



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:	0		E1 Budgeted Account #	1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:	353.57			
Airfare:		\$525		
Lodging:		\$368.00		
Car Rental:				
KCI Airport parking:			\$40.00	
	<b>Meals Overnight Travel</b> 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 F21) M&IE Meal breakdown will auto populate			Lodging Rate # days 15% Total \$80 per day @ 4 12.00 368.00
Per Diem for Meals:	No receipts required 330.00			Per Diem for Meals Rate # of days Per Diem rate 66.00 5.0 330.00 M&IE Breakdown - Deduct meals provided Breakfast 16.00 - Lunch 17.00 - Dinner 28.00 -
Meals Local:	<b>Meals Local/Receipts required</b> After event complete BES for reimbursement using the receipt amount or the M&IE maximum the lesser of the two			M&IE Breakdown: Maximum # of days Breakfast 15.00 - Lunch 16.00 - Dinner 28.00 - Total Estimated Meals - fill to right
Private Vehicle Mileage:	46.40			80 Miles @ 0.580 per mile
Cab/Shuttle fares/ Tolls/Baggage fees:	\$100			
Fuel - City Vehicle:				
Other:				Describe:

Amount Charge on City P Card	353.57
Amount to Vendors	993.00
Travel Advance = Amount to Employee	416.40
<b>TOTAL ESTIMATED EXPENSES</b>	<b>1,762.97</b>

ACH direct deposit rather than a check  
can be provided. Complete and submit -  
AP ACH Form

Employee Signature

Division Manager Signature	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Date
Department Director Signature	<input type="checkbox"/>	<input type="checkbox"/>	
City Manager Signature (if required)	<input type="checkbox"/>	<input type="checkbox"/>	