



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:	Dean Vakas	Employee #		Department	CMO
Purpose of Travel:	Morgan's Wonderland tour			Destination:	San Antonio, TX
Departure Date:	8/22/24	Return Date:	8/23/24		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:				
Airfare:	558.96			
Lodging:	287.50			
Car Rental:				
KCI Airport parking:		25.00		
	Meals Overnight Travel <u>Search for City - GSA.gov website</u> Enter Per Diem Rate (cell F21)			
	<i>M&IE Meal breakdown will auto populate</i>			
Per Diem for Meals:	<i>No receipts required</i>		71.00	
Private Vehicle Mileage:			53.60	
Cab/Shuttle fares/ Tolls/Baggage fees:				
Fuel - City Vehicle:				
Other:				
				Describe: _____

Lodging Rate	# days	15%	Total
250.00 per day @	1	37.50	287.50

Per Diem for Meals	Rate	# of days	
Per Diem rate	64.00	2.0	128.00
M&IE Breakdown - Deduct meals provided			
Breakfast	14.00	2	28.00
Lunch	16.00		-
Dinner	29.00	1	29.00

80 Miles @	0.670 per mile
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Amount Charge on City P Card	846.46
Amount to Vendors	25.00
Travel Advance = Amount to Employee	124.60
TOTAL ESTIMATED EXPENSES	996.06

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 _____	☐	☐	_____
City Manager Signature (if required) _____			

Cathy Marks

From: Dean Vakas
Sent: Wednesday, August 14, 2024 4:14 PM
To: Cathy Marks
Subject: Re: travel request

Cathy - Don't forget the parking charge.

Dean

Corrected 8/15

Get [Outlook for iOS](#)

From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Wednesday, August 14, 2024 2:19:55 PM
To: Dean Vakas <DVakas@OLATHEKS.ORG>
Subject: travel request

Hi,
Please reply to confirm this travel request for San Antonio.
Thanks, Cathy

Cathy Marks, Assistant to the City Manager

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Administration | City of Olathe, Kansas

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