

2018 Travel Request and Authorization City of Lawrence, Kansas

Employee Name: Jennifer Ananda Supervisor: Stuart Boley Department: CITY GOVERNMENT

Leave Date: 04/20/18 Destination: Topeka, KS
Return Date: 04/21/18 Trip Purpose: LKM Governing Body Institute

Per Diem Rate: \$ 51.00

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

Method of Travel: (Check all that apply)

City Vehicle: _____	No. of Miles: <u>52</u>	@ \$ <u>5.45</u> a mile	Cost of Travel \$ <u>28.34</u>
Personal Vehicle: <u>X</u>	Airfare: _____		Cost of Travel \$ <u>-</u>
Air: _____	Other: _____		Cost of Travel \$ <u>-</u>
Specify other: _____			Total Travel Cost: \$ <u>28.34</u>

Tax/Shuttle: \$ -
Registration Cost: \$ 175.00
Accommodations: \$ -
Cost of Meals: \$ -
Estimated Cost: \$ 175.00

No. of Nights: _____ Single Room Rate: _____
No. of Meals: 0

Advance Requested: \$ -

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

Account Number	Amount
001.1.1010.1022	\$ 28.34
001.1.1010.2030	\$ 175.00
	\$ -
	\$ -

TOTAL: \$ 203.34

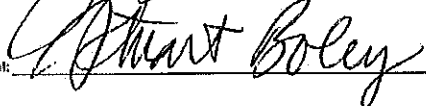
Total Cost: \$ 203.34

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: 3 April 2018

Supervisor Approval: 

Date: 4/3/18

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

KANSAS TURNPIKE AUTHORITY
CHARGE TRANSACTION

ENTRY PLAZA	ENTRY LANE	ENTRY DATE	ENTRY TIME	ENTRY SEQ.
183	03	04/20/18	17:35:11	3022
EXIT PLAZA	EXIT LANE	EXIT DATE	EXIT TIME	EXIT COLL
202	03	04/20/18	17:50:13	1142

CLASS: 02 AMOUNT: \$ 1.20

CHARGED TO: XXXX-XXXX-XXXX-8577

KANSAS TURNPIKE AUTHORITY
CHARGE TRANSACTION

ENTRY PLAZA	ENTRY LANE	ENTRY DATE	ENTRY TIME	ENTRY SEQ.
202	02	04/20/18	14:43:26	1030
EXIT PLAZA	EXIT LANE	EXIT DATE	EXIT TIME	EXIT COLL
183	05	04/20/18	14:59:04	1359

CLASS: 02 AMOUNT: \$ 1.20

CHARGED TO: XXXX-XXXX-XXXX-8577

KANSAS TURNPIKE AUTHORITY
CHARGE TRANSACTION

ENTRY PLAZA	ENTRY LANE	ENTRY DATE	ENTRY TIME	ENTRY SEQ.
202	02	04/21/18	07:43:58	0198
EXIT PLAZA	EXIT LANE	EXIT DATE	EXIT TIME	EXIT COLL
183	07	04/21/18	08:00:28	1263

CLASS: 02 AMOUNT: \$ 1.20

CHARGED TO: XXXX-XXXX-XXXX-8577

KANSAS TURNPIKE AUTHORITY
CHARGE TRANSACTION

ENTRY PLAZA	ENTRY LANE	ENTRY DATE	ENTRY TIME	ENTRY SEQ.
183	03	04/21/18	15:02:16	2254
EXIT PLAZA	EXIT LANE	EXIT DATE	EXIT TIME	EXIT COLL
202	03	04/21/18	15:17:00	1142

CLASS: 02 AMOUNT: \$ 1.20

CHARGED TO: XXXX-XXXX-XXXX-8577