



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:	ICMA Annual Conf	Destination:	Nashville, TN		
Departure Date:	10/18/19	Return Date:	10/24/19		
Comments:					
Sharing hotel room? Whom with:			E1 Budgeted Account #	1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee
Registration:	720.00		
Airfare:		374.94	
Lodging:		1,374.25	
Car Rental:		400.00	
KCI Airport parking:		54.00	

	Per Diem for Meals	Rate	# of days	Total
Per Diem rate		61.00	5.0	305.00
M&IE Breakdown - Deduct meals provided				
Breakfast	14.00			-
Lunch	15.00			-
Dinner	27.00			-

	Per Diem for Meals	Amount
Per Diem for Meals:	No receipts required	305.00
Private Vehicle Mileage:		46.40
Cab/Shuttle fares/		
Tolls/Baggage fees:		100.00
Fuel - City Vehicle:		
Other:		33.00

	Amount
Meals Overnight Travel	
Search for City - GSA.gov website	
Enter Per Diem Rate (cell F21)	
M&IE Meal breakdown will auto populate	

	Amount
Per Diem for Meals:	No receipts required
Private Vehicle Mileage:	80 Miles @ 0.580 per mile
Cab/Shuttle fares/	
Tolls/Baggage fees:	
Fuel - City Vehicle:	
Other:	

	Amount
Amount Charge on City P Card	720.00
Amount to Vendors	2,336.19
Travel Advance = Amount to Employee	351.40
TOTAL ESTIMATED EXPENSES	3,407.59

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

Employee Signature

Division Manager Signature

Department Director Signature

City Manager Signature (if required)

Approved Disapproved Date

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