# 2018 Travel Expense Statement
# City of Lawrence, Kansas

Your Name: Stuart Boley Supervisor Your Department: City Commission

Leave Date: 01/31/18 Destination: San Francisco, CA
Return Date: 02/03/18 Trip Purpose: New Partners for Smart Growth Conf. Per Diem: 74.00

Method of Travel: (check one) Travel Advance: 251.60 www.gsa.gov/portal/content/104878
*City Vehicle:* _____ *Air:* x use M&IE column

*Personal Vehicle:* x *Other:* _____ *Explain:* _____

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.

| Day of Week | | Wednesday | Thursday | Friday | Saturday | | | | Category |
|---|---|---|---|---|---|---|---|---|---|
| Date | | 01/31/18 | 02/01/18 | 02/02/18 | 02/03/18 | | | | Totals |
| Allowable Lodging | | 243.38 | 243.38 | 243.38 | | | | | 730.14 |
| Lodging paid w/ City VISA | | 243.38 | 243.38 | 243.38 | | | | | 730.14 |
| Breakfast (20%) | | | | | 14.80 | | | | 14.80 |
| Lunch (30%) | | 22.20 | 22.20 | 22.20 | 22.20 | | | | 88.80 |
| Dinner (50%) | | 37.00 | 37.00 | 37.00 | 37.00 | | | | 148.00 |
| Total Meals (w/per diem) | - | 59.20 | 59.20 | 59.20 | 74.00 | - | - | - | 251.60 |
| Fuel/Parking | | | | | 30.00 | | | | 30.00 |
| Air Fare | 253.98 | | | | | | | | 253.98 |
| Toll/Shuttle Bus/Taxi | 2.00 | | | | 11.65 | | | | 13.65 |
| Mileage (Enter as miles) | 53.80 | | | | 53.80 | | | | 107.60 |
| Calculated mileage (x.545) | 29.32 | - | - | - | 29.32 | - | - | - | 58.64 |
| Total Transportation | 285.30 | - | - | - | 70.97 | - | - | - | 356.27 |
| Transportation paid w/ City VISA | | | | | | | | | - |
| Registrations | 294.00 | | | | | | | | 294.00 |
| Registration paid w/ City VISA | 294.00 | | | | | | | | 294.00 |
| Total Cost | 579.30 | 302.58 | 302.58 | 302.58 | 144.97 | - | - | - | 1,632.01 |
| City VISA Charges (Total) | 294.00 | 243.38 | 243.38 | 243.38 | - | - | - | - | 1,024.14 |
| Non-Visa Charge | 285.30 | 59.20 | 59.20 | 59.20 | 144.97 | - | - | - | 607.87 |

| | |
|---|---|
| Advance Received (-): | $251.60 |
| City Owes Employee: | $356.27 |
| Employee Owes City | -ZERO- |

If splitting between multiple Accounts please use box below

| | | |
|---|---|---|
| 001.1.1010.2021 | $ | 58.64 |
| 001.1.1010.2022 | $ | 297.63 |
| 001.1.1010.2023 | $ | 981.74 |
| 001.1.1010.2030 | $ | 294.00 |
| | | |
| | | |
| TOTAL | $ | 1,632.01 |

City Account Number: 001.1.1010.2022

City Account Number: _____

Travel Request Filled out: ☑ YES ☐ NO

**I hereby certify that the travel indicated hereon was incurred in the discharge of official City of Lawrence business and that information shown is correct; that no part of the compensation claimed was of a non-City business nature.**

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Dept. Head Approval: _____ Date: _____

(Out of State Travel) → City Manager: _____ Date: _____

(If Required) → Mayor: _____ Date: _____

Approved by Accounts Payable: _____ Date: _____

| *Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.* | |
|---|---|
| *Comments:* | |
| *Please answer the following questions regarding your travel:* | |
| How did this apply to your job? | seeing how other cities handle the current state of housing affordability helps ensure the Commission is knowledgable and able to make better decisions regarding the City of Lawrence. |
| Would recommend attending again? | Yes |
| How will this add value to the City of Lawrence? | The presentations covered a range of topics, including the current state of housing affordability, the uncertain state of federal funding, shifting housing preferences, and creative financing models. |