



City of Olathe

COUNCIL AGENDA ITEM

MEETING DATE: 5/7/2024

FOCUS AREA: City Manager's Office

STAFF CONTACT: Cathy Marks

SUBJECT: Consideration of Travel Request Authorization for City Manager Michael Wilkes and Councilmembers to visit Washington, DC.

TITLE:

Consideration of Travel Request Authorization for City Manager Michael Wilkes, Mayor Bacon and Councilmembers Robyn Essex, Dean Vakas and Matthew Schoonover to visit Washington, DC from May 14 to the 16th.

SUMMARY:

These Travel Request Authorization forms are presented for City Council to review and approve in accordance with Administrative Guideline F-01, which requires that all overnight travel and/or registration expenses for City employees and officials be approved in advance.

FINANCIAL IMPACT:

Funding is included in the 2024 budget.

ACTION NEEDED:

Approve the attached travel request documents as part of the Consent Agenda.

ATTACHMENT(S):

Michael TRA May DC trip

John TRA May DC trip

Robyn TRA May DC trip

Dean TRA May DC trip

Matt TRA May DC trip