

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Jace McInire Supervisor: Josh Malke Your Department: Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem: 55.00

Method of Travel: (check one)

City Vehicle: x

Travel Advance: -

Air: -

www.gsa.gov/portal/content/104878
use M&IE column

Personal Vehicle: -

Other: -

Explain: -

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

Day of Week	Tuesday	Wednesday	Thursday							Category
Date	02/05/19	02/06/19	02/07/19							Totals
Allowable Lodging	44.94	44.94								89.88
Lodging paid w/ City VISA	44.94	44.94								89.88
Breakfast (20%)										-
Lunch (30%)	16.50									16.50
Dinner (50%)		27.50								55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	-	71.50
Fuel/Parking										-
Air Fare										-
Toll/Shuttle Bus/Taxi										-
Mileage (Enter as miles)										-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA										-
Registrations *See Below*	285.00									285.00
Registration paid w/ City VISA	285.00									285.00
Total Cost	373.94	72.44	-	-	-	-	-	-	-	446.38
City VISA Charges (Total)	329.94	44.94	-	-	-	-	-	-	-	374.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	-	71.50
If registration has been reported on previous expense statement leave blank										Advance Received (-): <u>\$0.00</u>
										City Owes Employee: <u>\$71.50</u>
										Employee Owes City: <u>-ZERO-</u>

If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 285.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL	\$ 446.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

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: Jace McInire

Date: 2-15-19

Supervisor Approval: Josh Malke

Date: 2-15-19

Dept. Head Approval: Josh Malke

Date: 19 Feb 2019

(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?	I was able to attend many sessions directly related to my line of work and learn a lot from those who have been in the parks and recreation field for many years.
Would recommend attending again?	Yes.
How will this add value to the City of Lawrence?	I was able to take away many ideas and practices that I believe we can put to use here in Lawrence whether that be related to sports, special events, handling part time staff, etc..

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Gayle Spurgeon Supervisor Annette Degrand

Your Department: Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem: 55.00

Method of Travel: (check one)
City Vehicle: x

Travel Advance: -
Air: -

www.gsa.gov/portal/content/104878
use M&IE column

Personal Vehicle: - Other: - Explain: -

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

Day of Week	Tuesday	Wednesday	Thursday							Category
Date	02/05/19	02/06/19	02/07/19							Totals
Allowable Lodging	44.94	44.94								89.88
Lodging paid w/ City VISA	44.94	44.94								89.88
Breakfast (20%)										-
Lunch (30%)	16.50									16.50
Dinner (50%)	27.50	27.50								55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	-	71.50
Fuel/Parking		15.00								15.00
Air Fare										-
Toll/Shuttle Bus/Taxi										-
Mileage (Enter as miles)										-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-	-
Total Transportation	-	15.00	-	-	-	-	-	-	-	15.00
Transportation paid w/ City VISA										-
Registrations *See Below*	275.00									275.00
Registration paid w/ City VISA	275.00									275.00
Total Cost	363.94	87.44	-	-	-	-	-	-	-	451.38
City VISA Charges (Total)	319.94	44.94	-	-	-	-	-	-	-	364.88
Non-Visa Charge	44.00	42.50	-	-	-	-	-	-	-	86.50

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$0.00

City Owes Employee: \$86.50

Employee Owes City -ZERO-

If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 275.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 176.38
TOTAL	\$ 451.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

Travel Request Filled out: ☒ ES
☐ 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: [Signature]

Date: 2-8-19

Supervisor Approval: [Signature]

Date: 2-11-19

Dept. Head Approval: [Signature]

Date: 14 Feb 19

(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?	Specific programming topics of personal training, data collection, programming. Also met with programming peers from other municipal recreation programs for program resource sharing.
Would recommend attending again?	Yes, if there are relevant session topics.
How will this add value to the City of Lawrence?	Improved and expanded programming for better customer service and increased revenue. Staff retention and increased productivity through increased training and knowledge

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Lee Ice Supervisor: Derek Rogers Your Department: Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem: 55.00

Method of Travel: (check one)
City Vehicle: x

Travel Advance: -
Air: -

www.gsa.gov/portal/content/104878
use M&IE column

Personal Vehicle: - Other: - Explain: -

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

Day of Week	Tuesday	Wednesday	Thursday						Category
Date	02/05/19	02/06/19	02/07/19						Totals
Allowable Lodging	44.94	44.94							89.88
Lodging paid w/ City VISA	44.94	44.94							89.88
Breakfast (20%)									-
Lunch (30%)	16.50								16.50
Dinner (50%)	27.50	27.50							55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	71.50
Fuel/Parking									-
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA									-
Registrations *See Below*	275.00								275.00
Registration paid w/ City VISA	275.00								275.00
Total Cost	363.94	72.44	-	-	-	-	-	-	436.38
City VISA Charges (Total)	319.94	44.94	-	-	-	-	-	-	364.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	71.50

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$0.00

City Owes Employee: \$71.50

Employee Owes City: -ZERO-

If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 300.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL \$	461.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

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: [Signature]

Date: 2-10-19

Supervisor Approval: [Signature]

Date: 12 Feb 2019

Dept. Head Approval: [Signature]

Date: 12 Feb 2019

(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?	Annual Kansas Recreation and Park Association State Conference. Parks & Recreation agencies throughout the state are in attendance.
Would recommend attending again?	Was probably one of the best stat conferences I've attended in quite awhile. Sessions and speakers were tremendous. Definately recommend staff attending in the future.
How will this add value to the City of Lawrence?	Any time you can network with other state agencies there is typically always a benefit. Being around other professionals in the same field gives you the opportunity to bounce things off of. You're able to find out what is and isn't working throughout the profession. Always a great opportunity to steal ideas.

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Lori Madaus Supervisor Brandy Shoemaker Your Department: Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem: 55.00

Method of Travel: (check one)

City Vehicle: x

Travel Advance: -

Air: -

www.gsa.gov/portal/content/104878
use M&IE column

Personal Vehicle: -

Other: -

Explain: -

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

Day of Week	Tuesday	Wednesday	Thursday							Category
Date	02/05/19	02/06/19	02/07/19							Totals
Allowable Lodging	44.94	44.94								89.88
Lodging paid w/ City VISA	44.94	44.94								89.88
Breakfast (20%)										-
Lunch (30%)	16.50									16.50
Dinner (50%)	27.50	27.50								55.00
Total Meals (w/per diem)	44.00	27.60	-	-	-	-	-	-	-	71.50
Fuel/Parking										-
Air Fare										-
Toll/Shuttle Bus/Taxi										-
Mileage (Enter as miles)										-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA	-	-	-	-	-	-	-	-	-	-
Registrations *See Below*	285.00									285.00
Registration paid w/ City VISA	285.00									285.00
Total Cost	373.94	72.44	-	-	-	-	-	-	-	446.38
City VISA Charges (Total)	329.94	44.94	-	-	-	-	-	-	-	374.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	-	71.50

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$0.00

City Owes Employee: \$71.50

Employee Owes City: -ZERO-

If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 285.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL	\$ 446.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

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: [Signature]

Date: 2/14/19

Supervisor Approval: [Signature]

Date: 2-14-19

Dept. Head Approval: [Signature]

Date: 19 Feb 2019

(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:	
<i>Please answer the following questions regarding your travel:</i>	
How did this apply to your job?	KRPA conference had several sessions on aquatic management.
Would recommend attending again?	Yes.
How will this add value to the City of Lawrence?	To keep up on new trends and ideas in the area of aquatics and customer service..

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Mark Hecker Supervisor: Derek Rogers Your Department: Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem: 55.00

Method of Travel: (check one)

City Vehicle: ☒ x

Travel Advance: -

Air: ☐

www.qsa.gov/portal/content/104878

use M&IE column

Personal Vehicle: ☐

Other: ☐

Explain: _____

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

Day of Week	Tuesday	Wednesday	Thursday							Category
Date	02/05/19	02/06/19	02/07/19							Totals
Allowable Lodging	44.94	44.94								89.88
Lodging paid w/ City VISA	44.94	44.94								89.88
Breakfast (20%)										-
Lunch (30%)	16.50									16.50
Dinner (50%)	27.50	27.50								55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	-	71.50
Fuel/Parking										-
Air Fare										-
Toll/Shuttle Bus/Taxi										-
Mileage (Enter as miles)										-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA										-
Registrations *See Below*	275.00									275.00
Registration paid w/ City VISA	275.00									275.00
Total Cost	363.94	72.44	-	-	-	-	-	-	-	436.38
City VISA Charges (Total)	319.94	44.94	-	-	-	-	-	-	-	364.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	-	71.50

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$0.00

City Owes Employee: \$71.50

Employee Owes City -ZERO-

If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 275.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL \$	436.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

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: [Signature]

Date: 2-8-19

Supervisor Approval: [Signature]

Date: 12 Feb 2019

Dept. Head Approval: [Signature]

Date: 12 Feb 2019

(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?	Toured other City's parks and facilities, educational sessions on budget management and succession planning, natural play systems and native grass management.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	New ideas for completing assigned tasks and functions

2019 Travel Expense Statement

City of Lawrence, Kansas

Your Name: Emily Lubliner Supervisor Robert Nugent Your Department: Transit

Leave Date: 02/23/19
Return Date: 02/27/19

Destination: New Orleans
Trip Purpose: APTA Marketing & Communications

Per Diem:	71.00
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Method of Travel: (check one)

City Vehicle: _____

Travel Advance: 248.50

Air: X

www.gsa.gov/portal/content/104878
use M&IE column

Personal Vehicle: _____

Other: _____

Explain: _____

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

Day of Week	Saturday	Sunday	Monday	Tuesday	Wednesday				Category
Date	02/23/19	02/24/19	02/25/19	02/26/19	02/27/19				Totals
Allowable Lodging	247.22	247.22	247.22	247.22					988.88
Lodging paid w/ City VISA	247.22	247.22	247.22	247.22					988.88
Breakfast (20%)		14.20	14.20	14.20	14.20				56.80
Lunch (30%)	21.30	21.30			21.30				63.90
Dinner (50%)	35.50	35.50	35.50	35.50					142.00
Total Meals (w/per diem)	56.80	71.00	49.70	49.70	35.50	-	-	-	262.70
Fuel/Parking					37.50				37.50
Air Fare	279.96								279.96
Toll/Shuttle Bus/Taxi					41.40				41.40
Mileage (Enter as miles)	53.70				53.70				107.40
Calculated mileage (x.58)	31.15	-	-	-	31.15	-	-	-	62.29
Total Transportation	311.11	-	-	-	110.05	-	-	-	421.15
Transportation paid w/ City VISA					358.86				358.86
Registrations *See Below*	575.00								575.00
Registration paid w/ City VISA	575.00								575.00
Total Cost	1,190.13	318.22	296.92	296.92	145.55	-	-	-	2,247.73
City VISA Charges (Total)	822.22	247.22	247.22	247.22	358.86	-	-	-	1,922.74
Non-Visa Charge	367.91	71.00	49.70	49.70	(213.31)	-	-	-	324.99

If registration has been reported on previous expense statement leave blank

Advance Received (-):	\$248.50
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City Owes Employee: **\$76.49**

Employee Owes City **-ZERO-**

If splitting between multiple Accounts please use box below

[illegible]

City Account Number: 210-1-1014-2022

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: Emily C. Johnson

Supervisor Approval: FORREST N. NIELSEN

Dept. Head Approval: 

(Out of State Travel) City Manager: Brian M. [Signature]

(If Required) Mayor: _____

Approved by Accounts Payable: _____

Date: 3 / 4 / 19

Date: 3-4-19

Date: 3-7-19

Date: 5-7-19

Date: _____

Date: _____

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

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?	The Marketing and Communications Workshop is an annual meeting hosted by the American Public Transportation Association. This workshop includes a group of professionals from transit systems across the country in cities from small to large. Sessions provide an opportunity to learn from a wide array of examples shared by those working in transit communications.
Would recommend attending again?	Yes.
How will this add value to the City of Lawrence?	By learning from and interacting with the top professionals in public transit communications, we can bring some of their insight and innovations home to the City of Lawrence.

2019 Travel Expense Statement City of Lawrence, Kansas

Supervisor

Your Department:

Leave Date: 02/05/19

Destination: Hutchinson, KS

Return Date: 02/07/19

Trip Purpose: KRPA Conference

Per Diem:	55.00
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Method of Travel: (check one)

Travel Advance:

www.gsa.gov/portal/content/104878

City Vehicle: ☒

Air:

use M&IE column

Personal Vehicle:

Other:

Explain:

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

Day of Week	Tuesday	Wednesday	Thursday						Category
Date	02/05/19	02/06/19	02/07/19						Totals
Allowable Lodging	44.94	44.94							89.88
Lodging paid w/ City VISA	44.94	44.94							89.88
Breakfast (20%)									-
Lunch (30%)	16.50								16.50
Dinner (50%)	27.50	27.50							55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	71.50
Fuel/Parking									-
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA									-
Registrations *See Below*	275.00								275.00
Registration paid w/ City VISA	275.00								275.00
Total Cost	363.94	72.44	-	-	-	-	-	-	436.38
City VISA Charges (Total)	319.94	44.94	-	-	-	-	-	-	364.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	71.50

Advance Received (-):	\$0.00
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City Owes Employee:	\$71.50
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Employee Owes City	-ZERO-
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If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 275.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL	\$ 436.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

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: 26 Feb 2019

Supervisor Approval:

Date: _____

Dept. Head Approval:

Date: _____

(Out of State Travel)

City Manager:

Date: 4-18-19

(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?

Would recommend attending again?

How will this add value to the City of Lawrence?

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Chad Tower

Supervisor: Brandy Shoemaker

Your Department: Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem: 55.00

Method of Travel: (check one)
City Vehicle: x

Travel Advance: -
Air:

www.gsa.gov/portal/content/104878
use M&IE column

Personal Vehicle: Other: Explain:

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

Day of Week	Tuesday	Wednesday	Thursday						Category
Date	02/05/19	02/06/19	02/07/19						Totals
Allowable Lodging	44.94	44.94							89.88
Lodging paid w/ City VISA	44.94	44.94							89.88
Breakfast (20%)									-
Lunch (30%)	16.50								16.50
Dinner (50%)	27.50	27.50							55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	71.50
Fuel/Parking									-
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA									-
Registrations *See Below*	285.00								285.00
Registration paid w/ City VISA	285.00								285.00
Total Cost	373.94	72.44	-	-	-	-	-	-	446.38
City VISA Charges (Total)	329.94	44.94	-	-	-	-	-	-	374.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	71.50

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$0.00
City Owes Employee: \$71.50
Employee Owes City: -ZERO-

If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 285.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL	\$ 446.38

City Account Number: 001-4-4010-2030
City Account Number: 211-4-4100-2030

Travel Request Filled out: ☒ ES
☐ 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: Chad Tower
Supervisor Approval: Brandy Shoemaker
Dept. Head Approval: D. A. P. R.
(Out of State Travel) City Manager:
(If Required) Mayor:
Approved by Accounts Payable:

Date: 2/11/2019
Date: 2-11-19
Date: 12 Feb 2019
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?	Kansas Recreation & Parks Annual Conference
Would recommend attending again?	yes
How will this add value to the City of Lawrence?	Learned some valuable information on how we can incorporate some new programming that would benefit the citizens of Lawrence and Douglas County.

Your Name: Pat Hennessey Supervisor Mark Heckel Your Department: Parks & Recreation

Per Dlem:	55.00
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www.gsa.gov/portal/content/104878
use M&IE column

2019 KRPA Conference Travel Expense Statement.xls.xls 2/13/2019
rev. 03/02/10 kl

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Alex Husbenet Supervisor Brandy Shoemaker Your Department: Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem: 55.00

Method of Travel: (check one)
City Vehicle: x

Travel Advance: -
Air:

www.gsa.gov/portal/content/104878
use M&IE column

Personal Vehicle: Other: Explain:

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

Day of Week	Tuesday	Wednesday	Thursday							Category
Date	02/05/19	02/06/19	02/07/19							Totals
Allowable Lodging	44.94	44.94								89.88
Lodging paid w/ City VISA	44.94	44.94								89.88
Breakfast (20%)										-
Lunch (30%)	16.50									16.50
Dinner (50%)	27.50	27.50								55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	-	71.50
Fuel/Parking										-
Air Fare										-
Toll/Shuttle Bus/Taxi										-
Mileage (Enter as miles)										-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA										-
Registrations *See Below*	285.00									285.00
Registration paid w/ City VISA	285.00									285.00
Total Cost	373.94	72.44	-	-	-	-	-	-	-	446.38
City VISA Charges (Total)	329.94	44.94	-	-	-	-	-	-	-	374.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	-	71.50
If registration has been reported on previous expense statement leave blank										Advance Received (-): \$0.00
										City Owes Employee: \$71.50
										Employee Owes City -ZERO-

If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration*	\$ 285.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL	\$ 446.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

Travel Request Filled out: ☒ ES
☐ IO

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: 2-8-19

Supervisor Approval: 

Date: 2-11-19

Dept. Head Approval: 

Date: 12 Feb 2019

(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?	I learned what other departments throughout the state are doing with their youth sports programs. Ex. Recruiting and training officials, similar problems that we are having and ways to fix them.
Would recommend attending again?	Yes. It was fun to get away for a couple of days to talk with and learn from people in other departments throughout the state.
How will this add value to the City of Lawrence?	By comparing what we do with other departments, we are able to find ways to better our programs to better serve the public.

2019 Travel Expense Statement City of Lawrence, Kansas

 Your Name: Jo Ellis

 Supervisor: Brandy Shoemaker

 Your Department: Parks & Recreation

 Leave Date: 02/05/19
 Return Date: 02/07/19

 Destination: Hutchinson, KS
 Trip Purpose: KRPA Conference

 Per Diem: 55.00

 Method of Travel: (check one)
 City Vehicle:

 Travel Advance:
 Air:
www.gsa.gov/portal/content/104878
 use M&IE column

 Personal Vehicle: x

 Other:

 Explain: had appt. - not requesting mileage

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

Day of Week	Tuesday	Wednesday	Thursday							Category
Date	02/05/19	02/06/19	02/07/19							Totals
Allowable Lodging	44.94	44.94								89.88
Lodging paid w/ City VISA	44.94	44.94								89.88
Breakfast (20%)										-
Lunch (30%)	16.50									16.50
Dinner (50%)	27.50	27.50								55.00
Total Meals (w/per diem)	44.00	27.50	-	-	-	-	-	-	-	71.50
Fuel/Parking										-
Air Fare										-
Toll/Shuttle Bus/Taxi										-
Mileage (Enter as miles)										-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	-	-	-	-	-	-	-	-
Transportation paid w/ City VISA										-
Registrations *See Below*	295.00									295.00
Registration paid w/ City VISA	295.00									295.00
Total Cost	383.94	72.44	-	-	-	-	-	-	-	456.38
City VISA Charges (Total)	339.94	44.94	-	-	-	-	-	-	-	384.88
Non-Visa Charge	44.00	27.50	-	-	-	-	-	-	-	71.50

If registration has been reported on previous expense statement leave blank

 Advance Received (-): \$0.00

 City Owes Employee: \$71.50

 Employee Owes City: -ZERO-

If splitting between multiple Accounts please use box below:

001-4-4010-2030 Conference Registration*	\$ 295.00
*Paid from 2018 budget	
211-4-4100-2030 - Hotel & Meals	\$ 161.38
TOTAL \$	456.38

 City Account Number: 001-4-4010-2030

 City Account Number: 211-4-4100-2030

 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: Jo Ellis

 Date: 2/11/19

 Supervisor Approval: Brandy Shoemaker

 Date: 2-11-19

 Dept. Head Approval: JAPR

 Date: 12 Feb 2019

 (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?	I attended session that will assist me with my programs, customer service and staff training.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	I will implement staff training ideas for my instructors as well as add and revamp programs.

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Robert Wilson **Supervisor** Chad Tower **Your Department:** Parks & Recreation

Leave Date: 02/05/19
Return Date: 02/07/19

Destination: Hutchinson, KS
Trip Purpose: KRPA Conference

Per Diem:	55:00
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Method of Travel: (check one)

Travel Advance:

www.gsa.gov/portal/content/104878
use M&IE column

City Vehicle: x

Alr: _____

Personal Vehicle: _____

Other: _____

Explain:

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

Day of Week	Tuesday (1)	Wednesday (1)	Thursday (1)	Friday (1)	Saturday (1)	Sunday (1)	Category
Date	02/05/19	02/06/19	02/07/19				Totals
Allowable Lodging	44.94	44.94					89.88
Lodging paid w/ City VISA	44.94	44.94					89.88
Breakfast (20%)							
Lunch (30%)	16.50						16.50
Dinner (60%)	27.50	27.50					55.00
Total Meals (w/per diem)	44.00	27.50					71.50
Fuel/Parking							
Air Fare							
Toll/Shuttle Bus/Taxi							
Mileage (Enter as miles)							
Calculated Mileage (x.58)							
Total Transportation							
Transportation paid w/ City VISA							
Registrations *See Below*	285.00						285.00
Registration paid w/ City VISA	285.00						285.00
Total Cost	373.94	72.44	-	-	-	-	446.38
City VISA Charges (Total)	329.94	44.94	-	-	-	-	374.88
Non-Visa Charge	44.00	27.50	-	-	-	-	71.50
*If registration has been reported on a previous expense statement leave blank.							Advance Received (-): \$0.00

If registration has been reported on a previous expense statement leave blank.

Advance Received (-):	\$0.00
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City Owes Employee:	\$71.50
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Employee Owes City	-ZERO-
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If splitting between multiple Accounts please use box below

001-4-4010-2030 Conference Registration	\$ 285.00
*Paid from 2018 budget	
211-4-4100-2030 Hotel & Meals	\$ 161.38
TOTAL	\$ 446.38

City Account Number: 001-4-4010-2030

City Account Number: 211-4-4100-2030

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: [Signature]

Date: 2/26/19

Supervisor Approval: Boards & Policy (R)

Date: 22-11-19

Dept. Head Approval:

Date: 26 Feb 201

(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?	I attended sessions involving customer service, youth sports, event planning, budgets, toured a facility similar to SPL.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	These sessions provide new ideas, tips for improving current programs, contacts with other departments, customer service ideas, etc. <div style="position: absolute; top: 10px; right: 10px; text-align: center;"> program ↓ </div>

