



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 #	124702	Department	CMO
Purpose of Travel:	League Presidents Conference		Destination: Washington, DC		
Departure Date:	1/29/24	Return Date:	1/31/24		
Comments:					
Sharing hotel room? Whom with:			E1 Budgeted Account #	1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:	800.00						
Airfare:	450.00			Lodging Rate	# days	15%	Total
Lodging:	575.00			250.00	per day @ 2	37.50	575.00
Car Rental:							
KCI Airport parking:	36.00						
<b>Meals Overnight Travel</b> <a href="#">Search for City - GSA.gov website</a>  <b>Enter Per Diem Rate (cell F21)</b>  <i>M&amp;IE Meal breakdown will auto populate</i>				<b>Per Diem for Meals</b>			
				<b>Rate # of days</b>			
				Per Diem rate 79.00 4.0 316.00			
				<b>M&amp;IE Breakdown - Deduct meals provided</b>			
				Breakfast 19.00 -			
				Lunch 20.00 -			
				Dinner 35.00 -			
Per Diem for Meals:	No receipts required		316.00				
Private Vehicle Mileage:			52.40	80	Miles @	0.655	per mile
Cab/Shuttle fares/							
Tolls/Baggage fees:	150.00						
Fuel - City Vehicle:							
Other:				Describe: _____			

Amount Charge on City P Card	2,011.00
Amount to Vendors	-
Travel Advance = Amount to Employee	368.40
<b>TOTAL ESTIMATED EXPENSES</b>	<b>2,379.40</b>

*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"/>	