



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:	attend the TLG conference		Destination: Scottsdale, AZ		
Departure Date:	4/6/25	Return Date:	4/10/25		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:	680.00						
Airfare:	500.00			Lodging Rate	# days	15%	Total
Lodging:	1,495.00			325.00	per day @ 4	48.75	1,495.00
Car Rental:							
KCI Airport parking:		60.00					
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 86.00 5.0 430.00			
				M&IE Breakdown - Deduct meals provided			
				Breakfast 22.00 2 44.00			
				Lunch 23.00 2 46.00			
				Dinner 36.00 -			
M&IE Meal breakdown will auto populate							
Per Diem for Meals:	No receipts required		340.00				
Private Vehicle Mileage:			480.00	80	0.67	6.000	per mile
Cab/Shuttle fares/							
Tolls/Baggage fees:	150.00						
Fuel - City Vehicle:							
Other:				Describe:			

Amount Charge on City P Card	2,825.00
Amount to Vendors	60.00
Travel Advance = Amount to Employee	820.00
TOTAL ESTIMATED EXPENSES	3,705.00

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"/>	