



Complete the yellow cells

Travel Request and Authorization (TRA)

This form is required for all overnight travel or if local registration is over \$1000 and must be approved in advance. Advances will not be issued for local expenses. (Admin Guideline F-01).

TRA estimate expenses must be within 10% of Business Expense Stmt(BES).

Name:	Michael Wilkes	Employee #		Department		
Purpose of Travel:	attend NLC	Destination:				
Departure Date:	11/12/24	Return Date:	11/16/24			
Comments:						
Sharing hotel room? Whom with:			E1 Budgeted Account #			

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:	690.00						
Airfare:	600.00			Lodging Rate	# days	15%	Total
Lodging:	1,610.00			280.00	per day @	5	42.00 1,610.00
Car Rental:							
KCI Airport parking:							
	Meals Overnight Travel Search for City - GSA.gov website			Per Diem for Meals	Rate	# of days	
				Per Diem rate	64.00	5.0	320.00
	Enter Per Diem Rate (cell F21)			M&IE Breakdown - Deduct meals provided			
				Breakfast	14.00		-
				Lunch	16.00		-
				Dinner	29.00		-
	<i>M&IE Meal breakdown will auto populate</i>						
Per Diem for Meals:	<i>No receipts required</i>		320.00				
Private Vehicle Mileage:			53.60	80	Miles @	0.670	per mile
Cab/Shuttle fares/ Tolls/Baggage fees:							
Fuel - City Vehicle:							
Other:				Describe: _____			

Amount Charge on City P Card	2,900.00
Amount to Vendors	-
Travel Advance = Amount to Employee	373.60
TOTAL ESTIMATED EXPENSES	3,273.60

ACH direct deposit rather than a check can be provided. Complete and submit - [AP ACH Form](#)

	Approved	Disapproved	Date
<small>Michael Wilkes (Oct 10, 2024 11:43 CDT)</small> Employee Signature	<input type="checkbox"/>	<input type="checkbox"/>	
Division Manager Signature	<input type="checkbox"/>	<input type="checkbox"/>	
Department Director Signature	<input type="checkbox"/>	<input type="checkbox"/>	
City Manager Signature (if required)	<input type="checkbox"/>	<input type="checkbox"/>	

Michael TRA Tampa sign

Final Audit Report

2024-10-10

Created:	2024-10-10
By:	Cathy Marks (CMMarks@OLATHEKS.ORG)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcdEQt8-VXpZQk5o8aZEmlorJora3iy1V

"Michael TRA Tampa sign" History

-  Document created by Cathy Marks (CMMarks@OLATHEKS.ORG)
2024-10-10 - 3:56:48 PM GMT- IP address: 204.89.192.11
-  Document emailed to Michael Wilkes (jmwilkes@olatheks.org) for signature
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-  Email viewed by Michael Wilkes (jmwilkes@olatheks.org)
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