



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:	TLG Conference		Destination: Reno, NV		
Departure Date:	4/8/19	Return Date:	4/12/19		
Comments:	0				
Sharing hotel room? Whom with:			E1 Budgeted Account #	1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:							
Airfare:		\$400.00		Lodging Rate	# days	15%	Total
Lodging:		\$276.00		\$80 per day @	4	12.00	368.00
Car Rental:							
KCI Airport parking:		\$40.00					
Per Diem for Meals:	Meals Overnight Travel			Per Diem for Meals			
	Search for City - GSA.gov website			Rate # of days			
	if city is not listed search for the county			Per Diem rate \$66 5.0 330.00			
	gsa.gov link "Nat'l Assn of Counties" (NACO)			M&IE Breakdown - Deduct meals provided			
	Enter Per Diem Rate (cell F21)			Breakfast 16.00 -			
	M&IE Meal breakdown will auto populate			Lunch 17.00 -			
	No receipts required			Dinner 28.00 -			
	330.00						
	Meals Local/Receipts required			M&IE Breakdown: Maximum # of days			
	After event complete BES for reimbursement			Breakfast 15.00 -			
using the receipt amount or the M&IE			Lunch 16.00 -				
maximum the lesser of the two.			Dinner 28.00 -				
Meals Local:				Total Estimated Meals - fill to right			
Private Vehicle Mileage:			43.60	80	Miles @	0.545 per mile	
Cab/Shuttle fares/							
Tolls/Baggage fees:		\$120.00					
Fuel - City Vehicle:							
Other:				Describe:			

Amount Charge on City P Card	-
Amount to Vendors	836.00
Travel Advance = Amount to Employee	373.60
TOTAL ESTIMATED EXPENSES	1,209.60

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:	Michael Wilkes	Employee #	124702	Department:	CMO
Business Expense Purpose:	TLG Conference			Destination:	Reno, NV
Departure Date:	4/8/19	Return Date:	4/12/19		
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 to Employee		
Registration:	-	Registration:				Include all cost & fees - Itemized receipt for Lodging required	
Airfare:	400.00	Airfare:					
Lodging:	276.00	Lodging:					
Car Rental:	-	Car Rental:					
KCI Airport parking:	40.00	KCI Airport parking:					
		Meals Overnight Travel Search for City - GSA.gov website if city is not listed search for the county gsa.gov link 'Nat'l Assn of Counties" (NACO) Enter Per Diem Rate (cell H19) # of days (cell I19) M&IE Meal breakdown will auto populate			Per Diem: Rate # of days - Meals Provided will deduct from per diem: Breakfast #N/A #N/A Lunch #N/A #N/A Dinner #N/A #N/A		
Per Diem for Meals:	330.00	Per Diem for Meals:	No receipts required	#N/A			
		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 to Employee	Totals from page 2	
Private Vehicle Mileage:	43.60	Mileage:			-	-	Comments:
Cab/Shuttle fares/		Cab/Shuttle fares/				-	
Tolls/Baggage fees:	120.00	Tolls/Baggage fees:				-	
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-	
Meals Local:	-	Local Meals:				-	
		Business Meeting:				-	
Miscellaneous Expense:	-	Miscellaneous Expense:				-	-
TOTAL TRA ESTIMATED EXPENSES	1,209.60	TOTAL EXPENSES		#N/A			

Total Expensed paid by employee #N/A

Travel Advance issued to Employee 373.60

Amount owed Employee/ (owed to City) #N/A

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.

Page 1 of 2

Employee Signature	Date	Division Manager Signature	Date	Department Manager	Date	City Manager Signature (if required)	Date
--------------------	------	----------------------------	------	--------------------	------	--------------------------------------	------

Business Expense Statement continued

Name: Michael Wilkes

Department: CMO

Business Expense Purpose: Reno, NV

Mileage log may be used for detail

Rate

.545

Mileage Calculation:

Date	Destination	Miles	Amount
			-
			-
			-
			-
			-
Total			-

Cab/Shuttle fares/Tolls:

Date	Description	Amount
Total		-

Fuel - City Vehicle:

[illegible]

Meals Local:

Date	Breakfast	Lunch	Dinner
Total	-		

Maximum allowed:	
Breakfast	15.00
Lunch	16.00
Dinner	28.00

Receipts are required

Total	-
-------	---

Total	-
-------	---

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Total -

Miscellaneous Expense:

Date	Description	Amount
Total		-

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	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5
\$76	\$18	\$19	\$34	\$5