



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 #	124720	Department	CMO
Purpose of Travel:	LKM meeting		Destination: Mulvane, KS		
Departure Date:	12/12/24	Return Date:	12/13/24		
Comments:					
Sharing hotel room? Whom with:			E1 Budgeted Account #		

	Amount to City PCard	Amount to Vendor	Amount to Employee			
Registration:						
Airfare:				Lodging Rate	# days	15% Total
Lodging:	175.00			175.00 per day @	1	26.25 201.25
Car Rental:						
KCI Airport parking:						
	Meals Overnight Travel Search for City - GSA.gov website			Per Diem for Meals	Rate	# of days
				Per Diem rate	64.00	2.0 128.00
	Enter Per Diem Rate (cell F21)			M&IE Breakdown - Deduct meals provided		
				Breakfast	14.00	-
				Lunch	16.00	-
				Dinner	29.00	-
	<i>M&IE Meal breakdown will auto populate</i>					
Per Diem for Meals:	<i>No receipts required</i>		128.00			
Private Vehicle Mileage:			243.66	372 Miles @	0.655 per mile	
Cab/Shuttle fares/ Tolls/Baggage fees:						
Fuel - City Vehicle:						
Other:				Describe: _____		

Amount Charge on City P Card	175.00
Amount to Vendors	-
Travel Advance = Amount to Employee	371.66
TOTAL ESTIMATED EXPENSES	546.66

ACH direct deposit rather than a check can be provided. Complete and submit - [AP ACH Form](#)

	Approved	Disapproved	Date
	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	Oct 29, 2024
City Manager Signature (if required)			

Michael Wilkes (Oct 29, 2024 2:31 CDT)

LKM Mulvane

Final Audit Report

2024-10-30

Created:	2024-10-29
By:	Cathy Marks (CMMarks@OLATHEKS.ORG)
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"LKM Mulvane" History

-  Document created by Cathy Marks (CMMarks@OLATHEKS.ORG)
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