



Approved By: Executive Director  
Date Approved: 7/24/2013  
Date Effective: 7/24/2013

This procedure supersedes previous versions.

## **PROCEDURE** **BUSINESS-RELATED TRAVEL**

These procedures are to be followed for all business-related, out-of-town travel arrangements.

### **Step 1: Complete Purchase Requisition**

The employee and/or Department Manager completes a purchase requisition for travel to include all known or anticipated costs, such as registration fees, hotel cost, anticipated mileage and per diem costs. Purchase requisition must include all supporting documentation and be signed by the Department Manager(s) responsible for the budget.

For per diem rates, go to <http://www.irs.gov/pub/irs-pdf/p1542.pdf>, then to Table 4. For mileage rates, go to <http://www.irs.gov/newsroom/article/0,,id=250882,00.html>. Contact Finance, Procurement, or Human Resources if you have questions concerning these rates.

### **Step 2: Verify Availability of Funds**

Department Managers will verify with the Finance Manager that funds are available to cover the expenses associated with the travel prior to making travel arrangements and prior to presenting the request to the Executive Director.

### **Step 3: Obtain Approval**

Submit purchase requisition and supporting documentation to the Executive Director for approval.

### **Step 4: Notify the Procurement Manager**

The Procurement Manager, or his/her designee, will be responsible for all out-of-town travel arrangements. Individuals approved for out-of-town travel will provide the Procurement Manager details of the approved travel, including approved purchase requisition, dates of travel, times, destination, purpose of travel, conference attended, hotel preferences, and other such information needed to finalize travel arrangements.

### **Step 5: Making the Arrangements**

The Procurement Manager, or his/her designee, will research travel and accommodations for best pricing and availability prior to making the arrangements. Hotel and travel reservations will be secured with the Agency credit card. The Procurement Manager will determine the most feasible process for registration fees either by credit card or agency check. A travel packet of all pertinent information will be provided to the traveler.

### **Step 6: Per Diem Advances**

Travelers may be provided a mileage and per diem travel advance for approved travel. The request for the travel advance must be provided to the Finance Manager at least one week prior to travel.

### **Step 7: Filing Paperwork**

Travelers must complete an ACHA Travel Voucher (*see attached*) within two business days following the completion of travel. The voucher, all receipts and other related paperwork, and any unused travel advances, should be submitted to the Finance Manager for processing. Agency credit cards must be returned immediately upon return from the trip, but not more than one business day following the end of the trip.

  
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J. David Scott, Executive Director

7/25/2013  
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Date