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 Wilkes	Employee #	124702	Department CMO
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 #	1001020.62220

	Amount to City PCard	Amount to Vendor	Amount to Employee					
Registration:	505.00							
Airfare:	450.00			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	Rate	# of days	
Search for City - GSA.gov website			Per Diem rate	76.00	6.0	456.00
			M&IE Breakdown - **Deduct meals provided**			
Enter Per Diem Rate (cell F21)			Breakfast	18.00		-
			Lunch	19.00		-
M&IE Meal breakdown will auto populate			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	☐	☐	
Division Manager Signature	☐	☐	
Department Director Signature			
City Manager Signature (if required)	☐	☐	1/10/20