



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 #	124702	Department	CMO
Purpose of Travel:	TLG conference		Destination: Tampa, Florida		
Departure Date:	4/7/24	Return Date:	4/13/24		
Comments:					
Sharing hotel room? Whom with:		E1 Budgeted Account #		1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:	700.00			
Airfare:	500.00			
Lodging:	2,415.00			
Car Rental:				
KCI Airport parking:	175.00			
	Meals Overnight Travel			
	Search for City - GSA.gov website			
	Enter Per Diem Rate (cell F21)			
	M&IE Meal breakdown will auto populate			
Per Diem for Meals:	No receipts required	483.00		
Private Vehicle Mileage:		52.40		
Cab/Shuttle fares/				
Tolls/Baggage fees:				
Fuel - City Vehicle:				
Other:				

Per Diem for Meals	Rate	# of days	
Per Diem rate	69.00	7.0	483.00
M&IE Breakdown - Deduct meals provided			
Breakfast	16.00		-
Lunch	17.00		-
Dinner	31.00		-

Describe: _____

Amount Charge on City P Card 3,790.00

Amount to Vendors -

ACH direct deposit rather than a check

can be provided. Complete and submit -

AP ACH Form

Travel Advance = Amount to Employee 535.40

TOTAL ESTIMATED EXPENSES 4,325.40

Employee Signature

Division Manager Signature

Department Director Signature

City Manager Signature (if required)

Approved Disapproved Date

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3/18/24