



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:	Matthew Schoonover	Employee #		Department	CMO
Purpose of Travel:	Visit Washington Delegates		Destination: Washington, DC		
Departure Date:	5/13/25	Return Date:	5/14/25		
Comments:					
Sharing hotel room? Whom with:			E1 Budgeted Account #		

	Amount to City PCard	Amount to Vendor	Amount to Employee					
Registration:								
Airfare:	600.00			Lodging Rate	1	# days	15%	Total
Lodging:	1,265.00			550.00	per day @	2	82.50	1,265.00
Car Rental:								
KCI Airport parking:	30.00							
<b>Meals Overnight Travel</b> <a href="#">Search for City - GSA.gov website</a>  <b>Enter Per Diem Rate (cell F21)</b>  <i>M&amp;IE Meal breakdown will auto populate</i>				<b>Per Diem for Meals</b>				
				Rate # of days				
				Per Diem rate 92.00 3.0 276.00				
				<b>M&amp;IE Breakdown - Deduct meals provided</b>				
				Breakfast 23.00 1 23.00				
				Lunch 26.00 -				
				Dinner 38.00 2 76.00				
Per Diem for Meals:	No receipts required		177.00					
Private Vehicle Mileage:			56.00	80	Miles @	0.700	per mile	
Cab/Shuttle fares/								
Tolls/Baggage fees:			150.00					
Fuel - City Vehicle:								
Other:				Describe: _____				

Amount Charge on City P Card	1,895.00
Amount to Vendors	-
Travel Advance = Amount to Employee	<b>383.00</b>
<b>TOTAL ESTIMATED EXPENSES</b>	<b><u>2,278.00</u></b>

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

	Approved	Disapproved	Date
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"/>	