



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: Phoenix, AZ		
Departure Date:	5/4/20	Return Date:	5/8/20		
Comments:					
Sharing hotel room? Whom with:			E1 Budgeted Account #	1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:	850.00			
Airfare:		600.00		
Lodging:		1,374.25		
Car Rental:				
KCI Airport parking:	45.00			
	<b>Meals Overnight Travel</b> <a href="#">Search for City - GSA.gov website</a> <b>Enter Per Diem Rate (cell F21)</b>			
	M&IE Meal breakdown will auto populate			
Per Diem for Meals:	No receipts required	224.00		
Private Vehicle Mileage:		46.00	80	Miles @ 0.575 per mile
Cab/Shuttle fares/				
Tolls/Baggage fees:	200.00			
Fuel - City Vehicle:				
Other:	100.00			
				Describe:

Per Diem for Meals	Rate	# of days	
Per Diem rate	56.00	4.0	224.00
M&IE Breakdown - Deduct meals provided			
Breakfast	13.00		-
Lunch	14.00		-
Dinner	24.00		-

Amount Charge on City P Card 1,195.00

Amount to Vendors 1,974.25

Travel Advance = Amount to Employee 270.00

TOTAL ESTIMATED EXPENSES 3,439.25

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

Employee Signature

	Approved	Disapproved	Date
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"/>	