



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:	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:	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)			
	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:				

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		-

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 checked="" type="checkbox"/>	<input type="checkbox"/>	1/17/24