

The *Travel Expense Claim* shall specify the point of origin, destination and cost of each taxi trip. The employee must report the following information on the supporting Travel Expense Form:

- name;
- employee financial identifier code (CDID);
- divisional symbol;
- time of departure;
- starting point;
- destination;
- purpose of taxi trip; and,
- the cost of the taxi trip.

The Travel Expense Form should be authorized by the delegated officer under Section 34 of the FAA.

It is recognized that there may be other instances where fares are paid in cash. In such cases the charges are to be paid by the employee concerned, receipts obtained, and reimbursement requested on a *Petty Cash Voucher* (EXT 1651) approved by the delegated officer authorized to certify under Section 34 of the FAA. Petty cash vouchers and receipts for amounts of less than \$50 will be reimbursed by the cashier's office in SBFH.

8.2.5 Workflow

Description of Procedures	Responsibility	Ref.
1. Control Dept. inventory	SBFH	8.2.2
2. Request for taxi chits	Director	8.2.3(2)
3. Issuance of stock and charging standard cost	SBFH	8.2.3(3)
4. Safekeeping of chits and authorization for use	Director	8.2.4
5. Payment of invoices	SBFH	8.2.2
6. Analysis and Audit	Director/SIV/SBF	8.2.2