

Please keep as a desk reference for Travel Expense Request

Employee Expense-Request for Authorization (formally Travel Authorization Requests (TAR))

- The **Employee Expense-Request for Authorization ((EEV))** (formally TAR Form #1002) can be obtained from the Fiscal Management Page in Quicklinks or Sharepoint.
- Each Traveler must process an EEV request and there may only be one employee per form (you must complete one form for each traveler even if multiple employees are traveling) The form must contain ALL Accounting Codes or PTAE0, all supervisor signatures (w/ the exception of the Fire Chief's.) You may leave the per diem line blank as this will be calculated by the Fiscal Management Team Reviewer. However, for estimation on a cover memo, you can calculate the rate at GSA: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- It is the expectation from the County Finance Department at 101 Monroe St, that advance expenses such as: airfare, hotel, conference or registration fees, etc. should be put on a Department P Card or the individual County issued P Card. The employee will not be able to get an advance on such items.
- The remaining miscellaneous expenses shall be calculated on the **EEV** such as incurred expenses as: baggage fees, taxi or Uber, parking etc... These can be reimbursed to the employee upon return from the trip and submission of all itemized receipts with the **PLEASE DO NOT SUBMIT SUMMARY RECIEPTS FOR MEALS** they will not be accepted Employee Expense Voucher **EEV**
- You **must** have all appropriate supporting documentation and receipts attached to **EEV**: brief descriptive cover memo through the chain of command. This memo should include an explanation of trip's purpose. Also, if this is for travel to a conference the conference brochures must be attached.
- The **EEV** must be submitted to Yvette Brogden, the Fiscal Assistant at MCFRS Office of Procurement, 100 Edison Park Drive, 2nd Floor, Gaithersburg, Maryland 20878. The request for **EEV** authorization should be submitted as soon as possible but must be **submitted no less than 15 business days prior to travel date.**

- The **EEV** will be reviewed and the travel verified by the Fiscal Management Team, and per diem will be calculated for the trip and any added expenses.
- The per diem is calculated based on the destination, time of travel, meals, and any other expenses are included in the conference registration fee.
- The **EEV** and supporting documentation will be submitted by Fiscal management to the Fire Chief for final approval.
- After Fire Chief's approval the **EEV** document will be returned to Yvette for final payment processing and filing. The employee will receive an email confirming their travel has been approved.
- Remember if the appropriate forms and paperwork are not submitted in a timely manner personnel may not receive the advances for per diem costs.

Employee Expense Voucher (formally TEV)

- A complete and accurate **Employee Expense Voucher EEV** should be submitted **save all receipts** from the travel and submit with **EEV** with all required supporting documents attached must be submitted to Yvette within 10 business days after the date of return from the travel.
- Supporting documents include verification of your attendance at a conference or meeting.
- Please include a copy of the signed **EEV** with the submitted Employee Expense Voucher.
- If the Fiscal Management Division reviewer has any issues/ discrepancies/problems with a submitted Employee Expense Voucher, such issues will be resolved prior to forwarding the Employee Expense Voucher packet to the Office of Procurement for final processing.
- Employee Expense Vouchers must be submitted for all travel for which a Request for Authorization was approved by the Fire Chief – even “time only / no cost” travel - as there is a need to closeout all department business travel events.

CHANGES IN TRAVEL PLANS

- If there are changes to the travel after receiving approval of the Request for Authorization, the person listed in the Employee Name field must provide Yvette with written advisement.
- Such changes would include adjustments in the travel dates, different employees traveling than those stated on the approved Request for Authorization, additional or less employees traveling, and changes to the mode of transportation used by the traveling employee (i.e., one-way air travel in lieu of the approved roundtrip ground travel).
- Without this advisement submitted Employee Expense Voucher's that are not consistent with the approved Request for Authorization cannot be processed.

If you have any questions you can contact Yvette Brogden at 240-777-2293 or via email yvette.brogden@montgomerycountymd.gov