

# 2026 Travel Forms Workbook

## Quick Guide

Use this guide to download, open, and complete the travel forms workbook.

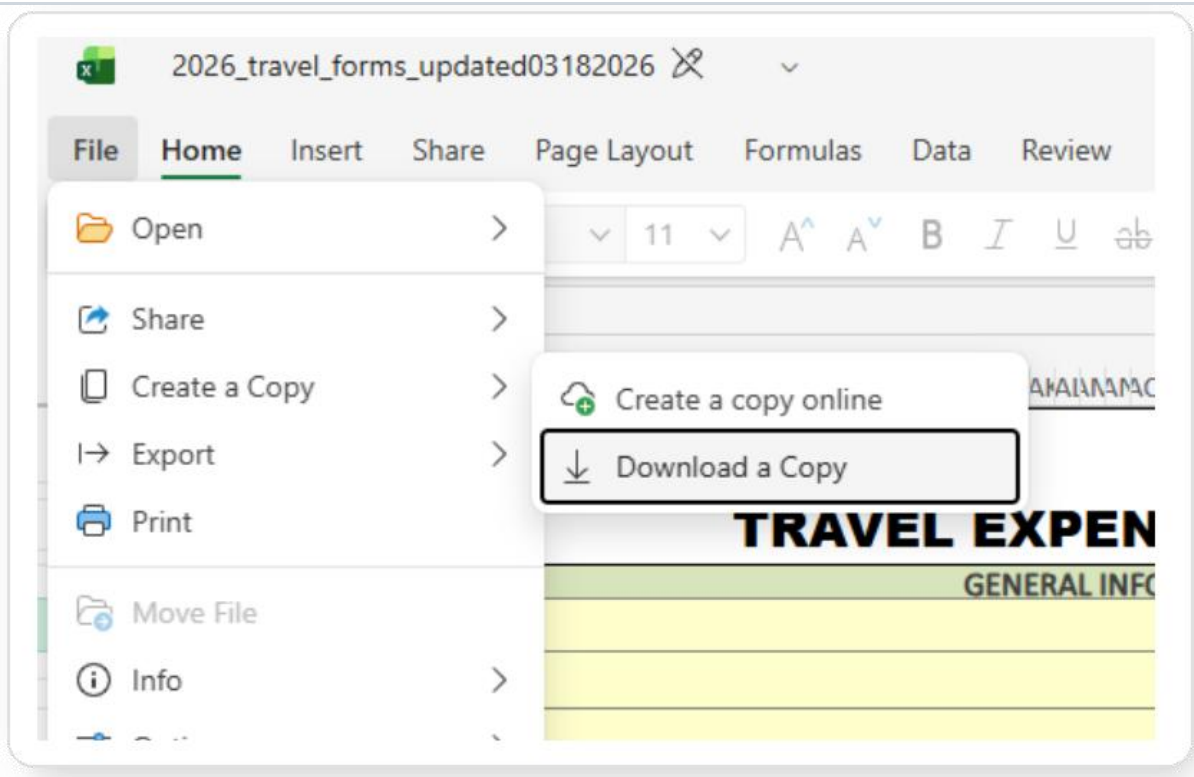
### Download the workbook

1. Go to the Employee Forms page:

[cityofpt.us/employee/page/employee-forms](http://cityofpt.us/employee/page/employee-forms)

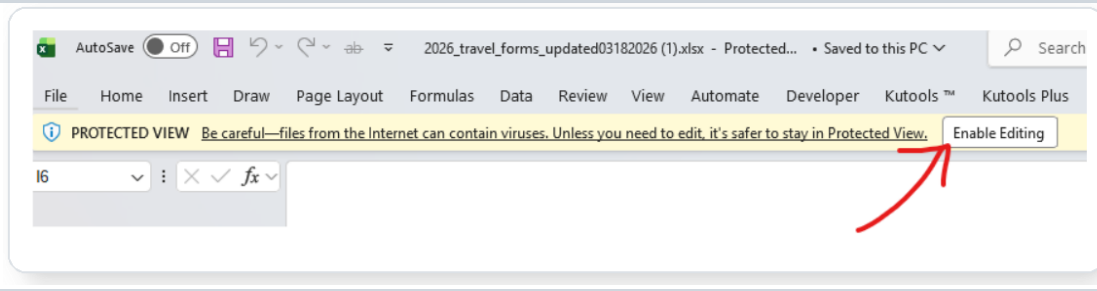
2. Select 2026 Travel Forms.

3. If the workbook opens in Excel for the web instead of downloading, choose File > Create a Copy > Download a Copy.



## Open the downloaded file

4. Open the workbook on your computer.
5. If Excel opens the file in Protected View, click Enable Editing.



## Complete the correct form

6. The workbook includes three form sheets plus a Per Diem Maps tab.
7. Complete 2026 Travel Authorization before travel.
8. After travel, complete the correct voucher based on your trip type.
9. Use the Per Diem Maps tab if you need lodging or meal rate information.

2026 Travel Voucher (In State)

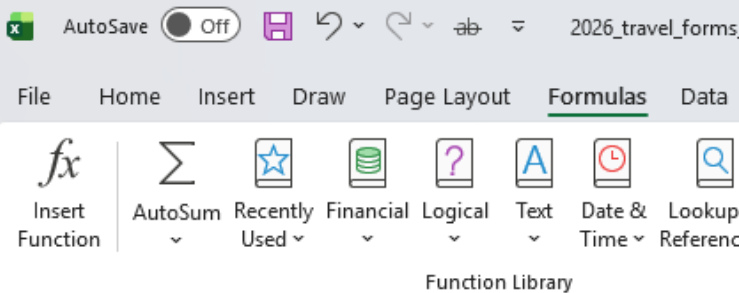
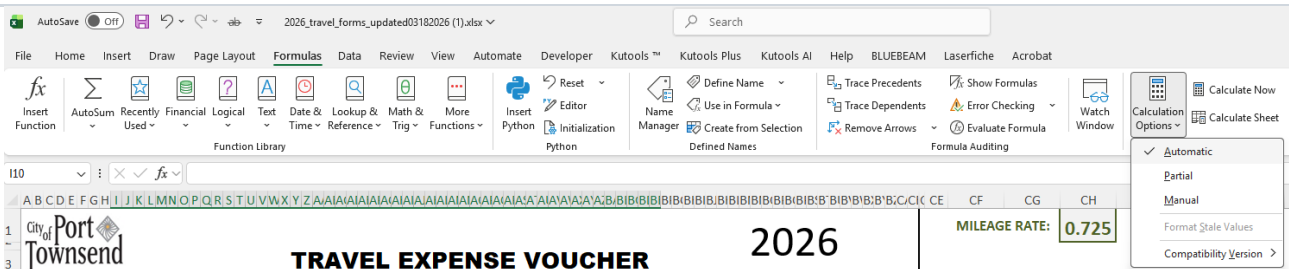
2026 Travel (Out of State)

2026 Travel Authorization

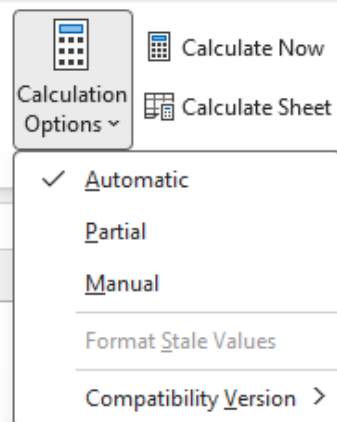
Per Diem Maps

## Fix #N/A errors

10. If you see #N/A in the workbook, go to Formulas > Calculation Options > Automatic.



Open the Formulas tab.



If the form is still showing #N/A, choose a destination first. Some formulas will not populate until a destination is selected.

Trip purpose:	
Destination:	
<b>Section 1. TR</b>	Standard Rate
	Everett / Lynnwood
a. <i>Mode of tr</i>	Ocean Shores
	Olympia / Tumwater
b. <i>Any transp</i>	Port Angeles / Port Townsend
	Richland / Pasco
<b>Section 2. PE</b>	Seattle
	Spokane
<b>Enter PER DIEM r</b>	Tacoma
Rate@ 75% (auto f	Vancouver