

COUNTY OF HENRICO
TRAVEL POLICIES & PROCEDURES



Approved by the County Manager
And Effective 10/1/2023

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Section 1: Purpose

This document outlines the Policies and Procedures when traveling on County of Henrico (County) business using County funds and applies to both day and overnight travel. Each agency head is responsible for determining the reasonableness of all expenditures incurred by travelers in compliance with these Policies and Procedures. Travelers are expected to exercise sound judgment when choosing the most efficient and economical means of travel. These Policies and Procedures are not intended to circumvent existing policies that cover employees who use County vehicles on a regular basis in the routine performance of their job duties. These policies and procedures do cover employees who use their personal vehicle on a regular basis in the routine performance of their official duties. Commuting to and from work in a private vehicle is not considered as travel status mileage and is not reimbursable. Furthermore, it is the intent of these Policies and Procedures to provide a fair, reasonable and systematic means by which travel, mileage, and memberships can be properly controlled.

Section 2: Responsibility

The County Manager is responsible for establishing and amending, when necessary, these Policies and Procedures, as authorized by the Board of Supervisors in Board Paper #458-76.

The agency head is responsible for determining the propriety of travel, for approving all travel in their agency, for insuring that travel is properly and timely settled after the travel has been completed, and if appropriate, for justifying all travel requests and travel advances in compliance with these Policies and Procedures. In the absence of the Agency Head, a memo should be sent to the Finance Director stating the Agency Head's Designee is authorized to approve travel documents. The appropriate Deputy County Manager or the County Manager is responsible for approving all travel for agency heads.

The Director of Finance or designee is responsible for insuring compliance with these Policies and Procedures, including availability of funds, approval and processing of all requests for travel, issuance of appropriate travel advance checks, post-travel audits, and maintenance of the County's travel database.

The traveler is responsible for properly accounting for and reconciling such funds and for filing a completed T-1, T-2, and T-3 and Travel Justification Addendum (if necessary) with the Accounting Division of the Department of Finance within 14 calendar days from the trip return date, in compliance with these Policies and Procedures.

The County expects the traveler to minimize all travel-related costs. Any cost requested for County reimbursement determined to be inappropriate or excessive will be disallowed and borne by the traveler. No subsequent travel advance will be approved if there is an existing travel advance outstanding.

Section 3: Definitions

Actual Departure/Return Time - The actual time you get in a vehicle to leave for the destination and the actual time you return after completing your travel. (Example: Departure time: time you leave home to go to the airport; Return time: time you return home from the airport).

Advance - Amount paid to the traveler by the County before trip departure for payment of reimbursable items as documented on the T-1. An advance does not include prepaid or prepayment items.

Authorization for Daily Mileage Travel Reimbursement/MV-2 (Exhibit 8) – Completed by a County employee to obtain authorization to use their personal vehicle in the performance of their official duties and be reimbursed for mileage.

Check Log - Log used by the Accounting Division of the Department of Finance to control the release of travel advance checks. The Check Log records check name, payee, amount, and signature and date of check release.

Conferences/Seminars - Conferences, conventions, seminars, workshops, educational courses, forums or other related training events.

Daily Travel Record and Mileage Voucher/VT-5 (Exhibit 9) – Completed by an authorized employee to record daily mileage for use of their personal vehicle in performance of their official duties and to obtain reimbursement for that mileage.

Day Travel - Travel related to County business that does not require an overnight stay.

Direct Pay Invoice (DPI) - A DPI is used to make advance payments including airfare, registration fees, lodging, or any other expense required to be paid prior to travel.

Overnight Travel - Travel related to County business that requires an overnight stay.

Prepaid or prepayment - Amount paid to a vendor by the County before travel.

T-1/Travel Request and Expense Voucher (Exhibit 1) - Completed before travel with estimated travel cost by the traveler and approved by the agency head before any obligation of County funds. After travel, the form is completed for actual costs, signed by the traveler, approved by the agency head and sent to the Director of Finance or designee for review with the Travel Policies and Procedures. Instructions are available to assist in completing the T-1 (Exhibit 2).

T-2/Travel Expense Voucher Worksheet (Exhibit 3) - Used by the traveler to account for actual travel cost. It is submitted with the T-1 upon trip return. This form is required to be signed by the traveler and agency head. Instructions are available to assist in completing the T-2 (Exhibit 4).

T-3/Travel Certification (Exhibit 5) – Completed by the traveler and submitted with the T-1 to certify the traveler's understanding of the County Travel Policies and Procedures related to providing receipts for travel expense.

Travel Database - Maintained by the Accounting Division of the Department of Finance. The database is used to track and monitor travel and ensure that travel is settled within the required time. Department/Agency travel information within the Travel Database is available upon request. Requests should be submitted in writing to the Accounting Division Director.

Travel Justification Addendum (Exhibit 6) - Any supplemental explanations before or after travel that explain the estimated or actual travel cost. The Travel Justification Addendum should be signed by both

the Traveler and Agency Head and is used to explain items such as:

- Use of a private vehicle
- Private vehicle cost
- Need for additional lodging and meals
- Use of a rental car
- Need for additional meals allowance
- Explanation of items without receipts
- Reason for picking up the travel advance more than five (5) working days before the trip departure date

Travel Management Services Contract - A travel agency is contracted by the County to provide travel arrangements. The name of the travel agency can be obtained from the Purchasing Office of the Department of General Services.

Travel Checklist (Exhibit 7) - Used by the Accounting Division of the Department of Finance to ensure that travel conforms to the Travel Policies and Procedures. Can also be used by agencies as a review tool.

Traveler - County employees, elected officials, appointees of the Board of Supervisors or any other approved individual requesting travel expense reimbursement.

Section 4: Memberships and Attendance

4.1 Memberships

The County's membership guidelines are based on the premise that the County receives direct benefit from its agencies, employees, elected officials and appointees of the Board of Supervisors belonging to approved professional organizations. Such benefits may include:

- Obtaining information on the experience of other organizations
- Technical innovations
- Opportunities for training and professional growth and development

Professional memberships should be based on sound principles of fairness balanced with agency needs and budgetary constraints. Agency head approval is required in advance of any commitment to a membership. County employees, elected officials and appointees of the Board of Supervisors are eligible for paid memberships to professional organizations.

County paid memberships are not authorized for civic clubs and other organizations or associations from which the County or its representatives receive no direct benefit. County paid memberships are not authorized for organizations, which discriminate on the basis of race, color, religion, sex, national origin, age or disability.

4.2 Attendance at Conferences, Seminars and Training Events

Attendance at conferences, seminars and other training events must be limited to the minimum number necessary relative to cost and educational value. Training opportunities in the Richmond Metropolitan Area are encouraged over those offered elsewhere. Likewise, in-state events are encouraged over those offered out-of-state.

Attendance at national or regional conferences must normally be limited to agency heads and/or immediate assistants. There may be occasions where other individuals may be afforded that opportunity based upon the approval of the agency head.

Attendance at state and local conferences must be limited to agency heads, immediate assistants and other professionals within the agency so long as such attendance is directly job related and approved by the agency head.

Section 5: Travel Management Services

5.1 Contract

The Department of General Services, Division of Purchasing and Supply has entered into a travel management services contract (contract) with a travel agency to arrange the most favorable rates and the most efficient routing schedules when traveling on County business. The contract includes, but is not limited to, air travel, train travel, lodging accommodations and rental vehicles. The traveler is required to use the contract to acquire airline tickets. Whenever possible the traveler is encouraged, but not required, to use the contract for other travel arrangements to provide additional cost benefits and simplicity of travel preparation.

5.2 Travel By Air

All airline reservations are to be made through the County's contract. The agency head must approve the T-1 before the travel agency can reserve and book the ticket. All conference/seminar airline tickets are non-refundable and can only be used by the traveler named on the ticket. The traveler may use the cost of the ticket to rebook a flight within the next 12 months. The new ticket must be on the same carrier and non-refundable. There is a fee to make any change to a flight.

The travel agency should be called as soon as the conference/seminar information is received. The travel agency will pass along any airfare reductions to the County. Unless the travel is an emergency or unscheduled trip, the travel agency should be called as early as possible, but not later than 21 days prior to travel to take advantage of the maximum discount.

The travel agency will provide the traveler a list of flight options for the desired time of departure and arrival. Seat assignment requests and any preferences can be made through the travel agency.

Effective January 1, 2012, AirTran Airways will be the preferred carrier for all County of Henrico business travelers. The travel agency will seek competitive fares from multiple carriers which shall include AirTran Airways. Exceptions to selecting an airline carrier other than AirTran Airways are as follows:

- There is a significant price differential (10% or greater) between using AirTran Airways and another airline carrier.
- AirTran Airways does not fly to the traveler's destination.
- The AirTran Airways flight has two or more stops before the final destination that causes a conflict in the traveler's schedule.

If one of the exceptions noted above applies, then the traveler must choose the most economical fare and confirm the reservation that meets the travel requirements. The traveler would be required to document the exception by completing the revised Travel Justification Addendum form.

Section 6: Expense and Reimbursement Guidelines

6.1 Transportation in Route and Return

Travelers are expected to use the mode of travel that is most advantageous to the County. When more than one traveler is going to the same destination, carpooling is encouraged, whether in a County or privately-owned vehicle. Criteria for determining the most beneficial transportation includes:

- Nature and urgency of the trip
- Number of persons making the trip
- Distance to be traveled
- Time of the travel
- Most efficient and economical means of travel

6.1.1 County Vehicles

The use of County vehicles is encouraged over private vehicles. However, individuals not on County business cannot be transported in a County vehicle. Additionally, County vehicles cannot be used when combining conference and personal leave. County vehicles may be reserved through Central Automotive Maintenance Motor Pool up to five (5) days in advance of the trip. A County gasoline credit card should be obtained from General Services when using a County vehicle. All automobile expenses accumulated while using a County vehicle must be documented with receipts.

6.1.2 Private Vehicles

The agency head may approve a request for use of the traveler's private vehicle at the prevailing mileage reimbursement rate, as stipulated in the most recent County Manager Memorandum. If traveling outside of the state or the Washington D.C. Metropolitan Area, the cost of direct mileage to and from the destination will be reimbursed up to the cost of round trip airfare. The cost of round trip airfare must be explained on the Travel Justification Addendum by providing the airline, fare amount, and the date the quote was received to obtain private vehicle mileage reimbursement. In all cases, odometer readings shall be reported. Personal mileage unrelated to County business is not reimbursable.

Travel mileage related to conferences or seminars should not be reported on the "Daily Travel Record and Mileage Voucher." Use of this form is limited to employees that have been approved to obtain mileage reimbursement for local use of a personal vehicle (see Section 9.1, Authorization for Daily Mileage Reimbursement Policy).

6.1.3 Public Transportation

Expenses of public transportation are reimbursable provided they do not exceed tourist, coach or super saver rates. First class accommodations are not reimbursable except in an emergency as explained on the Travel Justification Addendum.

Travelers are expected to plan and schedule trips in advance to take advantage of the best rates.

When the County can realize savings that exceed expenses incurred for additional lodging and meals, travelers may take advantage of extended travel to be eligible for super saver airline rates as explained on the Travel Justification Addendum.

6.2 Transportation at Destination

Travelers are expected to use the most economical means of transportation at their planned destination. Travelers are encouraged to use transportation to and from the airport or train station in the following order:

- Courtesy Transportation
- Airport Limousine or Shuttle Bus
- Subway or Light Rail
- Taxi Cabs
- Rental Cars

6.2.1 Rental Cars

The cost of rental cars will not be reimbursed except under extraordinary circumstances as approved by the agency head and explained on the Travel Justification Addendum. The car must be rented in the traveler's name. The cost of mileage to and from the destination will be reimbursed. The traveler must note on the rental invoice the breakdown of business and personal rental cost.

Any accidents must be reported to the local police before leaving the scene, the rental car company, and the County's Risk Manager. The County will not cover accidents that occur during non-business use.

6.3 Lodging

Travelers are expected to use the most economical alternative with respect to lodging. When attending a conference or seminar held at a lodging facility, travelers may stay at that facility. The County will pay the prevailing single room rate per traveler.

Travelers are encouraged to request government rates and other discounts when reserving rooms.

Amounts posted against the item "Lodging" on the T-2 must be charges for room and tax only. Other expense items that appear on a lodging bill must be posted against the proper items on the T-2. Non-reimbursable expenses must be marked and adjusted on the lodging bill.

In cases where individuals accompany the traveler not on County business, the single occupancy rate, if different from the double occupancy rate, shall be provided on the T-2.

When lodging is included in the registration fee, the traveler will not be reimbursed for alternate accommodations.

6.4 Meals

In accordance with Internal Revenue Service regulations, meals reimbursed are considered taxable income to the employee only if the employee is not traveling away from home overnight. Therefore, the County will only reimburse employees for meals if the meals are related to travel that requires an overnight stay. However, meals included as part of the cost of single day conferences or business meetings will be reimbursed. The daily allowance for meals, including tips at the County's limit of 15% of meal cost, shall not exceed \$43.00 unless approved by the agency head and explained on the Travel Justification Addendum. Tips must be clearly identified for each meal receipt. The following United States cities have been identified as “high cost areas.” The daily allowance for meals (including tip) for high cost areas shall not exceed \$75.00 unless approved by the Agency Head and explained on the Travel Justification Addendum.

San Francisco, CA	Chicago, IL	Philadelphia, PA
Metro Los Angeles Area	Minneapolis, MN	Las Vegas, NV
San Diego, CA	Boston, MA	Naples, FL
Metro Washington DC Area	Annapolis, MD	Palm Beach, FL
Newport, RI	Metro New York City Area	Seattle, WA
New Haven, CT	Park City, UT	Sedona, AZ
Vail / Aspen, CO	Ocean City, MD	Stowe, VT

The daily meal allowance is determined by departure and return times and adjusted for meals included as part of transportation or in the registration fee. Travelers will be reimbursed for meals based on the actual time of departure and return to the local area. Detailed original receipts are required for all meals. Substitutes, copies, or facsimiles will not be allowed without a Travel Justification Addendum. Without proper receipts, reimbursement may be denied. Detailed original receipts must include the following:

- The date
- The name and address of the restaurant
- A detailed listing of the food and beverages ordered.
- The total cost and tax

The following is the guideline for determining the daily meal allowance:

Meal	Departure Before	Return After	Ordinary Allowance	High Cost Areas
Breakfast	7:00 a.m.	9:00 a.m.	\$8.00	\$14.00
Lunch	12:00 p.m.	2:00 p.m.	\$10.00	\$17.50
Dinner	5:00 p.m.	7:00 p.m.	\$25.00	\$43.50
Total			\$43.00	\$75.00

Once computed, the meal allowance is the total amount that can be expended on meals for that day regardless of whether it is breakfast, lunch or dinner. A Travel Justification Addendum is required if a daily meal cost exceeds that day’s meal allowance. Local conferences, seminars, and association

meetings, where the meal cost is not included in the registration fee, are reimbursable if approved by the agency head. Such meal allowance must adhere to the meal guideline unless otherwise approved by the agency head.

6.5 Other Expenses

Receipts are required for all other expenses. When a receipt is not available, an explanation must be provided on the Travel Justification Addendum. The traveler must mount all receipts in date order and attach to the T-2. The following items are examples of other travel expenses that are reimbursable:

6.5.1 Tips

Must be listed separately on the T-2 unless such tips are related to meals. Following are the County's tipping limits:

Meals:	15% of meal cost
Baggage Handlers:	\$1 per bag
Maid:	\$1 per lodging night
Vehicle Drivers:	10% of cost or \$1 per bag

6.5.2 Telephones

The traveler will be allowed up to \$5 for personal phone calls up to a five (5) night stay. The full \$5 may be used when travel is less than five (5) nights. Additional amounts of \$5 will be allowed on the sixth and eleventh nights, etc. Any necessary telephone calls related to County business shall be reimbursed. Business phone calls must be supported by the number called. Calls to the County offices should be made using the County toll free number **1-877-4HENRIC (1-877-443-6742)**.

6.5.3 Tolls

Necessary ferry, road, bridge, or tunnel tolls.

6.5.4 Parking

Necessary fees for storing or parking County vehicles or private vehicles.

6.5.5 Registration

Conference, convention, and seminar registration fees are reimbursable when prepayment is not possible.

6.5.6 Miscellaneous Expenses

Necessary expenses that are job related, such as copying costs, faxes or costs of related educational materials when such materials become County property. Laundry services are reimbursable when the traveler is away for seven (7) consecutive days on County business.

6.6 Non-Reimbursable Expenses:

The following are examples of travel expenses that are not reimbursable:

- Meals NOT associated with travel requiring an overnight stay.
- Loss of funds or personal belongings.
- Personal expenses, such as haircuts, shoe shines, newspapers, clothes, etc.

- Entertainment expenses, such as pay TV, movies, nightclubs, health clubs, theaters, travel tours, golf fees, etc.
- Insurance premiums paid by the traveler for the benefit of self or beneficiary.
- Cost of alcoholic beverages.
- Cost of traveler's checks or money orders.
- Additional charges for accommodations, meals, travel, etc., for individuals not on County business who accompany the traveler on an authorized County business trip.
- Fines, court costs and related expenses.
- Expenses deemed by the agency head as unreasonable, excessive, unsupported or unexplained.

6.7 Foreign Travel

Travelers must have prior written approval from their Deputy County Manager or the County Manager for any foreign travel. This approval memo must be attached to the T-1.

Due to the numerous and changing currency exchange rates, all foreign travel will be reimbursed at the prevailing exchange rate. Documentation provided by the banking industry at the time of travel must be attached to the T-2.

6.8 Travel Certification (Form T-3)

A Travel Certification (Form T-3) must be completed by each traveler and submitted to the Accounting Division along with the initial T-1. By signing this form, the traveler is certifying that they understand the County's Travel Policies and Procedures as they relate to documenting travel expenses with appropriate receipts.

Section 7: Action Required Before, During and After Travel

7.1 Before Travel

The following are sections that explain actions required before travel:

7.1.1 Traveler

- Before making any travel commitments or payments, obtain permission from agency head for travel.
- Prepare a T-1, a T-3, and any necessary direct pay invoices (DPIs) with proper supporting documentation. Attach a copy of the conference agenda or travel itinerary to the T-1. Obtain airfare information, if necessary, from the County's travel agency. Attach a Travel Justification Addendum for any items needing explanation on the T-1. Sign, date and forward the T-1, T-3 and Travel Justification Addendum to the agency head.
- Upon agency head approval of T-1, fax copy of T-1 to travel agency so that airline tickets can be purchased.
- Upon notification from the Director of Finance or designee that travel has been reviewed, the T-1 and a T-2 will be returned to traveler. The T-3 will be retained by the Accounting Division to be matched to the final T-1 submission.
- The travel advance shall be picked up in the Accounting Division no more than five (5) working days before travel. At this time, traveler or agency representative must sign and date the Check Log.

7.1.2 Agency Head

- Once request is received from traveler, determine if funds are available for travel.
- Any exceptions or explanations to these Policies and Procedures shall be documented by the traveler on the Travel Justification Addendum.
- Review the T-1, T-3, DPIs and any attachments for compliance with these Policies and Procedures. Sign and date T-1, Travel Justification Addendum and any DPIs.
- Send T-1, T-3, DPIs and any attachments to the Accounting Division of the Finance Department.

7.1.3 Director of Finance or Designee

- Determine if funds are available for travel.
- Review travel for proper documentation in compliance with these Policies and Procedures. Insure the T-1 and T-3 are completely filled out and signed by the traveler and the agency head.
- DPIs with supporting documentation shall be processed by the Accounting Division.
- Issue travel advance, if requested. A travel advance for less than \$43 will not be issued.

- The travel advance shall be issued no more than five (5) working days before travel. The traveler or agency representative must sign the Check Log when advance is picked up.
- Enter travel into Travel Database and return T-1 with attached T-2 to traveler, if no travel advance is requested. If a travel advance is requested, the T-1 with the T-2 will be returned when the travel advance is issued. Retain the T-3 to be matched to the final T-1 when submitted.

7.2 During Travel

The following are sections that explain actions required during travel:

7.2.1 Traveler

- Use T-2 to account for all expenses. Keep accurate and timely record of all expenses. Obtain receipts for all travel expenses. If a receipt is not available, an explanation must be provided on the Travel Justification Addendum. Without proper receipts, reimbursement may be denied.
- For items prepaid on a DPI, it is the traveler's responsibility to ensure that the prepaid amount equals the actual expenditure. If the two do not agree, a receipt is required with appropriate reporting on the T-1 and T-2 with an explanation on the Travel Justification Addendum.

7.2.2 Agency Head

- Ensure traveler is in proper conference leave status. Conference travel and vacation leave may be combined with advance approval from the agency head. In such cases, reimbursable expenses will be authorized only for the time during which County business is conducted. A schedule of travel and vacation dates and times must be explained on the Travel Justification Addendum. When the traveler leaves the designated area after business is concluded, there will be no reimbursement, except for those expenses associated with the second half of the round trip. The County will not be responsible for any expenses related to an accident or injury when the traveler has deviated from County business.

7.3 After Travel

The following are sections that explain actions required after travel:

7.3.1 Traveler

- The approved T-1 and T-2 must be submitted to the Accounting Division of the Finance Department within 14 calendar days from the return date indicated on the T-1.
- Complete T-2 and transfer totals to T-1 for Actual Cost. Make certain that T-2 totals agree with T-1 totals.
- Attach all receipts to T-2. Receipts must be mounted and in date order. Ensure all personal bank account and credit card account numbers have been blanked out on receipts.

- For any items where a receipt is not available, document this on T-2 in column “Description, Explanation, Etc.” and provide a detailed explanation of the circumstances on the Travel Justification Addendum. Without proper receipts, reimbursement may be denied.
- Sign and date T-1 and T-2. Ensure all prepayment DPIs and/or invoice overview sheets are attached to the T-1 and that all DPI invoice numbers have been properly referenced on the travel document. Forward to agency head for review and signature.
- If the travel advance is not settled within 30 calendar days of trip return, the advance may be deducted from traveler's next paycheck by the Director of Finance or designee. If the travel advance cannot be settled within this time frame, a memo requesting an extension is necessary from the agency head to the Director of Finance or designee.

7.3.2 Agency Head

- Review T-1 and T-2 for accuracy and adherence to these Policies and Procedures. Any written explanation submitted or requested should be on the Travel Justification Addendum and signed by the Agency Head.
- Sign and date T-1 and T-2. Forward forms and any unused travel advance to the Accounting Division within 14 days from the return date indicated on the T-1. Currency must not be mailed to the Accounting Division.
- The agency is responsible for the security of the travel settlement until received by the Accounting Division.

7.3.3 Director of Finance or Designee

- Ensure the completed T-1, T-2 and Travel Justification Addendum (if required) are received upon completion of travel and the Travel Database is updated. Notify agency heads of any employees that have not submitted their completed T-1 and T-2 within 14 days of the return date noted on the T-1.
- Review the submitted travel documents. Complete the Travel Review Checklist to document compliance with the Policies and Procedures. Match the T-3 being held to the T-1 and T-2.
- Any questions will be documented on a travel memo checklist and the related travel forms will be returned to the agency head.
- When T-1 and T-2 are correct, travel information is entered into the Travel Database.
- Review must be documented prior to release of any reimbursement check to traveler.
- Mail traveler’s copy of T-1 and reimbursement check, if applicable, to traveler's home or mailing address. If traveler does not want the check mailed, a note must be attached to the T-2 noting the request to pick up the settlement check in the Accounting Division.
- Mail the Agency’s copy of T-1.
- File and maintain travel records.

Section 8: Total Travel Expenditures Under \$300

Agencies are not required to complete the T-1, T-2, and the T-3 when the total travel expenditure is under \$300 and a travel advance is not requested. Pre-payments and travel reimbursements must be paid on a DPI. Payments on a DPI can be related to registration fees, meals associated with an overnight stay, mileage and any other expenses in compliance with the Travel Policies and Procedures. Agencies must comply with all other aspects of the Travel Policies and Procedures.

The traveler must complete a Travel Justification Addendum to document that the total travel expenditure is under \$300. The Travel Justification Addendum must be maintained by the Agency and a copy attached to each DPI related to payment of travel cost.

Section 9: Authorization for Daily Mileage Reimbursement

9.1 Policy

Officials and employees of the County required to use their private vehicle in the performance of their official duties (routine mileage) will be compensated for business miles traveled at the current mileage rate. Business miles will be calculated starting from the location where the official or employee normally reports for work on a daily basis and ends at the last location prior to returning to their residence.

The current mileage rate will be the rate established by the Commonwealth of Virginia, as the rate for mileage reimbursement for the use of a private vehicle. The current rate can also be found in the most recent County Manager Memorandum on Mileage Reimbursement.

In addition to their daily business mileage officials and employees of the County required to use their private vehicle in the performance of their official duties will be compensated for (Tolls) necessary ferry, road, bridge, or tunnel tolls and (Parking) necessary fees for parking during business hours. Receipts are required. Without receipts reimbursement for parking and tolls will be denied.

This policy is limited to the local use of a private vehicle by an employee in the performance of their official duties. Mileage reimbursement for other travel related to a conference or seminar must be requested in accordance with the guidelines established in the County Travel Policy, Section 6.1.2, Private Vehicles.

9.2 Approval

Officials and employees requiring reimbursement for local use of a private vehicle used in the performance of their official duties must complete the "Authorization for Daily Mileage Travel Reimbursement Form "MV-2" (Exhibit 8). The MV-2 Form must be submitted to the Agency Head for recommendation. The Agency Head will submit the MV-2 Form to the County Manager for approval of the reimbursement authorization.

The MV-2 Form, after approval, will be sent to the Accounting Division. In Accounting, an authorization number is assigned and the authorization is entered into the Travel Database. The authorization number is sent to the appropriate official or employee to use each time a reimbursement is requested. The Accounting Division will reconfirm the daily mileage authorizations with Agency Heads on an annual basis.

9.3 Reimbursement Process

Officials and employees requesting reimbursement must complete the "Daily Travel Record and Mileage Voucher Form/VT-5" (Exhibit 9). The Daily Travel Record and Mileage Voucher Form is designed to work as a daily log. Each day the beginning and ending odometer reading along with the destination and purpose of the trip must be entered on the form. This form meets the requirements for an accountable reimbursement plan.

Based on the beginning and ending mileage reading, calculate the total miles traveled, then, using the current mileage rate, calculate the amount due for reimbursement and enter it in the Amount Due field.

Collect and mount, in date order, all toll and/or parking receipts on a sheet or sheets of paper during the month. Calculate the total of parking fees and tolls incurred while on County business and enter in the Parking and Tolls field. Total your mileage, parking and tolls and enter the result in the Total Amount Due for Month field. Receipts are required. Without receipts reimbursement for parking and tolls will be denied. The employee will sign the certification requesting reimbursement and enter the appropriate authorization number for reimbursement.

The agency head will sign the appropriate certification approving payment of the reimbursement. The Daily Travel Record and Mileage Voucher will be submitted to the Accounting Division for payment. Mileage should be accounted for monthly and reimbursement requests submitted at the end of the month, but in no case later than the 15th of the following month. Late submission of the form could result in the denial of the reimbursement. At the end of the month, if the amount of the reimbursement is less than \$25, then the reimbursement request should not be submitted. Instead, the reimbursement request should be combined with subsequent reimbursement requests until such time that \$25 in mileage costs has been exceeded. In addition, incomplete documents will be returned to the agency head. The agency head will be responsible for ensuring proper completion of documentation, accuracy and timely submission.

Section 10: Exhibits

Exhibit 1: Travel Request & Expense Voucher (T-1)

Exhibit 2: Instructions to Complete Form T-1

Exhibit 3: Travel Expense Voucher Worksheet (T-2)

Exhibit 4: Instructions to Complete Form T-2

Exhibit 5: Travel Certification (T-3)

Exhibit 6: Travel Justification Addendum

Exhibit 7: Travel Checklist

Exhibit 8: Authorization for Daily Mileage Travel Reimbursement (MV-2)

Exhibit 9: Daily Travel Record and Mileage Voucher (VT-5)

Exhibit 1: Travel Request & Expense Voucher (T-1)

COUNTY OF HENRICO, VIRGINIA		Exhibit 1: Travel Request & Expense Voucher (T-1)	
TRAVEL REQUEST & EXPENSE VOUCHER (FORM T-1 6-1-05)		Name <u>1</u> _____	Supplier Number <u>2</u> _____
		Department <u>3</u> _____	Phone <u>4</u> _____
		Address <u>5</u> _____	_____
DESTINATION (CITY AND STATE): <u>8</u>		PURPOSE OF TRAVEL (SPECIFY NAME OF CONFERENCE): <u>9</u>	
TYPE OF EXPENSES:		ESTIMATED EXPENSE	PREPAYMENT
A. TRANSPORTATION		\$ <u>10</u>	\$ <u>11</u>
IN ROUTE: <u>13</u>			
AT DESTINATION: <u>14</u>			
B. LODGING: <u>15</u> DAYS AT _____ PER DAY _____			
C. MEALS: # OF <u>16</u> BREAKFAST LUNCH DINNER			
D. TIPS			
E. TELEPHONE			
F. TOLLS			
G. PARKING			
H. REGISTRATION			
I. MISCELLANEOUS (PROVIDE EXPLANATION) <u>17</u>			
TOTAL EST. (A) TOTAL PREPAYMENT (B) TOTAL ACTUAL (C)		(A) \$ <u>18</u>	(B) \$ <u>19</u>
LESS: AMOUNT ADVANCED			\$ <u>21</u>
CIRCLE ONE: BALANCE DUE TRAVELER / BALANCE DUE COUNTY			\$ <u>22</u>
ESTIMATED DEPARTURE: <u>23</u> _____ (DATE) (TIME - AM/PM)		ACTUAL DEPARTURE: <u>25</u> _____ (DATE) (TIME - AM/PM)	
ESTIMATED RETURN: <u>24</u> _____ (DATE) (TIME - AM/PM)		ACTUAL RETURN: <u>26</u> _____ (DATE) (TIME - AM/PM)	
I HEREBY REQUEST APPROVAL OF PROPOSED TRAVEL IN ACCORDANCE WITH THE TRAVEL POLICIES AND PROCEDURES AND A TRAVEL ADVANCE OF \$ <u>27</u>		I CERTIFY THAT THE EXPENSES WERE INCURRED BY ME WHILE ON COUNTY BUSINESS ON THE DATES STATED IN ACCORDANCE WITH THE TRAVEL POLICIES AND PROCEDURES.	
_____ (DATE) (TRAVELER)		_____ (DATE) (TRAVELER)	
I HEREBY APPROVE THE PROPOSED TRAVEL AND ADVANCE, IF ANY. THE PROPOSED TRAVEL CONFORMS TO THE TRAVEL POLICIES AND PROCEDURES.		I CERTIFY THAT THE EXPENSES CONFORM TO THE TRAVEL POLICIES AND PROCEDURES.	
_____ (DATE) (AGENCY HEAD OR DESIGNEE)		_____ (DATE) (AGENCY HEAD OR DESIGNEE)	
Travel Advance: <u>32</u>	Check Date: _____	Check Number: _____	
VA 06358A	FUND: <u>6</u>	ACCOUNT: <u>6</u>	CENTER: <u>6</u>
	FUNCTION: <u>7</u>	PROJECT: <u>7</u>	LOCATION: <u>7</u>
	INTERFUND: 0000	USE 1: 00000	USE 2: 00000
		0000	00000
		0000	00000
Travel Settlement: <u>33</u>	Check Date: _____	Check Number: _____	
VA 06358S			
ACTUAL EXPENSES REVIEWED BY: _____	ADVANCE SETTLEMENT <u>35</u>	P.I.V. # _____	DATE _____
_____ (DATE) (ACCOUNTING)	AMOUNT _____		

Exhibit 2: Instructions to Complete Form T-1

The following numbers correspond to the T-1:

1. Traveler's first, middle initial and last name.
2. Traveler's Supplier Number requested from and assigned by the Purchasing Section of General Services to allow processing of the reimbursement through the County's financial system.
3. Agency responsible for travel expenses.
4. Traveler's business phone number.
5. Street address, city, state and zip code of traveler's home or mailing address.
6. Fund, Natural Account, Cost Center to be charged (required).
7. Function, Project, Location to be charged (if Necessary).
8. City and state of travel destination.
9. Explain the reason for traveling. A conference agenda or travel itinerary must be attached to the T-1.
10. Completed before travel. Based upon travel information gathered by the traveler, an estimate is prepared for total travel cost.
11. Advance payments for travel are usually for transportation, lodging, and registration. The traveler must record all travel prepayment amounts in this column. Invoice overview sheets for all travel prepayments should be submitted with the T-1. When not practical, record the total prepayment amount on the T-1. Before final settlement of travel, ensure all prepayment DPIs and/or invoice overview sheets are attached to the T-1 and that all DPI invoice numbers have been properly referenced on the travel document.
12. Completed after travel. Excludes any prepayments. Includes all other travel expenditures that conform to the Travel Policies and Procedures regardless of whether payments were made by use of a travel advance or traveler's personal funds. Amounts in this column must agree with the T-2.
13. An explanation of the mode of transportation in route and return. Any additional information should be explained on the Travel Justification Addendum including, but not limited to, explanations for use of a private vehicle and super saver airline rates.
14. An explanation of the mode of transportation at destination. Any additional information should be explained on the Travel Justification Addendum including, but not limited to, use of a rental car.
15. Number of nights and the cost of each night of lodging at the prevailing single room rate. Any additional information should be explained on the Travel Justification Addendum.
16. A count of the number of each meal type to be reimbursed by the County at the meal guideline allowance rates. The number of meals is adjusted for time of travel departure and return and for any meals included as part of transportation or in the registration fee.
17. Any other appropriate expenses not specifically addressed. An explanation should be provided on the Travel Justification Addendum.

18. Add all Estimated Expenses including prepayments.
19. Add all Prepayments after completion of travel.
20. Add all Actual Expenses excluding prepayments.
21. List the Travel Advance amount, if any.
22. Compute the balance. Determine the difference between total actual expenses and travel advance amount. Indicate by circling the appropriate words whether the amount is due the traveler or the County.
23. Before travel, the estimated date and time of departure must be recorded.
24. Before travel, the estimated date and time of return must be recorded.
25. After travel, the actual date and time of departure shall be recorded. Time is important for determination of the meal allowance and for proper conference/annual leave status.
26. After travel, the actual date and time of return must be recorded.
27. Enter the travel advance amount. The travel advance cannot exceed the total estimated expense amount less the total prepayment amount. If no travel advance is requested, enter -0-.
28. The traveler dates and signs the T-1 upon completion of the estimated travel information in compliance with the Travel Policies and Procedures.
29. The agency head dates and signs the T-1 after review to ensure compliance with the Travel Policies and Procedures and approve the travel and any related advance.
30. The traveler dates and signs the T-1 upon travel return in compliance with the Travel Policies and Procedures.
31. The agency head dates and signs the T-1 upon travel completion to ensure the travel expenses comply with the Travel Policies and Procedures.
32. Section used by the Accounting Division to record Travel Advance Check information, if applicable.
33. Section used by the Accounting Division to record Travel Settlement Check information, if applicable.
34. Section used by the Accounting Division, after travel and before issuance of any travel settlement check, to indicate their review of the travel expenses in compliance with the Travel Policies and Procedures.
35. Section used by the Accounting Division to record repayment of the portion of the travel advance, if applicable, not utilized for County travel expenses in compliance with the Travel Policies and Procedures

COUNTY OF HENRICO, VIRGINIA
Work Sheet – Travel Expense Voucher (Form T-2)
Travel Information

(Printed on reverse of Form T-2)

1. All travel expenses must be in compliance with the Travel Policies and Procedures.
2. Receipts are required for all travel expenses except private vehicle mileage. If a receipt is not available, an explanation must be provided on the Travel Justification Addendum. All receipts must be mounted on a sheet of paper in date order. To protect your privacy, ensure all personal bank account and credit card account numbers have been blanked out on receipts.
3. Private vehicle mileage is reimbursed at the County’s prevailing rate.
4. The daily meal allowance, including tips, shall not exceed \$43.00 (\$75 in high cost areas). The County will reimburse meals only if the meals are in connection with travel requiring an overnight stay. The daily allowance is adjusted by actual departure and returns and adjusted for meals included as part of transportation or in the registration fee. Once computed, the meal allowance is the total amount that can be expended on meals regardless of whether it is breakfast, lunch or dinner. **Receipts are required for all meals. Without proper receipts, reimbursement may be denied.** A Travel Justification Addendum is required if daily meal costs exceed that day’s meal allowance.

Following are the meal guideline rates used to determine meal allowance:

Meal	Departure Before	Return After	Ordinary Allowance	High Cost Areas
Breakfast	7:00 a.m.	9:00 a.m.	\$8.00	\$14.00
Lunch	12:00 p.m.	2:00 p.m.	\$10.00	\$17.50
Dinner	5:00 p.m.	7:00 p.m.	\$25.00	\$43.50
Total			\$43.00	\$75.00

5. Following are the County’s tipping limits:

Meals: 15% of meal cost, to be included in meal allowance
Baggage Handlers: \$1 per bag
Maid: \$1 per lodging night
Vehicle Drivers: 10% of cost or \$1 per bag

6. The traveler is allowed up to \$5 for personal phone calls up to a five (5) night stay. **Receipts are required.** When a receipt is not available, an explanation must be provided on the Travel Justification Addendum.
7. Business calls must be supported by the number called. **Receipts are required.** When a receipt is not available, an explanation must be provided on the Travel Justification Addendum. **Calls to the County offices should be made using the County toll free number 1-877-4HENRIC (1-877-443-6742).**

Exhibit 4: Instructions to Complete Form T-2

The following numbers correspond to the T-2:

1. Each work sheet shall be consecutively numbered.
2. Traveler's first, middle initial and last name.
3. City and State of travel destination.
4. Actual date travel expenses were incurred.
5. Type of transportation used. Transportation costs other than private vehicle must be supported by receipts. When a receipt is not available, an explanation must be provided on the Travel Justification Addendum.
6. For private vehicle use, provide the beginning and ending daily mileage associated with County business.
7. Cost of transportation. If using a private vehicle, enter the sum of the number of miles times the prevailing mileage reimbursement rate.
8. Enter the lodging room cost and tax, if the amount was not pre-paid. A receipt is required. When a receipt is not available, an explanation must be provided on the Travel Justification Addendum.
9. Enter the amount of the daily meal (overnight stay required) allowance as adjusted for the actual time of departure and the actual return time or for any meals included as part of transportation or in the registration fee.
10. Enter the actual amount of the daily meal cost, including tips, that was expended. Receipts are required. When a receipt is not available, an explanation must be provided on the Travel Justification Addendum. Without proper receipts and an overnight stay, reimbursement may be denied.
11. Enter the amount of each daily tip, excluding meal tips, in compliance with the County's tipping limits. Tips must be supported by an explanation for each tip amount. Since receipts are not usually obtainable for tips, an explanation must be provided on the Travel Justification Addendum.
12. Enter the amount of telephone expenses. If personal calls, the traveler will only be reimbursed up to the \$5 limit for each five (5) night stay. If business calls, indicate the number called. Receipts are required. When receipts are not available, an explanation must be provided on the Travel Justification Addendum. **Calls to the County offices should be made using the County toll free number 1-877-4HENRIC (1-877-443-6742).**
13. Enter the amount of tolls incurred while on County business. Receipts are required. When receipts are not available, an explanation must be provided on the Travel Justification Addendum.
14. Enter the amount of parking expenses incurred while on County business. Receipts are required. When receipts are not available, an explanation must be provided on the Travel

Justification Addendum.

15. Enter the amount of registration fees that were not pre-paid. Receipts are required. When receipts are not available, an explanation must be provided on the Travel Justification Addendum.
16. Enter the individual amount with an explanation for any miscellaneous expenses that are in compliance with the Travel Policies and Procedures.
17. The explanation column can be used for recording any additional explanation that would be required on a Travel Justification Addendum. If sufficient room is not available for the explanation, use the Travel Justification Addendum.
18. Enter the column totals for actual expenses incurred while on County business regardless of whether the amount was paid from a travel advance or the traveler's personal funds. Do not report any pre-payments. Transfer the column total to the corresponding column and row on the T-1.
19. Upon completion of the T-2 in compliance with the Travel Policies and Procedures, the traveler must date and sign the certification on the T-2. Attach mounted receipts to the T-2 and the Travel Justification Addendum, if used.
20. The agency head must approve the T-2 by signing the certification. Submit the T-2 and all attached documents with the T-1 to the Accounting Division.
21. To protect your privacy, ensure all personal bank account and credit card account numbers have been blanked out on receipts.

Exhibit 5: Travel Certification (T-3)

**COUNTY OF HENRICO, VIRGINIA
TRAVEL CERTIFICATION**

Traveler: _____

T-1 Document Number: _____

Travel Destination: _____

Travel Dates: Depart _____ Return _____

I understand that the above referenced T-1 Travel Request and Expense Voucher must be settled within 14 days of the return date above and that receipts for all expenses must be provided in accordance with the County's Travel Policies and Procedures in order to be reimbursed for those expenses. I further understand that failure to provide receipts in accordance with the County's Travel Policies and Procedures may result in reimbursement for those expenses being denied.

Date

Traveler

THIS FORM MUST BE FILLED OUT, SIGNED BY THE TRAVELER, AND TURNED IN TO THE ACCOUNTING DIVISION WITH THE APPROVED T-1 PRIOR TO TRAVEL. THIS FORM WILL BE RETAINED BY THE ACCOUNTING DIVISION AND WILL BE ATTACHED TO THE FINAL T-1 SUBMITTED.

Exhibit 6: Travel Justification Addendum

**COUNTY OF HENRICO, VIRGINIA
TRAVEL JUSTIFICATION ADDENDUM**

Traveler's Name: _____

Travel Request and Expense Voucher (Form T-1) Document Number: _____

1. _____

2. _____

3. _____

Exception to using the County preferred airline carrier (Check applicable box):

- There is a significant price differential (10% or greater) between using AirTran Airways and another airline carrier.
- AirTran Airways does not fly to the traveler's destination.
- The AirTran Airways flight has two or more stops before the final destination that causes a conflict in the traveler's schedule.

Traveler's Signature: _____ Date: _____

Agency Head Signature: _____ Date: _____

Exhibit 7: Travel Checklist

COUNTY OF HENRICO, VIRGINIA TRAVEL CHECKLIST

-

Travel Request Must Include:

- _____ 1. Traveler's name, department, phone number and mailing address.
- _____ 2. Supplier number, fund, natural account and cost center.
- _____ 3. Destination is recorded.
- _____ 4. Purpose of travel is recorded.
- _____ 5. Estimated expense column completed.
- _____ 6. Prepayments are listed and DPIS are attached.
- _____ 7. Proper supporting documentation for DPIS is attached.
- _____ 8. Estimated cost is mathematically correct.
- _____ 9. Estimated departure and return date and time entered.
- _____ 10. Request dated and signed by traveler.
- _____ 11. Requested travel advance does not exceed the estimated expenses less any prepayments. If no travel advance is requested, a -0- is entered on the amount line.
- _____ 12. Request approved, dated and signed only by the agency head or Designee. If signed by a Designee, the Designee should be properly authorized.
- _____ 13. Review Travel Justification Addendum for reasonableness, if any. Sign & obtain Agency Head approval on Travel Justification Addendum.
- _____ 14. Conference agenda or travel itinerary attached.
- _____ 15. T-3 received, dated, and signed by traveler.
- _____ 16. T-2 attached to T-1 along with any Travel Justification Addendum.
- _____ 17. Name and destination shown on the T-2.
- _____ 18. Column totals on the T-2 are mathematically correct.
- _____ 19. Daily expenses match actual dates of authorized travel for County business as recorded on the T-1.

- _____ 20. Receipts mounted on sheet of paper in date order.
- _____ 21. Mode of transportation utilized to the destination is the most advantageous to the County. If not, then explanation must be provided on the Travel Justification Addendum.
- _____ 22. If additional lodging and meals claimed to take advantage of super saver airline rates, realized savings are explained on the Travel Justification Addendum.
- _____ 23. For private vehicle mileage, the beginning and ending odometer readings are properly recorded. The cost is the number of miles times the County's prevailing mileage reimbursement rate.
- _____ 24. Lodging receipt attached for room cost and tax at the prevailing single room rate.
- _____ 25. Daily meal allowance is properly calculated and travel includes an overnight stay.
- _____ 26. Meal expenses are supported by detailed receipts. Do not include alcoholic beverages. Meal allowance not exceeded unless explained on the Travel Justification Addendum.
- _____ 27. Tips are within the tipping limits. The type of tip is indicated. An explanation provided on the Travel Justification Addendum when a receipt is not available.
- _____ 28. Personal phones calls are within the limits and support by a receipt. If a receipt is not available, an explanation shall be provided on the Travel Justification Addendum.
- _____ 29. Business phone calls are supported by the number called and supported by a receipt. If a receipt is not available, an explanation shall be provided on the Travel Justification Addendum. A call to the county offices should be made using the County telephone number (1-877-443-6742).
- _____ 30. Tolls are supported by a receipt or an explanation on the Travel Justification Addendum when, a receipt is not available.
- _____ 31. Parking is supported by a receipt or an explanation on the Travel Justification Addendum when, a receipt is not available.
- _____ 32. Registration is supported by, a receipt. If a receipt is not available, an explanation is provided on the Travel Justification Addendum.
- _____ 33. Each Miscellaneous Expense is supported by a receipt and a description. If a receipt is not available, an explanation is provided on the Travel Justification Addendum.
- _____ 34. Non-Reimbursable Expenses are not claimed. If claimed, the agency is notified

and an appropriate adjustment is made.

- _____ 35. T-2 dated and signed by traveler.
- _____ 36. Column totals transcribed correctly from T-2 to T-1.
- _____ 37. T-1 dated and signed by the traveler at completion of travel.
- _____ 38. T-1 dated and signed by the agency head or Designee. If signed by a Designee, the Designee should be properly authorized (see section #2 responsibility).
- _____ 39. T-3 has been matched to the T-1.
- _____ 40. The travel package (T-1, T-2, T-3, Conference Agenda, Travel Inquiry, Receipts, Travel Justification Addendum and any other documentation) has been reviewed for overall reasonableness and compliance to the Travel Policies and Procedures and forwarded to the Accounting Division within 14 days of the traveler's return.

Completed By: _____

Completed On: _____

Exhibit 8: Authorization for Daily Mileage Travel Reimbursement (MV-2)

**COUNTY OF HENRICO, VIRGINIA
AUTHORIZATION FOR DAILY MILEAGE TRAVEL REIMBURSEMENT**

<u>REQUEST</u>	
Department, Board, or Agency _____	
Employee _____	
Home Address _____	
City _____ State _____ Zip Code _____	
Place of Employment _____	
Position Held _____	
Type of Work Requiring Travel _____	

Estimated Number of Miles Traveled Per Month _____	

Date _____	Signature of Official or Employee _____

<u>RECOMMENDATION</u>	
The officer or employee listed above should receive authorization for reimbursement of mileage incurred in a privately owned vehicle in the performance of his official duties for the following reasons:	

Date _____	Signature of Agency Head or Board Chief Administrative Officer _____

<u>APPROVAL</u>			
The above request is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Authorization Number: _____
_____	_____		
Date	Signature of County Manager		

Exhibit 9: Daily Travel Record and Mileage Voucher (VT-5)

Enter Document Number						Sheet _____ of _____			
VT									
(User ID/ Month/Year)									
<p>County of Henrico, Virginia</p> <p>Daily Travel Record and Mileage Voucher</p> <p align="right">Month of _____</p>									
Employee Name (Please Print)				Address			City, State, Zip		
<p>Instructions: Employee will prepare form as provided. Fill in entries in ink. Abbreviations may be used. Use more than one line, if necessary. Fill in form as travel is performed. Form should contain ONLY Business related reimbursable mileage (No personal mileage). Create a unique document number by entering your network user ID, the current month and the current year (For example: ABC990607 for a June 2007 document number). In column 2(A), show beginning mileage reading of odometer after reporting for work (or before beginning each business related trip) at normal place of work, such as the county building, school admin building, or other location. At the end of each business related trip but before departing your normal place of work for home, in column 2(B), enter ending odometer mileage reading. In column 3, enter total reimbursable miles traveled for each trip (ending odometer minus beginning odometer). In column 4, enter business purpose and destination for each trip. Attach a sheet or sheets of paper with parking and toll receipts affixed chronologically.</p>									
Column 1	Column 2		Column 3	Column 4					
Date	Odometer Mileage		Total Reimbursable Miles Traveled	Business Purpose and Destination of Trip					
	A. Beginning	B. Ending		(If personal mileage incurred during day, enter ending mileage and record. Start new line for new work.)					
Total Miles Traveled				* County Reimbursement Rate of \$.	Amount Due	\$			
				Parking and Tolls (Please Attach Receipts)			+		
Approvals		Supervisor/Date		Director/Date		Total Amount Due For Month		\$	
To the Director of Finance: The undersigned, who is authorized to approve expenditure documents, hereby certifies that the travel specified above was performed. Payment therefore has not been previously authorized and this expenditure is a proper charge to the appropriation indicated. This voucher is certified to you.						I, the undersigned employee, certify that the mileage shown on this daily travel voucher was incurred by me on official business on the dates shown and that no personal mileage is included.			
Authorized Signature				Employee Authorization #		Employee Signature			
This Form For Use By All Departments, Boards & Agencies									
Check Date _____						Check Number _____			
Fund	Account	Center	Function	Project	Location	Interfund	Future 1	Future 2	Amount
						0000	00000	00000	
						0000	00000	00000	
						0000	00000	00000	
						0000	00000	00000	
						0000	00000	00000	