

COUNTY OF SANTA CRUZ

INTEROFFICE MEMORANDUM

TO: Supervisors
FROM: Sue Dunleavy, Accountant
DATE: 12/09/98
SUBJECT: Changes to Travel Claim Procedures

At the December 8th Board Changes were approved to the County procedure Title I Finances and Accounting: Section 100 Travel Rules and Regulations concerning completion of Travel Claims. The change states that:

A standard training and conference form for both in-state and out-of-state travel associated with conferences and training is required.

I have attached copies of the new forms (AUD-26C) as well as a diskette with the form in the Word Perfect format.

Section I of the Aud-26C must be completed and submitted when requesting a travel advance (AUD-26) or submitting a request for payment of registration costs. Section II of the Aud-26C must be completed and submitted with the Travel Reimbursement (AUD-26). Section II must be completed even if no travel reimbursement is requested. These forms are submitted to the Fiscal division.

Please share this information with all employees that attend conferences/training.

CONFERENCE/TRAINING REQUEST AND REPORT FORM

To be completed and turned in with Travel Advance Claim or Request for Payment (Blue Claim) of Registration fees.

Section I Request

Department Name _____ Index No: _____

Conference/Training Title _____

Host Organization* _____

Conference/Training Location _____

Conference/Training Dates _____

Your Date of Departure _____ Date of Return _____

Estimated Costs:

4170	Registration Fee		\$
4166	Mileage		\$
4150	Airfare		\$
4162	Lodging	Cost per night _____ x _____ nights	\$
4164	Meals	Per Diem Rate _____ x _____ full days	\$
		Partial Day Per Diem	\$
4168	Other (Describe)	_____	\$
4168	Other (Describe)	_____	\$

Purpose:

Please describe the County purpose served by this conference/training. What are the anticipated benefits? _____

Requester's Signature _____ Date _____

Approved By: _____ Date _____

Approved By: _____ Date _____

*Attached Complete Agenda, Training Curriculum, Registration Form

Routing for all out-of-state travel expenditures related to conference/training; Dept to CAO attach a copy to AUD-26.

Routing for in-state travel expenditures related to conferences/training; Dept internal, attach a copy to AUD-26.

CONFERENCE/TRAINING REQUEST AND REPORT FORM

To be complete and turned in with Travel Reimbursement Claim. If no claims need to be submitted Complete form and turn in to Fiscal.

Section II Report

Please fill this section out upon the completion of the training or conference, attach to a copy of the signed request (Section I), and submit to General Services Fiscal division either with the Travel Reimbursement Claim(AUD-26) or alone.

1. Describe the primary/major benefits gained from the training/conference:

2. Describe the new knowledge, skills or information acquired:

3. How did this training/conference apply to your current job and/or professional development?

4. What would you like others in your department to know about this training/conference and how will you share the information and knowledge gained?
