



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:	Council	Employee #		Department	Council
Purpose of Travel:	NLC Congressional City Conference			Destination:	Washington, D.C.
Departure Date:	3/7/20	Return Date:	3/12/20		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	1001010.62220
Registration:	Amount to City PCard	Amount to Vendor	Amount to Employee		
Airfare:	505.00			Lodging Rate	# days 15% Total
Lodging:		2,063.10		299.00 per day @	6 44.85 2,063.10
Car Rental:					
KCI Airport parking:		70.00			
Meals Overnight Travel				Per Diem for Meals	
Search for City - GSA.gov website				Rate # of days	
Enter Per Diem Rate (cell F21)				Per Diem rate 76.00 6.0 456.00	
M&IE Meal breakdown will auto populate				M&IE Breakdown - Deduct meals provided	
				Breakfast 18.00 -	
				Lunch 19.00 -	
				Dinner 34.00 -	
Per Diem for Meals:	No receipts required	456.00			
Private Vehicle Mileage:		46.00	80	Miles @	0.575 per mile
Cab/Shuttle fares/					
Tolls/Baggage fees:		250.00			
Fuel - City Vehicle:					
Other:			Describe:		

Amount Charge on City P Card 955.00

Amount to Vendors 2,383.10

Travel Advance = Amount to Employee 502.00

TOTAL ESTIMATED EXPENSES 3,840.10

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"/>	