



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 #	124720	Department	CMO
Purpose of Travel:	SGR conference		Destination: Dallas, TX		
Departure Date:	Jan. 24	Return Date:	Jan. 26		
Comments:					
Sharing hotel room?	Whom with:	E1 Budgeted Account #		1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:	450.00						
Airfare:	400.00			Lodging Rate	# days	15%	Total
Lodging:	580.00			250.00 per day @	2	37.50	575.00
Car Rental:							
KCI Airport parking:							
	Meals Overnight Travel			Per Diem for Meals	Rate	# of days	
	Search for City - GSA.gov website			Per Diem rate	64.00	3.0	192.00
	Enter Per Diem Rate (cell F21)			M&IE Breakdown - Deduct meals provided			
	M&IE Meal breakdown will auto populate			Breakfast	14.00		-
				Lunch	16.00		-
				Dinner	29.00		-
Per Diem for Meals:	No receipts required		192.00				
Private Vehicle Mileage:			52.40	80	Miles @	0.655 per mile	
Cab/Shuttle fares/							
Tolls/Baggage fees:	100.00						
Fuel - City Vehicle:							
Other:				Describe:			

Amount Charge on City P Card 1,530.00

Amount to Vendors -

Travel Advance = Amount to Employee 244.40

TOTAL ESTIMATED EXPENSES 1,774.40

ACH direct deposit rather than a check can be provided. Complete and submit -

AP ACH Form

Employee Signature

Division Manager Signature

Department Director Signature

City Manager Signature (if required)

Approved Disapproved Date

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12/1/23