**San Francisco Department of Public Health**

**DPH Staff Travel/Training Guidelines (P&P F$C1) –**

**Attachment C: Summary of Travel/Training Reimbursement Checklist**

This checklist provides the basic steps of the process to secure approval and obtain reimbursement for all DPH work-related travel and/or training, and is only to be used as a quick reference guide to simplify the process. The details of the process are included in the “DPH Staff Travel/Training Guidelines Policy & Procedure,” and are expected to be read and then used as a reference to ensure compliance by both staff and supervisors.

**Pre-Travel**

**1.** Read the “[DPH Staff Travel/Training Guidelines Policy & Procedure](http://www.sfdph.org/dph/comupg/knowlcol/policies/default.asp).”

**2.** Complete the [Travel/Training Authorization form](http://dphnet/node/14) for ***all*** travel outside of CCSF or incurring fees besides field expenses.

**3.** Ensure availability of the requested amount of funds through an inquiry to DPH’s Accounting unit.

**4.** Obtain required approval through management, including:

* Your direct supervisor;
* The director of your division;
* Director of Health, if your expenses will exceed ***$500***

**5.** Send the approved form to DPH Accounting; they will assign you a Travel/Training Authorization number if airfare is required.

**6.** If you do not require an advance payment, skip to 7. If you do require an advance payment (amount must exceed $1,000 excluding airfare),submit a special request to DPH Accounting, including:

* + A memo describing the special circumstances involved; and a
  + Copy of the approved Travel/Training Authorization form.

**7**. Confirm and finalize travel and/or training arrangements after you have secured all the approvals and Accounting has fully processed and returned the Travel/Training Authorization form.

**During Travel**

**8.** Keep all original receipts for hotels, car rentals etc. There is a detailed list of reimbursable and non-reimbursable expenses in the official “DPH Staff Travel/Training Guidelines Policy & Procedure” document; DPH is not responsible for any expenses for which a receipt is not provided.

**Post-Travel/Training**

**9.a.** Submit within 10 days the following documents to DPH Accounting for travel or training expenses that incurred costs other than field expense:

* Travel/Training Authorization form;
* Travel Expense Voucher form (even if you paid for the trip out-of-pocket, or using advance funds);
* Original receipts (online purchases also require receipts, and other confirmations of payment that are available, for example a credit card statement, etc.);
* Training/conference documentation from the event (e.g., brochure, agenda, etc.);
* Any memos related to the travel (e.g., a memo requesting a Travel Advance);
* Copy of itinerary;
* Remaining funds, if a travel advance was granted and some amount remained;
* Unused airline ticket (if trip was cancelled).

**9.b.** For travel that incurred only field expense, submit the following documents for reimbursement:

* Field Expense form; and
* Verification of event or meeting attended (e.g., agenda).