



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:	Matt Schoonover	Employee #		Department	council
Purpose of Travel:	May visit DC delegates			Destination:	Washington, DC
Departure Date:	5/14/24	Return Date:	5/15/24		
Comments:					
Sharing hotel room?	Whom with:			E1 Budgeted Account #	educ / train

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:							
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:	18.00						
Per Diem for Meals:	Meals Overnight Travel Search for City - GSA.gov website Enter Per Diem Rate (cell F21) M&IE Meal breakdown will auto populate No receipts required			Per Diem for Meals			
				Rate # of days			
				Per Diem rate 79.00 2.0 158.00			
				M&IE Breakdown - Deduct meals provided			
				Breakfast 19.00 1 19.00			
				Lunch 20.00 1 20.00			
				Dinner	35.00		-
Private Vehicle Mileage:			53.60	80	Miles @	0.670 per mile	
Cab/Shuttle fares/							
Tolls/Baggage fees:	75.00						
Fuel - City Vehicle:							
Other:				Describe: _____			

Amount Charge on City P Card 2,073.00

Amount to Vendors -

Travel Advance = Amount to Employee 172.60

TOTAL ESTIMATED EXPENSES 2,245.60

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"/>	

Cathy Marks

From: Lauren Lueck <Lauren@SchoonoverLawFirm.com>
Sent: Wednesday, May 1, 2024 11:54 AM
To: Cathy Marks
Cc: Matthew Schoonover
Subject: Re: DC per diem

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Cathy,

He is back in town, got in late last night.

I just went over this with him and he approves, and, has given me permission to approve on his behalf (and cc'd him).

Many thanks,

Lauren

Lauren Lueck, *Executive Assistant*
Schoonover & Moriarty LLC
Lauren@schoonoverlawfirm.com



From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Date: Wednesday, May 1, 2024 at 11:41 AM
To: Lauren Lueck <Lauren@SchoonoverLawFirm.com>
Subject: FW: DC per diem

Hi,

Is Matt in town? If so, can you get him to reply to the original email to OK this item, please? You can reply if you are directed from him to do so.

Thanks,
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: Cathy Marks

Sent: Monday, April 29, 2024 9:35 AM

To: Matthew Schoonover <mschoonover@olatheks.org>

Cc: Lauren Lueck <Lauren@SchoonoverLawFirm.com>

Subject: DC per diem

Importance: High

Hi,

This is the Travel Authorization for the DC trip. Your per diem and mileage for the airport will be paid up front, the other costs are estimates and will be taken care of after the trip. If you want to uber to the airport instead, please let me know and we can adjust this doc.

Otherwise, if you would reply your confirmation of the amounts, in lieu of a signature, I can get this in the works.

Thanks, 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

