

Travel Request Form

To request approval for city-sponsored travel, employees must complete the Travel Request Form, located on the city's intranet under the Finance section. The form requires details such as the purpose of travel, destination, estimated costs (including lodging, meals, and transportation), and dates of travel. A supervisor must sign off before submitting the form to the Finance Department at least two weeks in advance of the departure date. If travel includes overnight stays, employees should attach hotel reservation documentation. Reimbursements will not be processed without a pre-approved request form and accompanying receipts.