



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:	Dean Vakas	Employee #		Department	council
Purpose of Travel:	May DC visit to delegates			Destination:	Washington, DC
Departure Date:		Return Date:			
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 # days 15% Total
Lodging:	1,380.00			600 per day @ 2 90 - 1380.00
Car Rental:				
KCI Airport parking:	27.00			
	Meals Overnight Travel Search for City - GSA.gov website  Enter Per Diem Rate (cell F21)			Per Diem for Meals Rate # of days
				Per Diem rate 79.00 3.0 237.00
				M&IE Breakdown - Deduct meals provided
				Breakfast 19.00 1 19.00
				Lunch 20.00 -
				Dinner 35.00 -
	M&IE Meal breakdown will auto populate			
Per Diem for Meals:	No receipts required		218.00	
Private Vehicle Mileage:			53.60	80 Miles @ 0.670 per mile
Cab/Shuttle fares/ Tolls/Baggage fees:	150.00			
Fuel - City Vehicle:				
Other:				Describe:

Amount Charge on City P Card 2,157.00

Amount to Vendors -

Travel Advance = Amount to Employee 271.60

TOTAL ESTIMATED EXPENSES 2,428.60

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

☐☐☐☐☐☐

SA 1000 249

4/28

## Cathy Marks

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**From:** Dean Vakas  
**Sent:** Tuesday, April 23, 2024 11:34 PM  
**To:** Cathy Marks  
**Subject:** Re: Trip to DC

Thanks Cathy. This looks fine.

Dean

Get [Outlook for iOS](#)

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**From:** Cathy Marks <CMMarks@OLATHEKS.ORG>  
**Sent:** Tuesday, April 23, 2024 4:37:26 PM  
**To:** Dean Vakas <DVakas@OLATHEKS.ORG>  
**Subject:** FW: Trip to DC

Hi again,  
This is better. I was copying and pasting and forgot a couple of spots :0

Cathy Marks, Assistant to the City Manager

(913) 971-8940 | [OlatheKS.org](http://OlatheKS.org)

Administration | City of Olathe, Kansas

**Setting the Standard for Excellence in Public Service**



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**From:** Cathy Marks  
**Sent:** Tuesday, April 23, 2024 4:20 PM  
**To:** Dean Vakas <dvakas@olatheks.org>  
**Subject:** Trip to DC

Hi,  
Can you take a look and please reply to this email in lieu of signature, please?  
This doc will provide per diem and mileage before the trip to Washington, DC.

Thanks, Cathy

Cathy Marks, Assistant to the City Manager

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