

2019 Travel Expense Statement City of Lawrence, Kansas

Your Name: Valerie Mann **Supervisor** Marty Birrell **Your Department:** NC

Leave Date: 11/01/19
Return Date: 11/02/19

Destination: Wichita, KS
Trip Purpose: Environmental education conference

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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Category
Date	11/01/19	11/02/19						
Allowable Lodging	101.14							101.14
Lodging paid w/ City VISA	101.14							101.14
Breakfast (20%)		-						-
Lunch (30%)	-	-						-
Dinner (50%)	-	-						-
Total Meals (w/per diem)	-	-	-	-	-	-	-	-
Fuel/Parking	21.39							21.39
Air Fare								-
Toll/Shuttle Bus/Taxi								-
Mileage (Enter as miles)								-
Total Transportation	21.39	-	-	-	-	-	-	21.39
Transportation paid w/ City VISA								-
Registrations	30.00							30.00
Registration paid w/ City VISA	30.00							30.00
Total Cost	152.53	-	-	-	-	-	-	152.53
City VISA Charges (Total)	131.14	-	-	-	-	-	-	131.14
Non-Visa Charge	21.39	-	-	-	-	-	-	21.39

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

City Owes Employee: \$21.39

Employee Owes City **-ZERO-**

If splitting between multiple Accounts please use box below

	TOTAL \$	-
--	----------	---

City Account Number: 211-4-4170-2030

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: Valerie Mann

Date: 11/12/19

Supervisor Approval: *Y. H. Burrell*

Date: 11/17/19

Dept. Head Approval: 

Date: 13 Nov 2019

(Out of State Travel) **City Manager:**

Date: _____

(If Required) Mayor:

Date: _____

Approved by Accounts Payable:

Date: _____

Comments:	
Please answer the following questions regarding your travel:	
How did this apply to your job?	A professional development opportunity to bring back ideas to the nature center for programming. The opening session was about what the current research is saying about environmental education and how it is connecting communities. I also learned about the updates in the curriculum guides that are used for programs at the nature center. Also, a way to network with other environmental educators in the state as I am new to the area and would like to network with other educators outside of work.
Would recommend attending again?	Yes; this is a great opportunity for environmental educators from around the state to exchange information about current trends in the field, sharing ideas to create "new to you" programs, learning about updates to the curriculum that is used as well as any sort of new curriculum that is out there, and going away feeling energized about what you and others are doing. This also allows us to get word out about who we are for other educators or college students to become involved in activities here.
How will this add value to the City of Lawrence?	The state environmental education conference will help the nature center stay up to date with current environmental education trends one of which is Equity and Inclusion (from which stemmed a possible brown bag lunch webinar for workshop participants) and how we can get everyone involved in the outdoors. Also, how perceptions on children's views on environmental education might not be what educators perceive it to be when creating programs/lessons for them.

City of Lawrence, Kansas

Your Department:

Per Diem:	66.00
-----------	-------

use M&IE column

Explain:

NDC 300Travel Expense Statement Nov 2019.xls 11/27/2019
rev. 03/02/10 kl

