



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:	John Bacon	Employee #		Department	CMO
Purpose of Travel:	to meet with delegates			Destination:	Washington, DC
Departure Date:	5/14/24	Return Date:	5/16/24		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	council/educa/train
Registration:	Amount to City PCard	Amount to Vendor	Amount to Employee		
Airfare:	600.00			Lodging Rate	# days 15% Total
Lodging:	1,380.00			600.00 per day @ 2	90.00 1,380.00
Car Rental:					
KCI Airport parking:	27.00				
	Meals Overnight Travel			Per Diem for Meals	
	Search for City - GSA.gov website			Rate # of days	
	Enter Per Diem Rate (cell F21)			Per Diem rate 79.00 3.0 237.00	
	M&IE Meal breakdown will auto populate			M&IE Breakdown - Deduct meals provided	
	No receipts required			Breakfast 19.00 1 19.00	
				Lunch 20.00 -	
				Dinner 35.00 -	
Per Diem for Meals:	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

	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"/>	

SA 1000 245

4/24

Cathy Marks

From: John Bacon
Sent: Wednesday, April 24, 2024 8:36 AM
To: Cathy Marks
Subject: Re: authorization to travel

Looks good
Thanks
John

Get [Outlook for iOS](#)

From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Tuesday, April 23, 2024 4:19:27 PM
To: John Bacon <JBacon@OLATHEKS.ORG>
Subject: authorization to travel

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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Administration | City of Olathe, Kansas

Setting the Standard for Excellence in Public Service

