

Pre-Travel Authorization Review Form

All travel arranged by MARC and paid for with federal funds must adhere to MARC’s procurement policies, Uniform Guidance, as well as the policies of the federal funder.

Please return completed form at least **five weeks** prior to travel so appropriate arrangements may be made. Travel advance will only be released upon completion of this form in good order. For each section, the traveler and their site director, if applicable, must initial/sign indicating they have read and understand the requirements for travel.

Prior to Travel	Traveler Initials	Site Director
Travel authorization form must include: purpose of travel, conference schedule, completed registration form, travel dates, special accommodations, etc. Contact information of traveler - (Name, DOB, phone, title, email address, and business address)		
During Travel		
To and from airport (KCI) – mileage for one round trip will be reimbursed		
Rideshare - taxis, Uber, Lyft, Shuttle, Train, Bus, etc. - one round trip per day is allowable		
Hotel – room, tax, and required incidentals will be charged at the time room is booked. At checkout, it is the traveler’s responsibility to ensure that no meals, parking, or other costs are charged to the room. If charges are made, it will be the traveler’s responsibility to pay at the time of checkout. Should incidentals remain charged to the room after checkout, traveler will be responsible to reimburse MARC for these expenses.		
Meals – Per diem allowable for breakfast, lunch, and dinner. The maximum daily per diem can be found on the travel authorization form. Any snacks should be included as part of one of your meal costs. Per diem covers the cost only for the traveler. NO alcohol may be charged. Itemized receipts MUST be submitted (not the credit card customer copy). If not received, this will be considered an unallowable cost and becomes the responsibility of the traveler.		
Tips and Gratuities Customary Rates, any excess will be the responsibility of the traveler - airport or sky cap \$1-2 per bag; housekeeping, \$3-\$5 per day; bellhop \$1-\$2 per transaction; taxi or shuttle tips \$3-\$5 per trip; 20% max for meals		
After Travel		
When traveler returns to Kansas City, no expenses other than airport parking will be reimbursed (no meals, drinks, snacks)		
Traveler has 10 business days from completion of travel to submit receipts and any remaining funds from the advance via check or money order made payable to MARC (no cash). If this does not occur, the total travel advance amount will be deducted from the agency’s next monthly reimbursement and it will be their responsibility to recoup monies from the traveler.		
Notes/Additional Requirements		
After receipts and expenses are reviewed by MARC staff, if there are any unallowable expenses, we will contact the traveler with the amount to be reimbursed to MARC. Traveler will have 10 business days from notification to reimburse MARC via check or money order (no cash). If this does not occur, the same process as above will be followed.		

MARC Staff Acknowledgement – form received, reviewed, and ready for approval of travel.

Signature

Date

Roles and Responsibilities of Employees – Contractors – Stakeholders with Regard to Travel

General Guidelines

- MARC's goal is to make travel as convenient and economically neutral for employees, contractors, and stakeholders traveling on agency business
- MARC has arranged for travelers to receive a travel advance (if needed and requested at least two weeks prior to travel). This advance is to cover meals, transportation, and other **allowable** incidentals.
- Travelers are expected to exercise the same care in incurring expenses while on agency business that a prudent person would exercise if traveling on personal business.

What is Expected of Traveler

- Traveler should perform official travel as directed by the agency and grant funding.
- Traveler should abide by federal regulations and MARC policies and procedures governing official travel.
- Traveler should submit all itemized receipts and unused monies to MARC within 10 business days after completion of travel.

What is Expected of Supervisor or Site Director

- Ensure that the funds used for travel are part of the agency training budget.
- Ensure that employees, contractors, or stakeholders provide completed Pre-Travel Authorization form prior to travel and are aware of the requirements therein.
- To authorize and approve travel in support of the agency or federal funder's mission.
- To review and approve travel expenses promptly upon receipt.
- To ensure approved travel was necessary to achieve program objectives, and charges appear reasonable and allowable.
- To initiate appropriate actions for those whose travel advance is delinquent or misused through no fault of the agency.

Non-Reimbursable Expenses

- Travel other than coach or super-saver type fares
- Telephone, internet, and fax charges
- Meals eaten at the time a meal is provided during the meeting/conference
- Alcoholic beverages
- Travel insurance fees for flight or luggage
- Laundry/dry cleaning
- Transportation cost to and from non-scheduled activities (e.g. to restaurants, shopping, etc.) beyond one round-trip per day.
- Entertainment (i.e., in-room movies)
- Rental cars (unless prior approval is requested from MARC)

Note: Combining personal and official travel is at the sole discretion and cost of the traveler. The travel advance is to be used solely for allowable expenses and during the time for which traveler is on official business. If a traveler chooses an indirect route or an interrupted route as a matter of personal preference, then the traveler will be personally liable for the cost of the ticket and any changes or cancellations to the ticket. Per diem will begin at the start of official travel and will end when the personal travel begins.

(2 CFR 200.474.3)