

2018 Travel Expense Statement City of Lawrence, Kansas

Your Department:

Per Diem:	66.00
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use M&IE column

Explain: _____

[illegible]

Employee Owes City	-ZERO-
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		TOTAL \$ -	

City Account Number:

Travel Request Filled out: ☒ YES ☐ NO

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?	Meet with most of the city tree vendors at the trade show. Attend training on Native plant / pollinator species vs. invasive species and strategies for municipal properties and park land reclamation. Important to know about local sources of trees being grown to facilitate plan review for City / county planning dept. and facilitate contract work such as the MSTP Projects and street tree planting.
Would recommend attending again?	Yes, The industry changes each year, with new vendors and topics, Attending is important to stay in the industry loop of current plant materials being grown.
How will this add value to the City of Lawrence?	Build repore with vendors, supplies of trees. Learn industry initiates and public interests in the entire multi-state region. Learn and apply new shared strategies for tree care and planting.

2018 Travel Expense Statement City of Lawrence, Kansas

Your Department: Parks and Recreation

Per Diem:	66.00
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use M&IE column

Explain:

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

[illegible]

Employee Owes City	-ZERO-
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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.

Date: 2-14-19

Date: _____

Date: _____

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?	This conference offered several topics pertaining to the Industry. I was able to Network with individuals from various locations and was able to learn new information.
Would recommend attending again?	yes
How will this add value to the City of Lawrence?	This will add value to the city because we learned a lot about invasive plants of the region. We also learned about soil testing. I was able to broaden my vocabulary by learning a new word, Allelopathy. Basically, a host plant-such as Brush Honey Suckle, Black Walnut black Cherry, ect release a poison into the soil below around itself, which in turn inhibits other plant from being able to germinate and grow.

95.2

Explain: _____

[illegible][illegible]

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?	This gave me the opprtunity to meet the vendors that the City of Lawrence uses for supplies and plants. It also had information on soil testing and invasive plants in the ecosystem.
Would recommend attending again?	Yes I would
How will this add value to the City of Lawrence?	By adding knowledge to the control and identification of certain invasive plants of Missouri and Kansas. It is also a great way to network and get to know people through-out the industry.

2019 Travel Expense Statement

City of Lawrence, Kansas

Supervisor

Your Department:

Leave Date: 01/31/19
Return Date: 02/01/19

Destination: Wichita, KS
Trip Purpose: KanStruct 2019 presentation

Per Diem:	61.00
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Travel Advance:

Personal Vehicle:

Other:

Explain:

Day of Week	Thursday	Friday							Category
Date	01/31/19	02/01/19							Totals
Allowable Lodging		123.23							123.23
Lodging paid w/ City VISA		123.23							123.23
Breakfast (20%)	12.20	12.20							24.40
Lunch (30%)									-
Dinner (50%)									-
Total Meals (w/per diem)	12.20	12.20	-	-	-	-	-	-	24.40
Fuel/Parking		30.00							30.00
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	-	30.00	-	-	-	-	-	-	30.00
Transportation paid w/ City VISA		30.00							30.00
Registrations *See Below*									-
Registration paid w/ City VISA									-
Total Cost	12.20	165.43	-	-	-	-	-	-	177.63
City VISA Charges (Total)	-	153.23	-	-	-	-	-	-	153.23
Non-Visa Charge	12.20	12.20	-	-	-	-	-	-	24.40

Advance Received (-):	\$0.00
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City Owes Employee:	\$24.40
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Employee Owes City	-ZERO-
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	TOTAL \$	-
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City Account Number: 501-7-7100-2022

City Account Number:

Travel Request Filled out: ☒ YES
☐ NO

Employee Signature: Melinda K. Hargen

Date: 2/19/19

Supervisor Approval: _____

Date: _____

Dept. Head Approval:

Date: 2/19/19

(Out of State Travel) City Manager: _____

Date: 1/1/1

(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?	Gave presentation on alternative delivery, including new charter ordinance and development of procedures.
Would recommend attending again?	Yes.
How will this add value to the City of Lawrence?	Good discussion on best practices for project procurement.