

2018 Travel Request and Authorization City of Lawrence, Kansas

Employee Name: Leslie Soden

Supervisor: _____

Department: CITY COMMISSION ▼

Leave Date: 03/10/18

Destination: Ottawa, Canada

Return Date: 03/15/18

Trip Purpose: International Making Cities Livable, LLC 55th Annual Conference

Per Diem Rate: \$ 76.00

Per Diem Rate located: www.gsa.gov/portal/content/104878
use M&IE column

Method of Travel: (Check all that apply)

City Vehicle: _____

Personal Vehicle: x

Air: x

Specify other: _____

No. of Miles 99.2 @ \$545 a mile

Airfare \$546.00

Other _____

Cost of Travel \$ 54.06

Cost of Travel \$ 546.00

Cost of Travel \$ -

Total Travel Cost: \$ 600.06

Taxi/Shuttle: \$ 50.00

Registration Cost: \$ 645.00

Accommodations: \$ 1,360.00

Cost of Meals: \$ 288.80

Estimated Cost: \$ 2,343.80

No. of Nights 5 Single Room Rate \$272.00

No. of Meals 12

Advance Requested: \$ 288.80

When filling out the Account Number split, please use the advance amount to split.

Account Number	Amount
001.1.1010.2022	\$ <u>2,298.86</u>
001.1.1010.2030	\$ <u>645.00</u>
	\$ <u>-</u>
	\$ <u>-</u>

TOTAL: \$ 2,943.86

Total Cost: \$ 2,943.86

No travel advances will be processed prior to 14 days before travel per Travel Policy. Each employee submitting a TRAVEL REQUEST including an advance must submit a TRAVEL EXPENSE STATEMENT within a reasonable amount of time after return from trip.

APPROVAL OF REQUEST

Employee Signature: _____

Date: _____

Supervisor Approval: _____

Date: _____

Dept. Dir Approval: _____

Date: _____

(over night out of state travel): _____

Date: _____

Mayor (If Required): _____

Date: _____

NOTE: NO OVER NIGHT OUT-OF-STATE TRAVEL IS TO BE MADE WITHOUT CITY MANAGER'S PRIOR APPROVAL