



City Hall
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Advance Travel Checklist

Need to submit an Advance Travel Request?

Please make sure you have all the required information in the checklist below before submitting your request to Finance.

- Completed Advance Travel Request Form (found on City website)**

Note ALL fields must be completed for proper processing: name, department, position, destination, departure/return dates, name of conference/training, correct GL account and project string (if applicable), etc. Form must be approved and signed by supervisor before submittal.

- Documentation of Event Details**

Documentation must include location, dates of the event, what meals are included/excluded during event. Examples include registration confirmation, printout from conference website, etc.

- GSA Per Diem Rate Information for the applicable city and state of travel (link also provided on City website)**

Once you have gathered all of the appropriate documentation, **please forward the request and ALL requested documentation to the Senior Accounting Technician in the Finance department.**

Please allow at least one week for Finance to review request and prepare payment. Advance travel checks are typically processed on Fridays.

Thank you and enjoy your travel!