



Complete the yellow cells

Travel Request Pre-Approval

This form is required for all overnight, out-of-state travel, and travel advances

Name:	Shelby Teufel	Department	Admin
Purpose of Travel:	Missouri City/County Management Association Conference	Destination:	Margaritaville Resort, Osage Beach MO
Departure Date:	4/30/25	To:	5/2/25
Comments (including date needed):			
Sharing hotel room?	Whom with:	Budgeted Account #	10-510-3200

	Amount to be paid by credit card	Amount to be paid to vendor	Amount to be advanced to employee	
Registration:	200			
Airfare:				
Lodging:	359.05			
Car Rental:				
KCI Airport Parking:				
Cab/Shuttle fares/Tolls/Baggage Fees				
Other:				
Private Vehicle Mileage			189	270 Miles @ 0.7 per mile
Meals:			0	
Meals Search for City - GSA.gov website				
				Rate # of days
				Per Diem Rate \$ 68 0
				Less than full day meal requests
				Breakfast \$ 16 0
				Lunch \$ 19 0
				Dinner \$ 28 0

Amount Charged on City Credit Card	559.05
Amount to Vendors	0
Less Guest Reimbursement (banquet tickets, registration, etc.)	
Travel Advance = Amount to Employee	189
TOTAL ESTIMATED EXPENSES	748.05

		Date
Employee Signature	Supervisor Signature	
	Department Director Signature (if required)	
	City Administrator Signature (if required)	

**Signatures represent approval*