



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:	Councilmembers	Employee #	124702	Department	CMO
Purpose of Travel:	NLC conference		Destination: Washington, DC		
Departure Date:	3/10/24	Return Date:	3/13/24		
Comments:					
Sharing hotel room? Whom with:			E1 Budgeted Account #	1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:	680.00						
Airfare:	800.00			Lodging Rate	# days	15%	Total
Lodging:	1,173.00			340.00	per day @ 3	51.00	1,173.00
Car Rental:							
KCI Airport parking:		36.00					
	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 4.0 256.00			
				M&IE Breakdown - Deduct meals provided			
				Breakfast	14.00	1	14.00
				Lunch	16.00		-
				Dinner	29.00		-
	M&IE Meal breakdown will auto populate						
Per Diem for Meals:	No receipts required		242.00				
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	2,803.00
Amount to Vendors	36.00
Travel Advance = Amount to Employee	294.40
TOTAL ESTIMATED EXPENSES	3,133.40

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"/>	



Complete the yellow cells

Business Expense Statement (BES)

Statement to be completed according to Admin. Reg. F-01

Form must be submitted by the 15th of the following month. Attach a memo to the Approving Authority with their approval

if late or grand total exceeds 10% of Travel Authorized.

BES expenses must be within 10% of Travel Request Authorization(TRA).

Name:	Councilmembers	Employee #	124702	Department:	CMO
Business Expense Purpose:	NLC conference			Destination:	Washington, DC
Departure Date:	3/10/24	Return Date:	3/13/24		
Comments:	0			E1 Budgeted Acct #	1001020.62220
Sharing hotel room? Whom with: 0					

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid by Employee																										
Registration:	680.00	Registration:				Include all cost & fees - Itemized receipt for Lodging required																									
Airfare:	800.00	Airfare:																													
Lodging:	1,173.00	Lodging:																													
Car Rental:	-	Car Rental:																													
KCI Airport parking:	36.00	KCI Airport parking:																													
		Meals Overnight Travel			<table><tr><td>Per Diem:</td><td>Rate</td><td># of days</td><td></td></tr><tr><td></td><td>64.00</td><td></td><td>-</td></tr><tr><td colspan="4">Meals Provided will deduct from per diem:</td></tr><tr><td>Breakfast</td><td>14.00</td><td></td><td>-</td></tr><tr><td>Lunch</td><td>16.00</td><td></td><td>-</td></tr><tr><td>Dinner</td><td>29.00</td><td></td><td>-</td></tr></table>			Per Diem:	Rate	# of days			64.00		-	Meals Provided will deduct from per diem:				Breakfast	14.00		-	Lunch	16.00		-	Dinner	29.00		-
Per Diem:	Rate	# of days																													
	64.00		-																												
Meals Provided will deduct from per diem:																															
Breakfast	14.00		-																												
Lunch	16.00		-																												
Dinner	29.00		-																												
Per Diem for Meals:	242.00																														
		M&IE Meal breakdown will auto populate																													
		Per Diem for Meals:	No receipts required	-																											
		STOP Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES																													
		Allocate Page 2 Totals to yellow cells	Paid with City PCard	Paid to Vendor	Paid by Employee	Totals from page 2																									
Private Vehicle Mileage:	52.40	Mileage:			-	-	Comments:																								
Cab/Shuttle fares/		Cab/Shuttle fares/				-																									
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:				-																									
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-																									
		Business Meeting:				-																									
Miscellaneous Expense:	-	Miscellaneous Expense:				-																									
TOTAL TRA ESTIMATED EXPENSES	3,133.40	TOTAL EXPENSES		-																											

Total Expensed paid by employee -

Travel Advance issued to Employee 294.40

Amount owed Employee/ (owed to City) (294.40)

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

I certify that I have incurred all of the expenses listed above on behalf of the City and that they are directly related to the active conduct of the City's business.

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Employee Signature	Date	Division Manager Signature	Date	Department Manager	Date	City Manager Signature (if required)	Date
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Business Expense Statement continued

Name: [Councilmembers](#)

Department: [CMO](#)

Business Expense Purpose: Washington, DC

Mileage Calculation:	<i>Mileage log may be used for detail</i>		Rate	\$0.655
	Date	Destination	Miles	Amount
				-
				-
				-
				-
				-
Total				-

Cab/Shuttle fares/Tolls:	Date	Description	Amount
Total			-

Fuel - City Vehicle:	Date	Amount
Total		-

Meals Local:	Date	Breakfast	Lunch	Dinner	Maximum allowed: Breakfast 15.00 Lunch 16.00 Dinner 28.00
					<i>Receipts are required</i>
Total					-

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:	Date	Description	Amount
Total			-

Total	Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$55	\$13	\$14	\$23	\$5
\$56	\$13	\$14	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$61	\$14	\$15	\$27	\$5
\$66	\$16	\$17	\$28	\$5
\$64	\$14	\$16	\$29	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5
\$79	\$19	\$20	\$35	\$5
\$76	\$18	\$19	\$34	\$5
\$0	\$0	\$0	\$0	\$0