



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:	LeEtta Felter	Employee #		Department	council
Purpose of Travel:	attending LKM annual conference		Destination: Wichita, KS		
Departure Date:	Oct. 10	Return Date:	Oct. 12		
Comments:					
Sharing hotel room? Whom with:			E1 Budgeted Account #		

	Amount to City PCard	Amount to Vendor	Amount to Employee			
Registration:	275.00					
Airfare:				Lodging Rate	# days	15%
Lodging:	201.25			175.00 per day @	1	26.25
Car Rental:						Total
KCI Airport parking:						201.25
	Meals Overnight Travel			Per Diem for Meals	Rate	# of days
	Search for City - GSA.gov website			Per Diem rate	64.00	2.0
	Enter Per Diem Rate (cell F21)			M&IE Breakdown - Deduct meals provided		
	M&IE Meal breakdown will auto populate			Breakfast	14.00	-
	No receipts required			Lunch	16.00	16.00
Per Diem for Meals:			112.00	Dinner	29.00	-
Private Vehicle Mileage:			237.18	354 Miles @	0.670 per mile	
Cab/Shuttle fares/ Tolls/Baggage fees:				Describe: _____		
Fuel - City Vehicle:						
Other:						

Amount Charge on City P Card 476.25

Amount to Vendors -

Travel Advance = Amount to Employee **349.18**

TOTAL ESTIMATED EXPENSES 825.43

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"/>	_____

Cathy Marks

From: LeEtta Felter
Sent: Wednesday, August 14, 2024 2:14 PM
To: Cathy Marks
Subject: Re: Annual LKM meeting

Thanks Cathy, looks good.

LeEtta Felter, EdD, Olathe Councilmember, Ward 3
(913) 971-6995 | OlatheKS.org
Legislative | City of Olathe, Kansas
Setting the Standard for Excellence in Public Service



From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Thursday, August 8, 2024 4:15 PM
To: LeEtta Felter <LFelter@OLATHEKS.ORG>
Subject: RE: Annual LKM meeting

Hi,
Please reply to this email to OK this Travel request authorization for the LKM annual meeting.
These will be on the consent agenda on the 3rd of September.
You may get a check in hand or a wire transfer. I hear the system is migrating to obligatory wire transfers for the upfront costs associated with travel.

Remember as you check in/out of the hotel, to remind them that we are tax exempt 🌐

Thanks so much,
Cathy

Cathy Marks, Assistant to the City Manager
(913) 971-8940 | OlatheKS.org
Administration | City of Olathe, Kansas
Setting the Standard for Excellence in Public Service



From: LeEtta Felter <LFelter@OLATHEKS.ORG>
Sent: Thursday, August 8, 2024 11:01 AM
To: Cathy Marks <CMMarks@OLATHEKS.ORG>
Subject: Re: Annual LKM meeting

Hi Cathy,