

Your Name: Ashley Myers **Supervisor** Jessica Mortinger **Your Department:** Planning

Per Diem:	55.00
-----------	-------

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

Personal Vehicle: Other: Explain: Parking Garage Fee and Fuel for the City Vehicle

Day of Week	Wednesday	Thursday								Category
Date	01/22/20	01/23/20								Totals
Allowable Lodging	83.75									83.75
Lodging paid w/ City VISA	83.75									83.75
Breakfast (20%)										-
Lunch (30%)										-
Dinner (50%)	14.25									14.25
Total Meals (w/per diem)	14.25	-	-	-	-	-	-	-	-	14.25
Fuel/Parking		25.88								25.88
Air Fare										-
Toll/Shuttle Bus/Taxi	2.25									2.25
Mileage (Enter as miles)										-
Calculated mileage (x.575)	-	-	-	-	-	-	-	-	-	-
Total Transportation	2.25	25.88	-	-	-	-	-	-	-	28.13
Transportation paid w/ City VISA	2.25	25.88								28.13
Registrations *See Below*										-
Registration paid w/ City VISA										-
Total Cost	100.25	25.88	-	-	-	-	-	-	-	126.13
City VISA Charges (Total)	86.00	25.88	-	-	-	-	-	-	-	111.88
Non-Visa Charge	14.25	-	-	-	-	-	-	-	-	14.25
if registration has been reported on previous expense statement leave blank										Advance Received (-): \$0.00

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

City Owes Employee:	\$14.25
---------------------	---------

Employee Owes City	-ZERO-
--------------------	--------

	641-1-10335-2030 - CPG201P	\$	100.90
	001-1-10335-2030 - LOC201P	\$	25.23
	TOTAL	\$	126.13

City Account Number:

City Account Number: []

Travel Request Filled out: ☒ YES
☐ NO

Employee Signature: William Myers

Date: 7/29/20

Supervisor Approval:

Date: 1/27/20

Dept. Head Approval:

Date: 1/27/2021

(Out of State Travel) City Manager: Ernest E. Stoddard, Jr., C.E.

Date: 1/28/20

(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>I didn't expect to have to pay for parking or gas, so I didn't include it on my travel authorization form. Please answer the following questions regarding your travel:</i>
How did this apply to your job?	I was able to talk with other transportation planners about their work and present about our public engagement activities.
Would recommend attending again?	Yes. It was interesting to see how Missouri does their statewide planning meetings compared to Kansas.
How will this add value to the City of Lawrence?	I presented about the great work we are doing here and learned from others.

MSO011820AS-REIM

MSO

Per Diem:	69.00
-----------	-------

use M&IE column

Explain: Easier for me to load my wheelchair in my own vehicle

Day of Week	Wednesday	Thursday	Friday	Saturday					Category
Date	01/15/20	01/16/20	01/17/20	01/18/20					Totals
Allowable Lodging	164.35	164.35	164.35						493.05
Lodging paid w/ City VISA	164.35	164.35	164.35						493.05
Breakfast (20%)									-
Lunch (30%)									-
Dinner (50%)	23.00	23.00	23.00						69.00
Total Meals (w/per diem)	23.00	23.00	23.00	-	-	-	-	-	69.00
Fuel/Parking	7.50	7.50	7.50						22.50
Air Fare	312.96								312.96
Toll/Shuttle Bus/Taxi	33.99								33.99
Mileage (Enter as miles)	50.40			50.40					100.80
Calculated mileage (x.58)	29.23	-	-	29.23	-	-	-	-	58.46
Total Transportation	383.68	7.50	7.50	29.23	-	-	-	-	427.91
Transportation paid w/ City VISA	361.95	7.50	7.50						376.95
Registrations *See Below*	290.00								290.00
Registration paid w/ City VISA	290.00								290.00
Total Cost	861.03	194.85	194.85	29.23	-	-	-	-	1,279.96
City VISA Charges (Total)	816.30	171.85	171.85	-	-	-	-	-	1,160.00
Non-Visa Charge	44.73	23.00	23.00	29.23	-	-	-	-	119.96

Employee Owes City -ZERO-

[illegible]☐ NO

Date: _____

Attach applicable receipts for motel/lodging expenses, public carrier tickets, personal auto mileage/gas/tolls, regist fees, etc.	
Comments:	One additional night at hotel (flight cancelled/weather). Breakfast and lunches were provided by conference/hotel <i>Please answer the following questions regarding your travel:</i>
How did this apply to your job?	In my role as ADA complinace Manager, this conference provided me with great networking opportunities, as well as needed credits towards my ADA Certification. This event was one of two conferences held annually for ADA Coordinators.
Would recommend attending again?	Yes. Very infomative and valuable to see how other city governements address ADA issues.
How will this add value to the City of Lawrence?	The connections that I made at the conference and the skills that I obtained will help me with our ADA Transition Plan, and look at innovative ways to address access.

2019 Travel Expense Statement City of Lawrence, Kansas

Your Department: Finance

Per Diem:	61.00
-----------	-------

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	Friday					Category
Date	01/14/20	01/15/20	01/16/20	01/17/20					Totals
Allowable Lodging	259.51	259.51	259.51						778.53
Lodging paid w/ City VISA	259.51	259.51	259.51						778.53
Breakfast (20%)	12.20	12.20	12.20	12.20					48.80
Lunch (30%)	18.30			18.30					36.60
Dinner (50%)	30.50	30.50	30.50						91.50
Total Meals (w/per diem)	61.00	42.70	42.70	30.50	-	-	-	-	176.90
Fuel/Parking				30.00					30.00
Air Fare				276.00					276.00
Toll/Shuttle Bus/Taxi	21.39			23.63					45.02
Mileage (Enter as miles)	54.50			54.50					109.00
Calculated mileage (x.58)	31.61	-	-	31.61	-	-	-	-	63.22
Total Transportation	53.00	-	-	361.24	-	-	-	-	414.24
Transportation paid w/ City VISA	-	-	-	276.00					276.00
Registrations *See Below*	576.00								576.00
Registration paid w/ City VISA	576.00								576.00
Total Cost	949.51	302.21	302.21	391.74	-	-	-	-	1,945.67
City VISA Charges (Total)	835.51	259.51	259.51	276.00	-	-	-	-	1,630.53
Non-Visa Charge	114.00	42.70	42.70	115.74	-	-	-	-	315.14

Employee Owes City	-ZERO-
--------------------	--------

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:	
<i>Please answer the following questions regarding your travel:</i>	
How did this apply to your job?	This was a training specifically for managing the budget process. As the primary person responsible for this function within the organization, I found the training to be incredibly insightful. There were a number of strategies that I will use moving forward that were presented at this training.
Would recommend attending again?	Yes, I would highly recommending this training to others that help with the budget process and are active participants managing departmental budgets.
How will this add value to the City of Lawrence?	There are a number of communication tools and reporting strategies that I will use moving forward that were presented at this training. I believe this will help improve our communication of the budget.