

Haines Borough Travel Authorization

TA# _____ Budgeted? ☐ Yes ☐ No GL# _____ Completed _____
(for office use only)

Employee (or Elected Official): _____

Purpose of Trip: _____

Event Date(s): _____

Travel Itinerary (Attach separate page, if necessary): _____

Departure date and time from Haines: _____

Arrival date and time in Haines: _____

Event Fees

Registration: _____ = _____

Dues/Membership: _____ = _____

Other Fees: _____ = _____

Total \$: _____

Lodging

Totals

Hotel _____ Location _____ PO# _____ Rate _____ X Nights _____ = _____

Hotel _____ Location _____ PO# _____ Rate _____ X Nights _____ = _____

Hotel _____ Location _____ PO# _____ Rate _____ X Nights _____ = _____

Total Lodging \$ _____

Meals

Totals

Day _____ Date _____ ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____ = _____

Day _____ Date _____ ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____ = _____

Day _____ Date _____ ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____ = _____

Day _____ Date _____ ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____ = _____

Day _____ Date _____ ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____ = _____

Day _____ Date _____ ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____ = _____

Day _____ Date _____ ☐ Breakfast _____ ☐ Lunch _____ ☐ Dinner _____ = _____

Total Meals \$ _____

Transportation

Advance

Charge

Reimburse

Totals

Company _____ Airfare: _____ = _____

Company _____ Airfare: _____ = _____

Ferry: _____ = _____

Company _____ Rental Car: _____ = _____

Rental Car Fuel: _____ = _____

Personal Car: _____ = _____

(mileage or fuel)

Taxi/Bus Fare: _____ = _____

Reimb. Total \$: _____

Authorized to Use _____ Air Miles

Manager Initials: _____

Total Transportation \$ _____

Miscellaneous

Miscellaneous Total \$:

Signatures

Requested By:

Employee Signature

Date

Approved By:

Department Head

Date

Borough Manager

Date

Summary

Event Fees = \$

Lodging = \$

Meals = \$

Transportation = \$

Miscellaneous = \$

Grand Total: \$

Instructions

- Travel Authorizations must be filled in to the best of your knowledge and approved prior to travel and prior to committing funds. Gather trip information and cost estimates BEFORE seeking approval signatures.
- A regular employee must first obtain approval from the department head, and then the borough manager.
- A department head or borough officer must obtain approval from the borough manager.
- Cancellations:** Individuals are responsible for cancelling reservations if the trip itinerary changes or if unable to travel. Conferences, hotels, and local airlines may charge a penalty if you do not cancel.
- Registrations:** Individuals are required to do their own registrations for conferences and events.
- Major airline tickets:** (these should be purchased at least 21 days in advance for best rate)
 - Option 1: Provide the Clerk's Office with desired itinerary and they will purchase the tickets.
 - Option 2: Purchase online with personal credit card, and seek reimbursement.
- Local airline travel:** (Use one of the following options)
 - A: Preference - Purchase Alaska Seaplanes online with the borough's credit card (see the Clerk's Office or Finance) or ask them to "direct bill the borough."
 - B: Self pay and seek reimbursement.
- Ferry travel:** (Use one of the following options)
 - A: Preference - Purchase online at www.dot.state.ak.us/amhs with borough's credit card. (see the Clerk's Office or Finance)
 - B: Make reservations, self pay online, and seek reimbursement.
- Rental Cars:**

If you must get a rental car, be aware that a personal credit card will always be required by the car agency. Self pay and seek reimbursement.
- Taxi/Bus Fare/Rental Car Fuel:**
 - To be reimbursed for taxis, bus fares or fuel, you must save and turn in your receipts.
- Use of Private Vehicle (Mileage Reimbursement):**

See HBC 2.78.010(C)(3).
- Lodging:**
 - Check for the best rates; ask for the "government/tax exempt" rate.
 - Preference: Ask the hotel if they will "direct bill the borough." A purchase order may be required.
 - If the hotel will not direct bill the borough, ask the Finance Dept. for a check to take with you.
 - If needed, secure the reservation with a personal credit card or the borough's card (see the Clerk's Office or Finance)
- Meals:**
 - A Per Diem check for meals will be issued by the Finance Dept prior to travel provided the approved TA is received by the Finance Department at least two weeks prior to departure.
 - Issued Per Diem money on cancelled or shortened trips must be reimbursed to the borough.
 - Meals included with conference/training fees should NOT be included in the Per Diem estimate
Note: Receptions and continental breakfasts do not impact per diem entitlement (you don't have to count them).
 - Per Diem for meals is paid as follows: Breakfast - \$10; Lunch - \$14; Dinner - \$26 To be eligible for per diem, the employee must be in travel status during a meal allowance period for at least three consecutive hours. Receipts for meals are not required.

Meal

Breakfast
Lunch
Dinner

Meal Allowance Period

12:01 - 10:00 am
10:01 am - 3:00 pm
3:00 pm - midnight

Where there are different methods of transportation available and chosen by the employee or representative, with related per diem expenses, the travel and per diem will be paid for at whichever method is the most cost effective to the borough.