



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 | council |
| Purpose of Travel: | attending LKM annual conference | | | Destination: | Wichita, KS |
| Departure Date: | Oct. 10 | Return Date: | Oct. 12 | | |
| Comments: | | | | | |
| Sharing hotel room? Whom with: | | | E1 Budgeted Account # | | |

| | Amount to City PCard | Amount to Vendor | Amount to Employee | |
|---|---|---------------------|-----------------------|---|
| Registration: | 150.00 | | | |
| Airfare: | | | | |
| Lodging: | 201.25 | | | Lodging Rate # days 15% Total 175.00 per day @ 1 26.25 201.25 |
| Car Rental: | | | | |
| KCI Airport parking: | | | | |
| | 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 64.00 2.0 128.00 M&IE Breakdown - Deduct meals provided Breakfast 14.00 - Lunch 16.00 1 16.00 Dinner 29.00 - |
| Per Diem for Meals: | M&IE Meal breakdown will auto populate No receipts required | | 112.00 | |
| Private Vehicle Mileage: | | | 237.18 | 354 Miles @ 0.670 per mile |
| Cab/Shuttle fares/ Tolls/Baggage fees: | | | | |
| Fuel - City Vehicle: | | | | |
| Other: | | | | Describe: |

Amount Charge on City P Card 351.25

Amount to Vendors -

Travel Advance = Amount to Employee 349.18

TOTAL ESTIMATED EXPENSES 700.43

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: Dean Vakas
Sent: Thursday, August 8, 2024 7:31 PM
To: Cathy Marks
Subject: Re: LKM conference

Thanks, Cathy. I am OK with this travel request. I am always happy with a check, but my pay is direct deposit, so nothing should preclude the ability to making direct deposit for travel as the City evolves its procedures.

I will make sure we are treated as tax exempt. Will confirm with the hotel when I check-in.

Dean

Get [Outlook for iOS](#)

From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Thursday, August 8, 2024 4:19:36 PM
To: Dean Vakas <DVakas@OLATHEKS.ORG>
Subject: LKM conference

Hi,
Please reply to this email to OK this Travel request authorization for the LKM annual meeting. These will be on the consent agenda on the 3rd of September.
You may get a check in hand or a wire transfer. I hear the system is migrating to obligatory wire transfers for the upfront costs associated with travel.

Remember as you check in/out of the hotel, to remind them that we are tax exempt 🙏

Thanks so much,
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

