



City of Cheyenne
2101 O'Neil Avenue
Cheyenne, WY 82001

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(A separate form must be completed for each employee traveling)

TA#:

(To be completed by the Treasurer's Office)

General Information

Department:

Division:

Person Traveling:

Traveler Status:

Traveler's Email:

Traveler's Phone:

Reason for Travel:

Destination(s):

Departure Date:

Return Date:

Constructed Travel: Personal leave will be taken before and/or after necessary business travel dates.

Interrupted Travel: Personal leave will be taken between necessary beginning and ending business travel dates.

Primary Mode of Travel

City Vehicle

Rental Vehicle

Other (e.g. bus, train, etc. - explain below)

Personal Vehicle

Commercial Air

Explanation:

(Note: If traveling by personal vehicle the approved Personal Vehicle Use Request must be attached.)

Estimated Travel Expenses (Please attach copies of ALL estimated expenses to this form)

Commercial Airfare:	for	person =
Other Transportation (Rental, Taxi, Bus, Subway, etc.):	for	person =
Personal Vehicle Mileage (per Governor's Rates):	per mile, for	total miles =
Fuel (City or Rental Vehicle):	per gallon, for	total gallons =
Lodging:	per night, for	nights =
M&IE (1st & last Day at 75% GSA per diem rate):	per day, for	days =
M&IE (remaining travel days at GSA per diem rate):	per day, for	days =
Registration Fees:	for	person =
Other (Tolls, Baggage Fees, Bell Hop Tip, etc.):	for	days =
TOTAL EXPENSES:		

Total Estimated Cost of Travel: ALL travel expenses must be estimated, including taxes, regardless of payment method (e.g., cash, personal credit card, City purchasing card, etc.), as described and permissible in Travel Policy. Please enter estimated amounts for each category as applicable and attach copies of estimates obtained.

Other Transportation: Other transportation includes parking fees, taxi (or Uber, Lyft, etc.) fees, public transportation fees (e.g., bus, rail, ferry boat, etc.), and rental car fees.

Mileage: Mileage based on the Wyoming Governor's approved mileage rates and is calculated from City business departure location to the final business destination, which can be calculated using a search engine such as Google Maps. [Click here for the Governor's Mileage Rate Memo.](#)

Lodging and M&IE: Expenses for lodging and meals & incidental expenses (M&IE) will be reimbursed at the current rates established by the GSA, as explained in the Travel Policy. Lodging M&IE excludes taxes. Please request tax exemption or add taxes to M&IE rate if tax exemption is not honored. First and last day travel will be reimbursed at 75%.

Exceptions to the GSA lodging rates for certain, documented situations will be considered as required in the Travel Policy. [Click here for the GSA website.](#)

Other Expenses: Other expenses includes remaining costs not covered above (e.g. tolls, baggage fees, bell hop, tips, etc.).

Funding Source (Total City of Cheyenne Funding and Total External Funding must equal Total Anticipated Expenses)

For City of Cheyenne funding, please list account(s) to be charged

External funding source(s) and amounts

Fund Dept. Division Activity Object Amount

External Source (identify below)

Amount

Will a City Purchasing Card be used?

Yes

No

If yes, Cardholder Name?

Traveler's Signature

Date

Treasurer's Signature

Date

Department Director's/Designee's Signature

Date

Mayor's Signature (when anticipated costs exceed \$750.00)

Date