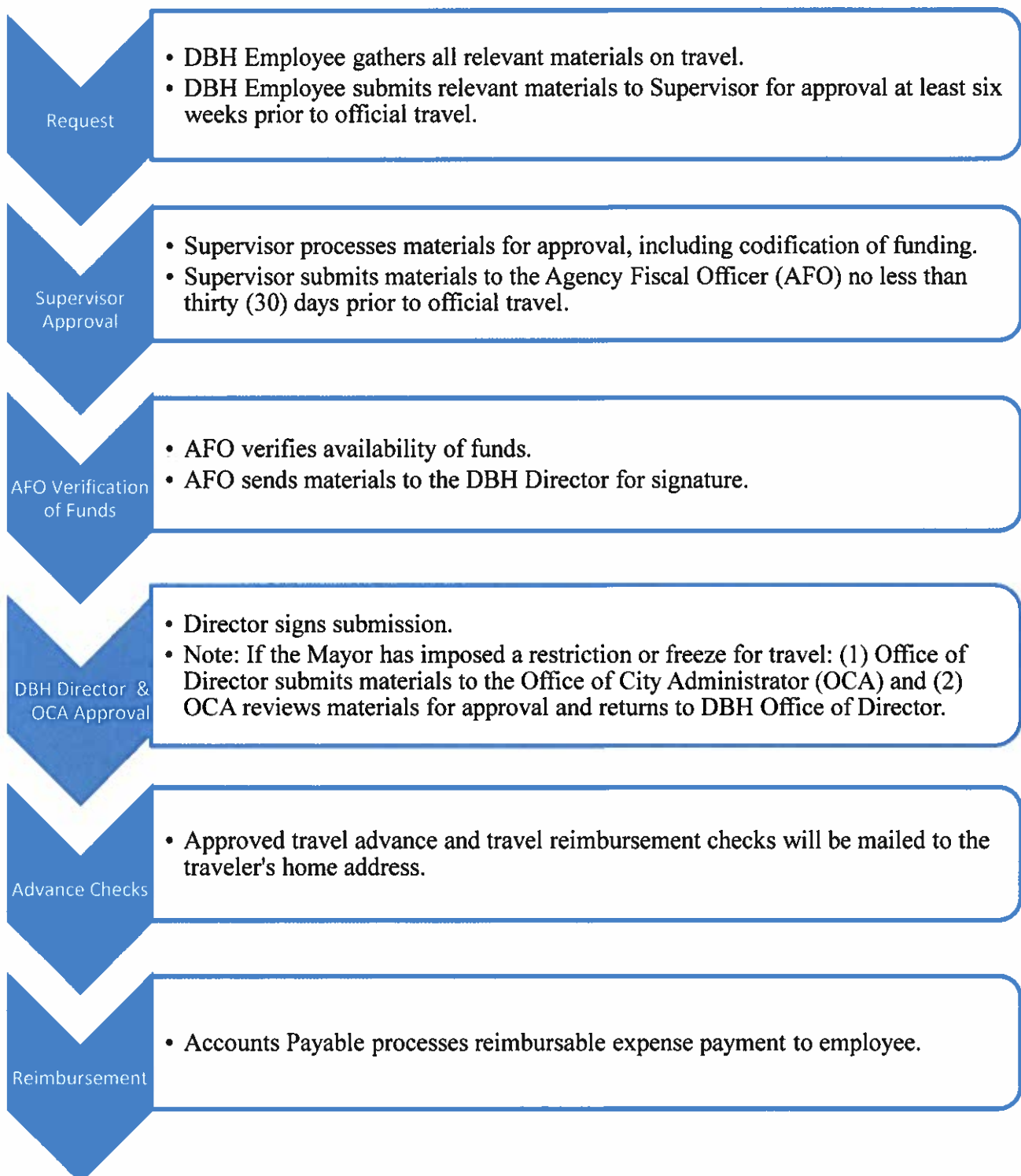

(Signature)


(Date)

GOVERNMENT OF THE DISTRICT OF COLUMBIA



**Department of Behavioral Health
Official Travel and Training Approval Guidelines**



1. **General Guidelines.** The purpose of DBH's travel policy guidelines is for payment to be efficient for both the traveler and DBH. These guidelines comply with District and Federal law and regulation to ensure effective operations and reliable financial reporting.

2. **Authorization of Out-of-Town Travel.**

2a. Supervisor approves requests for out-of-town travel with appropriate codification of funds from unit's spending plan. Requests for out-of-town travel must include the completed forms included in Exhibits 2 and 3.

2b. The Agency Fiscal Officer (AFO) certifies the vouchers for travel and training.

2c. The Director reviews the packet for approval and returns to Agency Fiscal Officer (AFO) for processing. When there is a travel freeze or restriction, the travel request packet is submitted by the Office of the Director to the City Administrator's Office (OCA). Upon OCA's completion, the packet is sent back to DBH.

3. **Local Travel.** Reimbursable when:

3a. Approved in advance by supervisor, in accordance with the spending plan.

3b. Inner City Travel (Exhibit 3, TR 3) must be received by the Agency Fiscal Officer at least ten (10) days prior to the occurrence of any travel expenses.

3c. The total monthly reimbursement is determined by the AFO.

3d. Mileage is reimbursed in accordance with the following link:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

3e. Actual odometer readings must be reported for each trip and the original parking receipt must be attached to the reimbursement voucher (Exhibit 3, TR-3). Reimbursement for parking meters and metro fares are reimbursable. Traffic and parking tickets are not reimbursable.

4. **Guidelines and Procedures on Submitting Request for Reimbursement.**

4a. Employees authorized to travel shall:

(1) Submit the travel request packet (2a above) to the AFO no less than thirty (30) business days prior to travel.

(2) Maintain receipts for lodging, ground transportation, and other incidentals not covered by the per diem meal rate.

(3) Submit a travel expense report (Exhibit 3, TR- 3) to the AFO within fifteen (15) business days after completion of travel. The Expense Voucher shall be used to record all travel expenses with receipts attached to support the expenses claimed. This should include per diem amounts claimed for each full day of travel, including a detailed hotel bill, receipts for ground transportation and

other incidental costs (e.g. airline baggage fees, gas for rental car, tolls). Adjustments should be made for partial days or meals provided as part of a conference.

4b. Travelers may request an advance of funds to cover their expected travel expenses. Complete and accurate travel advance requests must be submitted at least fifteen (15) business days before the date of travel to be eligible for a travel advance. A complete request includes the traveler's home address, funding source and all relevant supporting documents and schedules (Exhibit 2 and 3).

- (1) Travel advance and travel reimbursement checks will be mailed to the traveler's home address. The traveler must contact the assigned Financial Operations technician for a copy of the travel advance/expense spreadsheet, which shows the break-down of expenses.
- (2) Travelers who submit a timely request for an advance, but who have not received an advance check at their home address, may request an emergency replacement advance. Replacement requests must be made at least two (2) business days prior to travel.
- (3) Advances will be provided at 80% of the per diem rates for lodging, meals, and estimated transportation costs. Advances will include 100% of airline costs and conference registration fees if circumstances require the traveler pay them.

4c. Charges that result from the cancellation of planned travel (e.g., nonrefundable registration fees) will be assigned to the traveler's unit's spending plan.

5. **Reimbursable expenses.** Reimbursement Forms are submitted to the AFO as listed in Exhibit 3.

5a. **Meals and Incidental Expenses.**

- (1) Reimbursement is based on the federal per diem rate for the host city.
- (2) The per diem rate covers the costs of meals, tips and laundry.
- (3) The per diem rate will be adjusted to account for partial days or meals provided as part of a training.
- (4) Per Diem adjustments for meals included as part of a conference or which are otherwise provided is: 25% breakfast, 25% lunch, and 50% dinner.
- (5) Travelers will be paid 75% of the per diem rate for the date of departure and date of return from out of town travel.
- (6) Variations to the above rates for partial days will be considered on an individual basis.
- (7) Receipts may be used to support reimbursements for partial day meal expense(s).
- (8) No per diem is allowed for out-of-town travel less than twelve (12) hours. Travel for more than twelve (12) hours, but less than twenty four (24) hours, shall be eligible for 75% of the per diem rate for the day.

5b. Hotel.

- (1) Reimbursement is based on actual cost and must be supported by an itemized hotel receipt.
- (2) The maximum hotel reimbursement is the federal per diem lodging rate for the host city, plus applicable taxes. Hotel expenses beyond the federal per diem rate are the personal responsibility of the traveler.
- (3) Travelers are directed to request an exemption from any hotel taxes, based upon their government ID and their travel authorization form. Travelers, however, are advised that the application of hotel tax varies from state to state, and even within states.
- (4) Requests for waiver of the federal per diem lodging rate will be considered under the following circumstances:
 - a. Unavailability of lodging at the federal rate (subject to verification);
 - b. Remote location of available lodging with respect to conference location, if the time and expense to travel is excessive relative to the added cost of staying at the conference location; and
 - c. Evening meetings that require traveler to be at the conference location late at night.
- (5) Requests for a hotel waiver must be supported by two (2) rate quotes from surrounding hotels that either had no rooms at lower rates or were too far from the conference location (provide distance). Other special circumstances will be considered, such as members of a group staying in a double room to lower costs.
- (6) The appearance of extravagant expenditures shall be avoided.
- (7) Requests for waiver of the federal per diem lodging rate must be approved prior to travel.
- (8) The traveler is responsible for reserving his/ her own hotel room on a personal credit card, as the government purchase card cannot be used for this purpose.

5c. Phone Calls and Other Expenses.

- (1) Business phone calls are reimbursable and should be so noted on the hotel bill.
- (2) One personal phone call, reimbursed up to \$5 per night, is allowed for each night an individual is on travel. Additional personal phone calls, entertainment, alcohol and other personal expenses are not reimbursable.

5d. Ground Transportation.

- (1) Ground transportation and other incidental expenses are reimbursable if they are related to the business purpose of the travel. Receipts must be attached to support each claim

(2) The maximum reimbursable amount for ground transportation and/or parking costs claimed without a receipt is up to \$30 per incident.

(3) Requests for a rental car must be justified and approved by the supervisor to be reimbursed.

5e. Mileage.

(1) The use of a personal vehicle for business-related travel shall be reimbursed at the prevailing federal mileage rate (see www.gsa.gov for current rates).

(2) Mileage should be calculated based on the distance from the starting point to the destination. If travel originates from a location other than the workplace, mileage claimed should be the lesser of:

- a. distance from home to the destination, or
- b. distance from work to the destination.

6. Reimbursement Process.

6a. All travelers must submit a travel expense report at the completion of travel.

6b. The AFO shall process the expense report, with any additional reimbursement required over the amount advanced, within fifteen (15) days of receipt of a submitted complete expense package.

6c. Any disallowed expenses claimed shall be identified and explained.

6d. In the event that arbitration is required to reach agreement on disallowed items, the traveler should submit a memo requesting such arbitration to the AFO within thirty (30) days of receiving notice of a disallowance.

6e. If the expense report is not submitted within ninety (90) days of return from travel, the traveler will forfeit reimbursement in its entirety. The AFO will seek recovery of the full amount of the advance from the traveler. Future travel for the individual will be prohibited until all prior travel is fully resolved.

7. Pre-Employment Travel, Relocation Expenses and Temporary Housing Allowance.

7a. Travel expenditures of non-DBH employees may be reimbursed by DBH under the conditions specified below. Reimbursement for travel expenses is limited to the items described in this section. For both pre-employment interviews and relocation of certain employees, the completion of the required forms are the responsibility of the employee and the hiring program. Costs will be charged to the hiring program's budget.

(1) Pre-Employment Interview. An individual under consideration for employment for an Excepted Service position by DBH may have reasonable travel expenses paid, up to a maximum of five thousand dollars (\$5,000), incurred incidental to pre-employment interviews held for the purpose of ascertaining his or her qualifications for a hard-to-fill policy position at the grade level DS-11 or above. For a position in the Executive Service, reasonable travel expenses, up to a


maximum of five thousand dollars (\$5,000), incurred incidental to pre-employment interviews held for the purpose of ascertaining an applicant's qualifications may be paid. A request for reimbursement must be approved by the DBH Director prior to the interview.

(2) Relocation Expenses. DBH may pay reasonable relocation expenses for the individual and his or her immediate family when the individual is selected for, or appointed to, a hard-to-fill policy position in the Excepted Service at grade level DS-11 or above or to a position in the Executive Service, if that relocation is to the District of Columbia from outside the Greater Washington Metropolitan Area. Payment of expenses may be made only after the selectee or appointee signs a notarized agreement to remain in the District government service for twelve (12) months after his or her appointment, unless separated for reasons beyond his or her control that are acceptable to the Director of DBH (for Excepted Service) or the Mayor (for Executive Service). See Exhibit 7 for Instructions for Moving Household Goods.

7b. DBH may also pay a reasonable temporary housing allowance, for a period not to exceed sixty (60) days, for the individual and his or her immediate family who are eligible for relocation expenses. Any expenses incurred for which reimbursement is sought must be supported by a valid receipt or invoice, the original of which must be submitted with the request for reimbursement.

JUN 22 2018
 DBH Policy 750.2A

Exhibit 3 –
 TR 1 through TR -4 attachments,
 Memo template

Travel Checklist		
Attached	GOVERNMENT FORMS	Submitted
Exhibit # TR-1	REQUEST FOR TRAINING AND TRAVEL AUTHORIZATION FORM (Submit along with Required Supporting Documentation)	
Exhibit # TR-2	TRAVEL EXEMPTION REQUEST (When the travel-related lodging is greater than the per diem allowance)	
Exhibit # TR-3	TRAVEL REIMBURSEMENT FORM (When requesting an advance and/or reimbursement from agency)	
Exhibit # TR-4	PERSONAL VEHICLE REIMBURSEMENT FORM (Must be completed and submitted to agency with supporting information including odometer reading, maps showing distance travelled)	
Attached	REQUIRED SUPPORTING DOCUMENTATION FOR REIMBURSABLE COST	
	TRAVEL JUSTIFICATION MEMO (Template attached)	
	COPY OF BROCHURE, FLYER, LETTER OF INVITATION, ANNOUNCEMENT FOR EVENT	
	GSA CURRENT PER DIEM RATES FOR HOTEL AND MEALS	
	AIRLINE ESTIMATE WITH PRICING AND TAX RATE	
	HOTEL PRINTOUT WITH PRICING, TAX, ADDRESS, TELEPHONE NUMBER	
	REGISTRATION REQUEST WITH COST	
	IF GRANT FUNDED, PROVIDE SUPPORTING DOCUMENTATION	
	CONFERENCE AGENDA	



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
TR-1 REQUEST FOR TRAINING AND TRAVEL AUTHORIZATION FORM**

JUN 22 2018



I. Training/Travel Request Summary

1. Name of Traveler		2. Employee ID	3. Agency/Department (Including Budget Code) DBH(RMO)	
4. Position Title		5. Training or Conference Dates From: _____ To: _____		
6. Description of Travel/Training		7. Travel Destination		8. Total Cost (Travel, Training, or Conference)
9. Training, Conference or Seminar Event Location Address				
11. If Travel is Sponsored (List Sponsor)		12. Donation Application Request No N/A		13. Sponsor's Donation Amount N/A

II. Transportation

14. Mode of Transportation Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input checked="" type="checkbox"/>			15. Method of Payment <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Travel Card <input type="checkbox"/> Other			
Transportation to Destination N/A	16. Point of Departure	17. Travel Date	18. Carrier Name	19. Flight or Train IDs	20. Departure Time	21. Arrival Time
Transportation to Return N/A	22. Point of Departure	23. Travel Date	24. Carrier Name	25. Flight or Train IDs	26. Departure Time	27. Arrival Time

III. Lodging

28. Hotel Name and Address N/A		29. Hotel Phone
30. Lodging Dates From _____ To _____		31. Length of Stay/Nights

Special Notes

IV. Total Cost

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.) Mileage								
Lodging (Government Rate)								
Per Diem								
Per Diem (First and Last Day of Travel)								
Car Rental (Only if Approved)								
Training/Registration Fees								
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)								
TOTAL \$0.00								

V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)

Agency	Year	Org Code	Fund	Index	PCA	Project/Phase	Grant/Phase	Object	Initials
RMO	2017								

VI. Traveler Signature

Signature		Date
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VII. Authorizations

Administration Representative			Signature	Date
AFO or Budget Analyst	Joyce Jeter	Agency Fiscal Officer	Signature	Date
Agency Director or Designee	Tanya A. Royster, MD	Director	Signature	Date
City Administrator (If required per Mayor's Order)	Name (Printed)	Title	Signature	Date
Office of the Chief of Staff (International Only)	Name (Printed)	Title	Signature	Date



**TR-2 Travel Exemption Request Form
Government of the District of Columbia**



PLEASE NOTE: This form must be completed when the travel-related lodging is greater than the per diem allowance set forth by the Federal Government's General Services Administration, when an employee is unable to obtain lower rates for early conference/training registration, or another item that requires exemption (if requested by the OCFO). This form must be attached with the requested advance/reimbursement.

AGENCY'S FISCAL OFFICER OR INDEPENDENT CFO

Name	Joyce Jeter
Title	Agency Fiscal Officer
Agency/Department	DBH/ OCFO
Address	64 New York Ave NE 2nd Floor, Washington, DC 20002
Phone Number	202-671-2913

EMPLOYEE/TRAVEL INFORMATION

Last Name, First Name, Middle Initial

Phone Number Agency/Department & Agency Code

Trip Destination and Dates of Travel
 to

EXEMPTION REQUEST AND APPROVAL

The enclosed travel reimbursement and/or advance for the aforementioned employee has the following (please check all that apply):

<input type="checkbox"/>	Travel-related lodging expenses that are greater than the per diem allowance set forth by the Federal Government's General Services Administration (Please explain in lines below):
<input type="checkbox"/>	Employee is unable to obtain lower rates for early conference/training registration (Please explain in lines below):
<input type="checkbox"/>	Other items that require exemption (Please explain in lines below):

I am authorizing the approval of this travel reimbursement and/or advance with the requested lodging costs, registration fees, or other item that requires an exemption.

Supervisor's Name and Title

Signature

Agency Head's Name and Title

Signature

Date

JUN 22 2018



GOVERNMENT OF THE DISTRICT OF COLUMBIA
(Agency Name)



TR-3 REQUEST FOR TRAVEL EXPENSE REIMBURSEMENT FORM

I. Travel Package Control			
1. Name of Traveler 0		2. Employee ID: 0	
4. Position Title 0		3. Agency DBH(RMO)	
6. Description of Travel Training 0		5. Travel Date: To: _____ From _____	
7. Travel Destination 0		8. Training, Conference or Seminar Cost 0	

II. Traveler Advance Request	
7. Traveler Home Address	9. Reimbursement Requested Reimbursement Owed to Traveler <input type="checkbox"/> Complete section III not IV Reimbursement Owed to the District <input type="checkbox"/> Complete section IV no III
11. Special Notes	
10. Phone Number	

III. Owed to the Traveler		IV. Owed to the District	
Item	Dollar Amount	Item	Dollar Amount
Total Cost of Travel		Total Cost of Travel	\$0.00
Advance Amount	\$0.00	Advance Amount	\$0.00
Reimbursement Amount Owed	\$0.00	Reimbursement Amount Owed	\$0.00
TOTAL Amount Requested for Reimbursement Enter Amount either from Section III or Section IV		\$0.00	

VI. Traveler Signature	
<p>I certify that I am requesting expense reimbursement for travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by Title 1, Chapter 8 of the D.C. Municipal Regulations, District of Columbia Employees Travel and Related Expenses or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future. I may also be subject to disciplinary action.</p>	
Signature	Date

V. Review Checklist
Travel Coordinator signs that the package is <u>Complete</u> , containing all required documentation; refer to SOP 890.100 for required documentation
Signature of Coordinator

Line Item	Receipt #1	Receipt #2	Receipt #3	Total Cost	Line Item	Receipt #1	Receipt #2	Receipt #3	Total Cost
Reviewers must calculate each expense item and write total amounts by hand					Reviewers must calculate each expense item and write total amounts by hand.				
Training/ Registration Fee	\$0.00	\$0.00	\$0.00	\$0.00	Training/ Registration Fee	\$0.00	\$0.00	\$0.00	\$0.00
Transportation (Airlines, Train, Luggage, Fee)	\$0.00	\$0.00	\$0.00	\$0.00	Transportation (Airlines, Train, Luggage, Fee)	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (Hotel, Tax)	\$0.00	\$0.00	\$0.00	\$0.00	Lodging (Hotel, Tax)	\$0.00	\$0.00	\$0.00	\$0.00
Food & Beverages (if more than 15 receipts are provided for food, reviewers should agree to use a combined per day	\$0.00	\$0.00	\$0.00	\$0.00	Food & Beverages (if more than 15 receipts are provided for food, reviewers should agree to use a combined per day calculation)	\$0.00	\$0.00	\$0.00	\$0.00
Personal Car (Mileage x \$0.535)	\$0.00	\$0.00	\$0.00	\$0.00	Personal Car (Mileage x \$0.535)	\$0.00	\$0.00	\$0.00	\$0.00
Ground Travel (Shuttles, Car Rental, Parking Fees)	\$0.00	\$0.00	\$0.00	\$0.00	Ground Travel (Shuttles, Car Rental, Parking Fees)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL COST				\$0.00	TOTAL COST				\$0.00
Paperwork Accuracy <input type="checkbox"/>					Paperwork Accuracy <input type="checkbox"/>				
All receipts were provided					All receipts were provided				
All Required Fields are Completed					All Required Fields are Completed				
Dollar Amount calculate correctly					Dollar Amount calculate correctly				
Information appears to be accurate					Information appears to be accurate				
No Found Spelling Errors					No Found Spelling Errors				
Reviewer # 1 _____					Reviewer # 2 _____				
Print Name:					Print Name:				

TR-4 Personal Vehicle Reimbursement Form

JUN 22 2018

Name

Date Submitted

Department

Period

Authorized by

0

Per Mile

Reimbursement 0.585

Total Reimbursement

Due

Date	Description of Expense (Origin and destination of travel)	Miles (Odometer Reading - Personal Car Only)	Mileage Reimbursement
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		0	\$0.00
			\$0.00

ADVANCE:
Expenses
Reimbursement

JUN 22 2018



GOVERNMENT OF THE DISTRICT OF COLUMBIA
(Agency Name)



MEMORANDUM

TO:

THRU:

FROM:

DATE:

SUBJECT: TRAVEL/TRAINING JUSTIFICATION

PLEASE NOTE: This should include the description/purpose/justification of the travel.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF BEHAVIORAL HEALTH
Document Approval Routing Slip**

NATURE OF THE REQUEST: TRAVEL REQUEST

- Traveler application (with signature and date) must be submitted at least **6 WEEKS PRIOR** to requested travel date. **All submissions that are less than 6 weeks in advance will be denied.**
- If pCard is utilized, travel must have been approved in a quarterly pCard spend plan prior to submission

Date Prepared: _____

When Needed: _____

Front Burner:
 Yes No
Date _____

Route Sequence	Reviewer	Receipt Date	Approval Initials		Sign-off Date Month/Date/Year	
			Yes	No		
4	Director, Tanya A. Royster, MD					
3	Chief Operating Officer, Irina Beyder-Kamjou, PhD (or designee)					
2	Operations, Andria Blaine	_____			_____	pCard Approval in Quarterly Spend Plan <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	AFO, Joyce Jeter (or designee)	_____			_____	
	HR: Frankie Wheeler (or designee)	_____			_____	
	Fiscal Services: Antoinette Alexander (or designee)	_____			_____	
1	Sr. Deputy Director (for Systems Transformation & CSA) James Wotring	_____			_____	
	Administration Director Name: _____	_____			_____	
	Immediate Supervisor: Name: _____	_____			_____	
		_____			_____	

PLEASE RETURN TO ANDRIA BLAINE (PROGRAM SPECIALIST, ADMINISTRATIVE OPERATIONS ADMINISTRATION, OFFICE OF THE COO, ONCE APPROVED BY DR. ROYSTER. THANK YOU.

DIRECTOR'S DECISION:

- Sign
- Approve
- Disapprove