OLATHE
KANSAS

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 Copeland	Employee #	125633	Department	Council
Purpose of Travel:	Conference of Mayors			Destination:	Washington, DC
Departure Date:	1/21/20	Return Date:	1/25/20		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	1001010.62220

	Amount to City PCard	Amount to Vendor	Amount to Employee
Registration:	750.00		
Airfare:		400.00	
Lodging:		1,886.00	
Car Rental:			
KCI Airport parking:		40.00	
Per Diem for Meals:	*No receipts required*		304.00
Private Vehicle Mileage:			46.40
Cab/Shuttle fares/ Tolls/Baggage fees:		200.00	
Fuel - City Vehicle:			
Other:		100.00	

Lodging Rate		# days	15%	Total
410.00	per day @	4	61.50	1,886.00

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	Rate	# of days	
Per Diem rate	76.00	4.0	304.00
M&IE Breakdown - **Deduct meals provided**			
Breakfast	18.00		-
Lunch	19.00		-
Dinner	34.00		-

80 Miles @ 0.580 per mile

Describe:

Amount Charge on City P Card	750.00
Amount to Vendors	2,626.00
Travel Advance = Amount to Employee	**350.40**
TOTAL ESTIMATED EXPENSES	**3,726.40**

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

	Approved	Disapproved	Date
Employee Signature			
Division Manager Signature	☐	☐	
Department Director Signature	☐	☐	
City Manager Signature (if required)	☐	☐	