



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:	Visit Washington Delegates		Destination: Washington, DC		
Departure Date:	5/13/25	Return Date:	5/14/25		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	

	Amount to City PCard	Amount to Vendor	Amount to Employee					
Registration:								
Airfare:	600.00			Lodging Rate	1	# days	15%	Total
Lodging:	1,265.00			550.00	per day @	2	82.50	1,265.00
Car Rental:								
KCI Airport parking:	30.00							
Meals Overnight Travel Search for City - GSA.gov website Enter Per Diem Rate (cell F21) <i>M&IE Meal breakdown will auto populate</i>				Per Diem for Meals				
				Rate # of days				
				Per Diem rate 92.00 3.0 276.00				
				M&IE Breakdown - Deduct meals provided				
				Breakfast 23.00 1 23.00				
				Lunch 26.00 -				
				Dinner 38.00 2 76.00				
Per Diem for Meals:	No receipts required		177.00					
Private Vehicle Mileage:			56.00	80	Miles @	0.700	per mile	
Cab/Shuttle fares/ Tolls/Baggage fees:			150.00					
Fuel - City Vehicle:								
Other:				Describe: _____				

Amount Charge on City P Card	1,895.00
Amount to Vendors	-
Travel Advance = Amount to Employee	383.00
TOTAL ESTIMATED EXPENSES	<u>2,278.00</u>

*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"/>	