OLATHE
K A N S A S

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 #		Department CMO
Purpose of Travel:	AFI Conference		Destination:	Westminster, CO
Departure Date:	Oct. 25	Return Date: Oct. 28		
Comments:	no lodging necessary, registration is free			
Sharing hotel room? Whom with:		E1 Budgeted Account #		

	Amount to City PCard	Amount to Vendor	Amount to Employee					
Registration:								
Airfare:	400.00			Lodging Rate		# days	15%	Total
Lodging:				per day @			-	-
Car Rental:	500.00							
KCI Airport parking:								

				Per Diem for Meals	Rate	# of days	
Meals Overnight Travel Search for City - GSA.gov website **Enter Per Diem Rate (cell F21)**			Per Diem rate	79.00	4.0	316.00
			M&IE Breakdown - **Deduct meals provided**			
			Breakfast	19.00	1	19.00
			Lunch	20.00		-
M&IE Meal breakdown will auto populate		Dinner	35.00		-

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Per Diem for Meals:	*No receipts required*		297.00				
Private Vehicle Mileage:			53.60	80	Miles @	0.670 per mile	
Cab/Shuttle fares/ Tolls/Baggage fees:							
Fuel - City Vehicle:							
Other:				Describe:			

Amount Charge on City P Card	900.00	
Amount to Vendors	-	
Travel Advance = Amount to Employee	**350.60**	
TOTAL ESTIMATED EXPENSES	1,250.60	

ACH direct deposit rather than a check can be provided. Complete and submit – AP ACH Form

Approved   Disapproved   Date
☐   ☐

Employee Signature

Division Manager Signature   ☐   ☐

Department Director Signature   ☐   ☐   8/9/24

City Manager Signature (if required)