

Your Name:	Megan Withiam	Supervisor	Brian Stapleton	Your Department:	MSO
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Per Diem:	55.00
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www.gsa.gov/portal/content/104878
use M&IE column

Explain: _____

Travel Expense Statement 2019 - WORKS - Withiam.xlsx.xls 3/25/2019
rev. 03/02/10 kl

2019 Travel Expense Statement City of Lawrence, Kansas

Supervisor

Your Department: Fire Medical

Per Diem:	66.00
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Trip Purpose: 2019 CPSE Excellence Conference

www.gsa.gov/portal/content/104878

use M&IE column

Other: _____

Explain: _____

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

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday				Category
Date	03/11/19	03/12/19	03/13/19	03/14/19	03/15/19				Totals
Allowable Lodging	195.73	195.73	195.73	195.73					782.92
Lodging paid w/ City VISA	195.73	195.73	195.73	195.73					782.92
Breakfast (20%)		Provided	Provided	Provided	Provided				-
Lunch (30%)	19.80	Provided	Provided	Provided	19.80				39.60
Dinner (50%)	33.00	33.00	33.00	33.00	33.00				165.00
Total Meals (w/per diem)	52.80	33.00	33.00	33.00	52.80	-	-	-	204.60
Fuel/Parking									-
Air Fare	732.01				30.00				762.01
Toll/Shuttle Bus/Taxi	24.75								24.75
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	756.76	-	-	-	30.00	-	-	-	786.76
Transportation paid w/ City VISA	756.76				30.00				786.76
Registrations	695.00								695.00
Registration paid w/ City VISA	695.00								695.00
Total Cost	1,700.29	228.73	228.73	228.73	82.80	-	-	-	2,469.28
City VISA Charges (Total)	1,647.49	195.73	195.73	195.73	30.00	-	-	-	2,264.68
Non-Visa Charge	52.80	33.00	33.00	33.00	52.80	-	-	-	204.60

Advance Received (-):	\$204.60
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City Owes Employee: **-ZERO-**

Employee Owes City	-ZERO-
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If splitting between multiple Accounts please use box below

[illegible]

City Account Number: 001-2-2220-2022

City Account Number:

Travel Request Filled out: ☒ YES

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.

Ka₃SO₄

Date: 3/19/2019

100

Date: 3/15/

Shan Koff

Date: 3/25/11

City Manager:

Date: 3-22-

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:	All Receipts are attached to the expense report	
Please answer the following questions regarding your travel:		
How did this apply to your job?	As the Quality Services Specialist, this conference allowed to me to develop a better understanding of the Accreditation Model and what it means not only for our department, but also the City and County. It's going to allow me to more efficiently integrate my responsibilities into an ever growing model to better equip our department to better care for the citizens and property of our community.	
Would recommend attending again?	Yes. I feel the informational sessions and community networking generated an understanding of what we are doing well and what we can do better. It was an opportunity to not only acknowledge our strengths and weakness, but also created a platform for growth in the future.	
How will this add value to the City of Lawrence?	This conference had many incredible sessions about how to properly engage your stakeholders (our community). I feel it gave us power in the form of knowledge. Not only can we initiate new practices in Saving lives and Property, but we can know better incorporate the needs of the City of Lawrence and Douglas County.	

Your Name: McKenzie Ezell **Supervisor** Thomas Fagan **Your Department:** Fire Medical

Per Diem:	66.00
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www.gsa.gov/portal/content/104878
use M&IE column

Explain:

Travel Expense Statement 2019 Excellence Fagan.xls 3/19/2019
rev. 03/03/10 kl

Your Name: Thomas Fagan **Supervisor** Shaun Coffey **Your Department:** Fire Medical

Per Diem:	66.00
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www.gsa.gov/portal/content/104878
use M&IE column

Travel Expense Statement 2019 Excellence Fagan.xls.xls 3/18/2019

Your Name: Melinda K Harger Supervisor Dave Wagner Your Department: MSO

Per Diem:	66.00
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www.gsa.gov/portal/content/104878
use M&IE column

Explain: Flight cancelled. New flight arrived in KC at 2am on 3/16

Day of Week	Tuesday	Wednesday	Thursday	Friday	Saturday				Category
Date	03/12/19	03/13/19	03/14/19	03/15/19	03/16/19				Totals
Allowable Lodging									-
Lodging paid w/ City VISA									-
Breakfast (20%)				13.20					13.20
Lunch (30%)	19.80			19.80					39.60
Dinner (50%)		33.00		33.00					66.00
Total Meals (w/per diem)	19.80	33.00	-	66.00	-	-	-	-	118.80
Fuel/Parking					30.00				30.00
Air Fare					569.96				569.96
Toll/Shuttle Bus/Taxi	30.71			38.11					68.82
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	30.71	-	-	38.11	599.96	-	-	-	668.78
Transportation paid w/ City VISA	30.71			38.11	599.96				668.78
Registrations *See Below*									-
Registration paid w/ City VISA									-
Total Cost	50.51	33.00	-	104.11	599.96	-	-	-	787.58
City VISA Charges (Total)	30.71	-	-	38.11	599.96	-	-	-	668.78
Non-Visa Charge	19.80	33.00	-	66.00	-	-	-	-	118.80

Advance Received (-):	\$0.00
City Owes Employee:	\$118.80
Employee Owes City	-ZERO-

TOTAL \$		-
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City Account Number:

Travel Request Filled out: ☒ YES
☐ NO

Date: 3/18/19

Date: 2/21/19

Date: 5/7/11.

Date: 3-22-19

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?	Conference on procurement best practices. Presented on City's alternative project delivery procedures.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	Learned about providing fair, open, and transparent procurement in the public sector. Other entities shared their research and advancements in procurement practices.

Your Name:	Thomas Fagan	Supervisor	Shaun Coffey	Your Department:	Fire Medical
Leave Date:	03/03/19	Destination:	Ridgedale, Missouri		
Return Date:	03/04/19	Trip Purpose:	Fire Officer & Ranking Chief Executive Confer		
				Per Diem:	55.00
Method of Travel: (check one)		Travel Advance:	93.50	www.gsa.gov/portal/content/104878	
<i>City Vehicle:</i> <input checked="" type="checkbox"/>		<i>Air:</i>		use M&IE column	
<i>Personal Vehicle:</i>		<i>Other:</i>		<i>Explain:</i>	

Day of Week	Sunday	Monday	Tuesday	Wednesday					Category
Date	03/03/19	03/04/19	03/05/19	03/06/19					Totals
Allowable Lodging	125.00	125.00	125.00						375.00
Lodging paid w/ City VISA	125.00	125.00	125.00						375.00
Breakfast (20%)		11.00	11.00	11.00					33.00
Lunch (30%)	16.50	Provided	Provided	16.50					33.00
Dinner (50%)	27.50	Provided	Provided						27.50
Total Meals (w/per diem)	44.00	11.00	11.00	27.50	-	-	-	-	93.50
Fuel/Parking	24.28		25.07						49.35
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	24.28	-	25.07	-	-	-	-	-	49.35
Transportation paid w/ City VISA	24.28		25.07						49.35
Registrations	550.00								550.00
Registration paid w/ City VISA	550.00								550.00
Total Cost	743.28	136.00	161.07	27.50	-	-	-	-	1,067.85
City VISA Charges (Total)	699.28	125.00	150.07	-	-	-	-	-	974.35
Non-Visa Charge	44.00	11.00	11.00	27.50	-	-	-	-	93.50

Advance Received (-):	\$93.50
City Owes Employee:	-ZERO-
Employee Owes City	-ZERO-

	TOTAL \$	-
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Travel Request Filled out: ☒ YES
☐ NO

Date: _____

Travel Expense Statement Fagan FORCE.xlsx.xls 3/8/2019

Your Name: Dennis Leslie Supervisor Chris King Your Department: Fire/Medical

Per Dlem:	61.00
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use M&IE column

Explain:

Attach applicable receipts for motel/odging 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?	Certification as a fire plans examiner is the expectation of the position I recently accepted. This NFPA certification class has provided our staff with the skills and knowledge necessary to facilitate the fire protection needs during the development process.
Would recommend attending again?	Absolutely the best fire related training I have attended in years. This course has been directed to all fire inspectors for our departments prevention division. It delivers the information needed for understanding the national standards that we are accountable to.
How will this add value to the City of Lawrence?	This knowledge will benefit not only the City of Lawrence but the customers that we serve. It gives the inspectors the basis of knowledge to assist developers with their projects and helps facilitate a smooth and continuous process of review and approval.

2019 Travel Expense Statement

City of Lawrence, Kansas

Your Name: Jayme Wehmeier **Supervisor** Adam Heffley **Your Department:** Police

Leave Date: 03/19/19
Return Date: 03/21/19

Destination: Austin, TX
Trip Purpose: Benchmark Cities Conference

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

City Vehicle:

Travel Advance:

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.

[illegible]

If splitting between multiple Accounts please use box below

		TOTAL \$	-
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City Account Number: 001-2-2140-4101

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: 3/26/2019

Supervisor Approval:

Date: 3/26/

Dept. Head Approval:

Date: 3/27

(Out of State Travel)

City Manager:

Date: 9/7/

(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.

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?	As the person responsible for providing annual information to the Benchmark City Survey, this conference allowed me to meet with other departments who contribute to the Benchmark City studies and discuss the survey collection process with stakeholders from those departments.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	The Benchmark City Survey was designed in 1997 by a core group of Police Chiefs from around the U.S. They sought to establish a measurement tool to help ensure their Departments are providing the best service possible within their respective communities. The survey provides a wide range of information about each Department. With that information, the participating agencies can set better goals and objectives, and then compare their performance in the various areas.

Your Name: Michelle Gundy		Supervisor: Brian Stapleton		Your Department: MSO	
Leave Date: 03/18/19		Destination: Salina/Lindsborg, Kansas			
Return Date: 03/21/19		Trip Purpose: Attend KDHE/KOR WORKS conference		Per Diem: 55.00	
Method of Travel: (check one)		Travel Advance: 0		www.gsa.gov/portal/content/104878	
City Vehicle: x		Air:		use M&IE column	
Personal Vehicle:		Other:		Explain:	

Day of Week	Monday	Tuesday	Wednesday	Thursday					Category
Date	03/18/19	03/19/19	03/20/19	03/21/19					Totals
Allowable Lodging	126.97	126.97	126.97						380.91
Lodging paid w/ City VISA	126.97	126.97	126.97						380.91
Breakfast (20%)									-
Lunch (30%)				16.50					16.50
Dinner (50%)	27.50	27.50	27.50						82.50
Total Meals (w/per diem)	27.50	27.50	27.50	16.50	-	-	-	-	99.00
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*									-
Registration paid w/ City VISA									-
Total Cost	154.47	154.47	154.47	16.50	-	-	-	-	479.91
City VISA Charges (Total)	126.97	126.97	126.97	-	-	-	-	-	380.91
Non-Visa Charge	27.50	27.50	27.50	16.50	-	-	-	-	99.00
If registration has been reported on previous expense statement leave blank								Advance Received (-):	\$0.00

[illegible]

Travel Request Filled out: ☒ YES ☐ NO

Date: 5/25/19
Date: _____
Date: 3/26/19
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?	The conference specifically conducts training, lectures and networking for Household Hazardous Waste, Composting and Recycling topics for programs within the state of Kansas. All three of these waste management topics are relevant to everything I do in my current position.
Would recommend attending again?	Yes, I gained CEU's for my Manager of Recycling Systems certification with SWANA (Solid Waste Association of North America.) Additionally, I am a serving member of the board of directors of KOR (KS Organization of Recyclers) and help to plan WORKS!, our single annual conference. I help out as needed throughout its execution.
How will this add value to the City of Lawrence?	This conference primarily supports networking of our various waste reduction, toxics reduction and materials recycling programs throughout the state. Roundtables, peer and national level speakers provide ideas, experience cooperative relationships for improving our Lawrence Programs.

2019 Travel Expense Statement City of Lawrence, Kansas

Supervisor

Your Department: MSO - Solid Waste

Per Diem:	55.00
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www.gsa.gov/portal/content/104878

use M&IE column

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	03/19/19	03/20/19	03/21/19						Totals
Allowable Lodging	126.97	126.97							253.94
Lodging paid w/ City VISA	126.97	126.97							253.94
Breakfast (20%)									-
Lunch (30%)			16.50						16.50
Dinner (50%)	27.50	27.50							55.00
Total Meals (w/per diem)	27.50	27.50	16.50	-	-	-	-	-	71.50
Fuel/Parking			6.97						6.97
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	6.97	-	-	-	-	-	6.97
Transportation paid w/ City VISA			6.97						6.97
Registrations *See Below*	200.00								200.00
Registration paid w/ City VISA	200.00								200.00
Total Cost	354.47	154.47	23.47	-	-	-	-	-	532.41
City VISA Charges (Total)	326.97	126.97	6.97	-	-	-	-	-	460.91
Non-Visa Charge	27.50	27.50	16.50	-	-	-	-	-	71.50

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

City Account Number:

Travel Request Filled out: ☒ YES
☐ NO

Date: 3/21/2019

Date: _____

Date: 3/26/19

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?	The topic covered at this conference was solid waste management including recycling, composting and hazardous waste disposal. These are programs and services we offer to our Lawrence citizens. The KDHE Bureau of Waste Management and the Kansas Organization of Recyclers hosted the conference.
Would recommend attending again?	Yes. At this conference I am able to obtain Continuing Education Units (CEUs) toward my Certification of Integrated Solid Waste Management Systems.
How will this add value to the City of Lawrence?	Yes. We learned about new grant opportunities and updates from KDHE that will assist the City of Lawrence solid waste programs. Ideas shared at the training sessions and roundtable discussions were also helpful.

Your Name: Dennis Leslie Supervisor Chris King Your Department: Fire/Medical

Per Diem:	61.00
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use M&IE column

Explain: _____

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday			Category
Date	03/17/19	03/18/19	03/19/19	03/20/19	03/21/19	03/22/19			Totals
Allowable Lodging	129.25	129.25	129.25	129.25	129.25				646.25
Lodging paid w/ City VISA	129.25	129.25	129.25	129.25	129.25				646.25
Breakfast (20%)		12.20	12.20	12.20	12.20	12.20			61.00
Lunch (30%)					18.30				18.30
Dinner (50%)	30.50	30.50	30.50	30.50	30.50				152.50
Total Meals (w/per diem)	30.50	42.70	42.70	42.70	61.00	12.20	-	-	231.80
Fuel/Parking	37.50								37.50
Air Fare	376.96								376.96
Toll/Shuttle Bus/Taxi	2.25								2.25
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	416.71	-	-	-	-	-	-	-	416.71
Transportation paid w/ City VISA	376.96								376.96
Registrations	1,010.00								1,010.00
Registration paid w/ City VISA	1,010.00								1,010.00
Total Cost	1,586.46	171.95	171.95	171.95	190.25	12.20	-	-	2,304.76
City VISA Charges (Total)	1,516.21	129.25	129.25	129.25	129.25	-	-	-	2,033.21
Non-Visa Charge	70.25	42.70	42.70	42.70	61.00	12.20	-	-	271.55

Employee Owes City	-ZERO-
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	TOTAL \$	-
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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?	Certification as a fire plans examiner is the expectation of the position I recently accepted. This NFPA certification class has provided our staff with the skills and knowledge necessary to facilitate the fire protection needs during the development process.
Would recommend attending again?	Absolutely the best fire related training I have attended in years. This course has been directed to all fire inspectors for our departments prevention division. It delivers the information needed for understanding the national standards that we are accountable to.
How will this add value to the City of Lawrence?	This knowledge will benefit not only the City of Lawrence but the customers that we serve. It gives the inspectors the basis of knowledge to assist developers with their projects and helps facilitate a smooth and continuous process of review and approval.

2019 Travel Expense Statement City of Lawrence, Kansas

Supervisor

Your Department: **Municipal Court**

Per Diem:	-
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www.gsa.gov/portal/content/104878

use M&IE column

Explain: Passenger; Mileage was reimbursed to driver

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

Day of Week	Wednesday	Thursday							Category
Date	03/06/19	03/07/19							Totals
Allowable Lodging	119.63	119.63							239.26
Lodging paid w/ City VISA									-
Breakfast (20%)	-	-							-
Lunch (30%)	-	-							-
Dinner (50%)	-	-							-
Total Meals (w/per diem)	-	-	-	-	-	-	-	-	-
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*									-
Registration paid w/ City VISA									-
Total Cost	119.63	119.63	-	-	-	-	-	-	239.26
City VISA Charges (Total)	-	-	-	-	-	-	-	-	-
Non-Visa Charge	119.63	119.63	-	-	-	-	-	-	239.26

Employee Owes City	-ZERO-
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City Account Number: 001-1-1090-2030

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.

Date: 4-9-19

Date: 7-9-9

Date: 4-18-20

Date: _____

Date: _____

Date: _____

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

Please answer the following questions regarding your travel:

Day 1 of the conference was a new clerk orientation and covered all basics of court operations. Day 2 had motivational speakers, updates from the KBI and DMV and a nuts and bolts session.

Yes.

Keeping court clerks trained and up to date on the latest policies and procedures is critical to building and maintaining an effective municipal court team.