

2019 Travel Expense Statement

City of Lawrence, Kansas

Your Name: Eric Armstrong Supervisor: John Williams Your Department: IS

Leave Date: 06/08/19
Return Date: 06/14/19

Destination: San Diego, CA
Trip Purpose: Cisco Live 2019

Per Diem: 71.00

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.

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Category
Date	06/08/19	06/09/19	06/10/19	06/11/19	06/12/19	06/13/19	06/14/19	Totals
Allowable Lodging	139.59	139.59	139.59	139.59	139.58	139.58		837.52
Lodging paid w/ City VISA	139.59	139.59	139.59	139.59	139.58	139.58		837.52
Breakfast (20%)		14.20	Provided	Provided	Provided	Provided	14.20	28.40
Lunch (30%)		21.30	Provided	Provided	Provided	Provided	21.30	42.60
Dinner (50%)	35.50	35.50	35.50	35.50	35.50	35.50	35.50	248.50
Total Meals (w/per diem)	35.50	71.00	35.50	35.50	35.50	35.50	71.00	319.50
Fuel/Parking							52.50	52.50
Air Fare	464.99							464.99
Toll/Shuttle Bus/Taxi	11.50						11.50	23.00
Mileage (Enter as miles)	54.00						54.00	108.00
Total Transportation	507.81	-	-	-	-	-	95.32	603.13
Transportation paid w/ City VISA	476.49						64.00	540.49
Registrations "See Below"								-
Registration paid w/ City VISA								-
Total Cost	682.90	210.59	175.09	175.09	175.08	175.08	166.32	1,760.15
City VISA Charges (Total)	616.08	139.59	139.59	139.59	139.58	139.58	64.00	1,378.01
Non-Visa Charge	66.82	71.00	35.50	35.50	35.50	35.50	102.32	382.14

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$0.00
City Owes Employee: \$382.14
Employee Owes City: -ZERO-

If splitting between multiple Accounts please use box below

001-1-1070-2022 Travel	\$ 603.13
001-1-1070-2130 Hotel & Meals	\$ 1,157.02
TOTAL	\$ 1,760.15

City Account Number: 001-1-1070-2022
City Account Number: 001-1-1070-2130

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: [Signature]

Date: 6/27/19

Supervisor Approval: [Signature]

Date: 6/28/2019

Dept. Head Approval: [Signature]

Date: 7/3/2019

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

Date: 7/3/2019

(If Required) Mayor: [Signature]

Date: [Blank]

Approved by Accounts Payable: [Signature]

Date: [Blank]

Comments:	
	The final day has full food per diem because I didn't return to KCI until 11:45 pm.
	Please answer the following questions regarding your travel:
How did this apply to your job?	Cisco Live provides excellent learning opportunities including educational seminars, hands on with new and upcoming products, live configuration labs, and interaction with Cisco staff and engineers. It was possible to try out new routers and switches and ask specific questions and give specific feedback directly to the engineers who design the equipment the City uses.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	Knowledge gain from seminars and direct interactions with Cisco professionals can be translated directly to how we use our networking equipment and get the most out of it, as well as to insite into what is coming out soon and where the industry is headed as a whole.

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: **Stephen Bond**

Supervisor

Your Department: **MSO**

Leave Date: 06/19/19
Return Date: 06/20/19

Destination: Wichita KS
Trip Purpose: Construction Stormwater Training

Per Diem: **61.00**

Method of Travel: (check one)

City Vehicle: _____

Personal Vehicle: X

Travel Advance: -

Air: _____

Other: _____

Explain: _____

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use M&IE column

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	06/19/19	06/20/19								Totals
Allowable Lodging										-
Lodging paid w/ City VISA										-
Breakfast (20%)	-	12.20								12.20
Lunch (30%)	-	18.30								18.30
Dinner (50%)	30.50	30.50								61.00
Total Meals (w/per diem)	30.50	61.00	-	-	-	-	-	-	-	91.50
Fuel/Parking										-
Air Fare										-
Toll/Shuttle Bus/Taxi										-
Mileage (Enter as miles)	167.00	167.00								334.00
Calculated mileage (x.58)	96.86	96.86	-	-	-	-	-	-	-	193.72
Total Transportation	96.86	96.86	-	-	-	-	-	-	-	193.72
Transportation paid w/ City VISA										-
Registrations *See Below*	400.00									400.00
Registration paid w/ City VISA	400.00									400.00
Total Cost	527.36	157.86	-	-	-	-	-	-	-	685.22
City VISA Charges (Total)	400.00	-	-	-	-	-	-	-	-	400.00
Non-Visa Charge	127.36	157.86	-	-	-	-	-	-	-	285.22

If registration has been reported on previous expense statement leave blank

Advance Received (-): **\$0.00**

City Owes Employee: **\$285.22**

Employee Owes City: **-ZERO-**

If splitting between multiple Accounts please use box below

Transportation & Meals	\$ 285.22
Conference registration	\$ 400.00
TOTAL	\$ 685.22

City Account Number: **505-3-3910-2022**

City Account Number: **505-3-3910-2030**

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: Mark Bond

Date: 6/24/2019

Supervisor Approval: Melinda K. Harger

Date: 6/24/19

Dept. Head Approval: Bruce

Date: 6/25/19

(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?	Construction Stormwater Training - Certified by the Kansas Department of Transportation (KDOT) to perform sediment & erosion control inspections. This will be particularly useful for KDOT funded projects.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	This class provided certification for the inspection of erosion & sediment control. This will aid in the City staying compliant with the City's Municipally Separate Storm Sewer Permit (MS4) as mandated by the Kansas Department of Health and Environment (KDHE).

Your Name: Britt Cum-lano Supervisor Diane Stoppard Your Department: City Man. Office

Per Diem:	66.00
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use M&IE column

Explain: _____

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday			Category
Date	06/02/19	06/03/19	06/04/19	06/05/19	06/06/19	06/07/19			Totals
Allowable Lodging	208.25	208.25	208.25	208.25	208.25				1,041.25
Lodging paid w/ City VISA	208.25	208.25	208.25	208.25	208.25				1,041.25
Breakfast (20%)	-	13.20	13.20	13.20	13.20	13.20			66.00
Lunch (30%)	-	19.80	19.80	19.80	19.80	19.80			99.00
Dinner (50%)	33.00	33.00	33.00	33.00	33.00	33.00			198.00
Total Meals (w/per diem)	33.00	66.00	66.00	66.00	66.00	66.00	-	-	363.00
Fuel/Parking									-
Air Fare	387.60								387.60
Toll/Shuttle Bus/Taxi	140.54					140.54			281.08
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	528.14	-	-	-	-	140.54	-	-	668.68
Transportation paid w/ City VISA	450.14					62.54			512.68
Registrations *See Below*									-
Registration paid w/ City VISA									-
Total Cost	769.39	274.25	274.25	274.25	274.25	206.54	-	-	2,072.93
City VISA Charges (Total)	658.39	208.25	208.25	208.25	208.25	62.54	-	-	1,553.93
Non-Visa Charge	111.00	66.00	66.00	66.00	66.00	144.00	-	-	519.00

Employee Owes City: **-ZERO-**

Travel Request Filled out: ☐ YES
☐ NO

Date: _____

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Your Name: Steven Craig **Supervisor** Leah Morris **Your Department:** MSO

Per Diem:	76.00
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use M&IE column

Explain: _____

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday				Category
Date	06/09/19	06/10/19	06/11/19	06/12/19	06/13/19				Totals
Allowable Lodging	247.71	247.71	247.71	247.71					990.84
Lodging paid w/ City VISA	247.71	247.71	247.71	247.71					990.84
Breakfast (20%)		15.20	15.20	15.20	15.20				60.80
Lunch (30%)	22.80			22.80	22.80				68.40
Dinner (50%)	38.00	38.00	38.00	38.00					152.00
Total Meals (w/per diem)	60.80	53.20	53.20	76.00	38.00	-	-	-	281.20
Fuel/Parking	95.57	68.14	40.00	40.00	60.47				304.18
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	95.57	68.14	40.00	40.00	60.47	-	-	-	304.18
Transportation paid w/ City VISA									-
Registrations *See Below*	495.00								495.00
Registration paid w/ City VISA	495.00								495.00
Total Cost	899.08	369.05	340.91	363.71	98.47	-	-	-	2,071.22
City VISA Charges (Total)	742.71	247.71	247.71	247.71	-	-	-	-	1,485.84
Non-Visa Charge	156.37	121.34	93.20	116.00	98.47	-	-	-	585.38

Advance Received (-):	\$281.20
City Owes Employee:	\$304.18
Employee Owes City	-ZERO-

501-7-7100-2030		\$ 495.00
501-7-7100-2022		\$ 1,272.04
501-7-7100-2022		\$ 304.18
	TOTAL	\$ 2,071.22

City Account Number:

Travel Request Filled out: ☒ YES
☐ NO

Date: _____

Comments:	
<i>Please answer the following questions regarding your travel:</i>	
How did this apply to your job?	Attending the Top Ops competition, workshops and visting with vendors on advanced treatments and technologies for water and wastewater treatment.
Would recommend attending again?	Definitely.
How will this add value to the City of Lawrence?	Increased knowledge of advanced treatments and technologies that can be used to improve plant processes.

Your Name:	Sam Hiatt	Supervisor	Dave Hogue	Your Department:	Police Department
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Your Department: Police Department

Per Diem:	97.60
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Explain: _____

Day of Week	Thursday	Friday							Category
Date	06/20/19	06/21/19							Totals
Allowable Lodging									-
Lodging paid w/ City VISA									-
Breakfast (20%)	-	-							-
Lunch (30%)	18.30	18.30							36.60
Dinner (50%)	30.50	30.50							61.00
Total Meals (w/per diem)	48.80	48.80	-	-	-	-	-	-	97.60
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	48.80	48.80	-	-	-	-	-	-	97.60
City VISA Charges (Total)	-	-	-	-	-	-	-	-	-
Non-Visa Charge	48.80	48.80	-	-	-	-	-	-	97.60

Employee Owes City	-ZERO-
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[illegible]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:	<p>Attended Force Science Institute's Fundamentals of Realistic De-Escalation Training</p> <p><i>Please answer the following questions regarding your travel:</i></p>
How did this apply to your job?	I often encounter people in mental health crisis or displaying abnormal/criminal behavior. The training was an introduction to identify the underlying causes of the escalated states of individuals, the likelihood of being able to de-escalate the individual, and possible de-escalation techniques.
Would recommend attending again?	I would recommend others attend the training or for the department to host the training and send several officers/detectives.
How will this add value to the City of Lawrence?	By incorporating de-escalation techniques with officer safety/defensive tactics/tactical readiness, there is a possibility of reducing use of force incidences. This will reduce potential injury to the public and officers and associated medical and legal expenses. This may also have a positive impact on public perception of the Lawrence Police Department and the City of Lawrence.

2019 Travel Expense Statement City of Lawrence, Kansas

Police Department

Per Diem:	97.60
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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.

Day of Week	Friday	Saturday							Category
Date	06/21/19	06/22/19							Totals
Allowable Lodging									-
Lodging paid w/ City VISA									-
Breakfast (20%)									-
Lunch (30%)	18.30	18.30							36.60
Dinner (50%)	30.50	30.50							61.00
Total Meals (w/per diem)	48.80	48.80	-	-	-	-	-	-	97.60
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	48.80	48.80	-	-	-	-	-	-	97.60
City VISA Charges (Total)	-	-	-	-	-	-	-	-	-
Non-Visa Charge	48.80	48.80	-	-	-	-	-	-	97.60

Employee Owes City	-ZERO-
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City Account Number:

Travel Request Filled out: ☐ YES
☐ NO

Date: _____

Kristen Kennedy 06.21.2019.xls 8/14/2019
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2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Jessica Mortinger Supervisor: Scott McCullough Your Department: PDS

Leave Date: 06/18/19
Return Date: 06/20/19

Destination: Chicago, IL
Trip Purpose: Federal Training Workshop

Per Diem: 76.00

Method of Travel: (check one)

City Vehicle: _____

Travel Advance: 186.00

Air: X

www.gsa.gov/portal/content/104878

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	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Category
Date	06/18/19	06/19/19	06/20/19	06/21/19	06/22/19	06/23/19	Totals
Allowable Lodging	255.37	255.37					510.74
Lodging paid w/ City VISA			510.74				510.74
Breakfast (20%)		15.20	15.20				30.40
Lunch (30%)		22.80	22.80				45.60
Dinner (50%)	38.00	38.00	38.00				114.00
Total Meals (w/per diem)	38.00	76.00	76.00	-	-	-	190.00
Fuel/Parking	7.50	7.50	7.50				22.50
Air Fare	289.96						289.96
Toll/Shuttle Bus/Taxi	26.70				1.70		28.40
Mileage (Enter as miles)	48.20				48.20		96.40
Calculated mileage (x .58)	27.96	-	-	-	27.96	-	55.91
Total Transportation	352.12	7.50	7.50	-	-	29.66	396.77
Transportation paid w/ City VISA	314.96						314.96
Registrations *See Below*	-	-	-				-
Registration paid w/ City VISA	-	-	-				-
Total Cost	645.49	338.87	83.50	-	-	29.66	1,097.51
City VISA Charges (Total)	314.96	-	510.74	-	-	-	825.70
Non-Visa Charge	330.53	338.87	(427.24)	-	-	29.66	271.81

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$186.00

City Owes Employee: \$85.81

Employee Owes City -ZERO-

If splitting between multiple Accounts please use box below

641-1-1030-2030	PL19TP	\$ 660.56
001-1-1030-2030	PL19TP	\$ 165.14
641-1-1030-2030	PL19TP	\$ 68.65
001-1-1030-2030	PL19TP	\$ 17.16
641-1-1030-2030	PL19TP	\$ 148.80
001-1-1030-2030	PL19TP	\$ 37.20
TOTAL		\$ 1,097.51

City Account Number: 641-1-1030-2030 PL19TP

City Account Number: 001-1-1030-2030 PL19TP

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: 6/24/2019

Supervisor Approval: [Signature]

Date: 6/25/19

Dept. Head Approval: [Signature]

Date: 6/25/19

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

Date: 6/28/19

(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?	The Metropolitan Planning Organization is responsible for conducting transportation planning in Lawrence & Douglas County. This includes meeting federal regulations for performance based planning. This workshop explored peer examples in implementing transportation performance based planning requirements.
Would recommend attending again?	Yes, workshops hosted by our federal partners are valuable resources for information gathering and peer learning to ensure we are carrying out meaningful transportation planning that meets federal regulations.
How will this add value to the City of Lawrence?	Ensuring we meet federal requirements enables us to receive and spend federal transportation resources from the Federal Transit and Highway Administrations. Performance Based planning is a best practice nationally to ensure transportation resources are being directed to meet desired outcomes and targets.

Officer Name:	Gregg Fack	Supervisor:	Captain Cory	Officer Department:	Police Department
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Your Department: Police Department

Per Diem:	97.60
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use M&IE column

Explain:

Day of Week	Thursday	Friday							Category
Date	06/20/19	06/21/19							Totals
Allowable Lodging									-
Lodging paid w/ City VISA									-
Breakfast (20%)									-
Lunch (30%)	18.30	18.30							36.60
Dinner (50%)	30.50	30.50							61.00
Total Meals (w/per diem)	48.80	48.80	-	-	-	-	-	-	97.60
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	48.80	48.80	-	-	-	-	-	-	97.60
City VISA Charges (Total)	-	-	-	-	-	-	-	-	-
Non-Visa Charge	48.80	48.80	-	-	-	-	-	-	97.60

Advance Received (-):	\$0.00
City Owes Employee:	\$97.60
Employee Owes City	-ZERO-

[illegible]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?	I am a crisis negotiator and a de-escalation trainer for the police department and the Force Science de-escalation model increased my knowledge base and given me practical tools for using and then training others in this field of study.
Would recommend attending again?	I would recommend all crisis negotiators be trained in this model.
How will this add value to the City of Lawrence?	The tools from this training will directly impact my abilities as a crisis negotiator and help as I train others in this field of study.

2019 Travel Expense Statement

City of Lawrence, Kansas

Your Name: Dustin Smith Supervisor Melinda Harger Your Department: MSO

Leave Date: 06/18/19
Return Date: 06/20/19

Destination: Wichita, KS
Trip Purpose: KDOT Construction Stormwater Training

Per Diem: 61.00

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	06/18/19	06/19/19	06/20/19						Totals
Allowable Lodging	117.42	117.42							234.84
Lodging paid w/ City VISA	117.42	117.42							234.84
Breakfast (20%)			12.20						12.20
Lunch (30%)			18.30						18.30
Dinner (50%)		30.50	30.50						61.00
Total Meals (w/per diem)	-	30.50	61.00	-	-	-	-	-	91.50
Fuel/Parking			25.00						25.00
Air Fare									-
Toll/Shuttle Bus/Taxi									-
Mileage (Enter as miles)									-
Calculated mileage (x.58)	-	-	-	-	-	-	-	-	-
Total Transportation	-	-	25.00	-	-	-	-	-	25.00
Transportation paid w/ City VISA	-	-	25.00	-	-	-	-	-	25.00
Registrations *See Below*		400.00							400.00
Registration paid w/ City VISA		400.00							400.00
Total Cost	117.42	547.92	86.00	-	-	-	-	-	751.34
City VISA Charges (Total)	117.42	517.42	25.00	-	-	-	-	-	659.84
Non-Visa Charge	-	30.50	61.00	-	-	-	-	-	91.50

If registration has been reported on previous expense statement leave blank

Advance Received (-): \$0.00
City Owes Employee: \$91.50
Employee Owes City: -ZERO-

If splitting between multiple Accounts please use box below

Lodging, Meals & Transportation	\$ 351.34
Conference Registration	\$ 400.00
TOTAL	\$ 751.34

City Account Number: 505-3-3910-2022

City Account Number: 505-3-3910-2030

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: DS
Supervisor Approval: Melinda K. Harger
Dept. Head Approval: Charles F. Smith

Date: 6/28/19
Date: 7/22/19
Date: 7/22/19
Date: _____
Date: _____
Date: _____

(Out of State Travel) City Manager: _____

(If Required) Mayor: _____

Approved by Accounts Payable: _____

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?	Construction Stormwater Training - Certified by the Kansas Department of Transportation (KDOT) to perform sediment and erosion control inspections. This will be particularly useful for KDOT funded projects.
Would recommend attending again?	Yes
How will this add value to the City of Lawrence?	This class provided certification for the inspection of erosion and sediment control. This will aid in the City staying compliant with the City's Municipally Separate Storm Sewer Permit (MS4) as mandated by the Kansas Department of Health and Environment (KDHE).

Your Name: Toni Wheeler **Supervisor** Craig Owens **Your Department:** City Attorney's Office

Per Diem:	61.00
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www.gsa.gov/portal/content/104878
use M&IE column

Explain: _____

Day of Week	Thursday	Friday							Category
Date	06/13/19	06/14/19							Totals
Allowable Lodging	125.06								125.06
Lodging paid w/ City VISA	125.06								125.06
Breakfast (20%)		12.20							12.20
Lunch (30%)									-
Dinner (50%)	30.50								30.50
Total Meals (w/per diem)	30.50	12.20	-	-	-	-	-	-	42.70
Fuel/Parking									-
Air Fare									-
Toll/Shuttle Bus/Taxi	6.95	6.95							13.90
Mileage (Enter as miles)	154.00	153.00							307.00
Calculated mileage (x.58)	89.32	88.74	-	-	-	-	-	-	178.06
Total Transportation	96.27	95.69	-	-	-	-	-	-	191.96
Transportation paid w/ City VISA									-
Registrations *See Below*	65.00								65.00
Registration paid w/ City VISA	65.00								65.00
Total Cost	316.83	107.89	-	-	-	-	-	-	424.72
City VISA Charges (Total)	190.06	-	-	-	-	-	-	-	190.06
Non-Visa Charge	126.77	107.89	-	-	-	-	-	-	234.66

Advance Received (-):	\$61.00
City Owes Employee:	\$173.66
Employee Owes City	-ZERO-

[illegible]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?	The seminar was 100% focused on legal issues and topics that face Kansas cities. It also included CLE credit which helps to meet the minimum requirements to retain my law license.
Would recommend attending again?	Yes; this is one of the more economical CLE's available.
How will this add value to the City of Lawrence?	This seminar is based entirely on legal issues and topics relative to the work of the City.