



Complete the yellow cells

# Business Expense Statement (BES)

Statement to be completed according to Admin. Reg. F-01

Form must be submitted by the 15th of the following month. Attach a memo to the Approving Authority with their approval

if late or grand total exceeds 10% of Travel Authorized.

BES expenses must be within 10% of Travel Request Authorization(TRA).

Name:	LeEtta Felter	Employee #	203553	Department:	CMO
Business Expense Purpose:	NLC conference	Destination:	Washington, DC		
Departure Date:	3/10/24	Return Date:	3/13/24		
Comments:	0	E1 Budgeted Acct #	1001010.62220		
Sharing hotel room? Whom with:	0				

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid by Employee	
Registration:	680.00	Registration:	680.00			
Airfare:	685.20	Airfare:			685.20	
Lodging:	1,173.00	Lodging:			1,165.29	Include all cost & fees - Itemized receipt for Lodging required
Car Rental:	-	Car Rental:				
KCI Airport parking:	36.00	KCI Airport parking:			84.00	
		Meals/Overnight Travel		Per Diem: Rate # of days		
		Search for City - GSA.gov website		79.00 4.0 316.00		
				Meals Provided will deduct from per diem:		
				Breakfast 19.00 1 19.00		
				Lunch 20.00 2 40.00		
				Dinner 35.00 -		
Per Diem for Meals:	257.00	M&IE Meal breakdown will auto populate				
		Per Diem for Meals:	No receipts required	257.00		
		STOP Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES				
		Allocate Page 2 Totals to yellow cells	Paid with City PCard	Paid to Vendor	Paid by Employee	Totals from page 2
Private Vehicle Mileage:	52.40	Mileage:			53.60	53.60
Cab/Shuttle fares/		Cab/Shuttle fares/				
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:			55.81	55.81
Fuel - City Vehicle:	-	Fuel - City Vehicle:				
		Business Meeting:				
Miscellaneous Expense:	-	Miscellaneous Expense:				
TOTAL TRA ESTIMATED EXPENSES	3,033.60	TOTAL EXPENSES	2,980.90			

Total Expensed paid by employee 2,300.90  
 Travel Advance issued to Employee 258.00  
 Amount owed Employee/ (owed to City) 2,042.90

ACH direct deposit rather than a check can be provided. Complete and submit AP ACH form

I certify that I have incurred all of the expenses listed above on behalf of the City and that they are directly related to the active conduct of the City's business.

Employee Signature	Date	Division Manager Signature	Date	Department Manager	Date	City Manager Signature (if required)	Date
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## Business Expense Statement continued

Name: LeEtta Felter  
 Business Expense Purpose: Washington, DC

Department: CMO

*Mileage log may be used for detail*

Mileage Calculation:	Date	Destination	Rate	Miles	Amount
		airport roundtrip	\$0.670	80	53.60
					-
					-
					-
					-
				Total	53.60

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	3/10/24	King cab	24.46
	3/13/24	go ride	31.35
		Total	55.81

Fuel - City Vehicle:	Date	Amount
	Total	-

Meals Local:	Date	Breakfast	Lunch	Dinner	Maximum allowed:
					Breakfast 15:00
					Lunch 16:00
					Dinner 28:00
					<i>Receipts are required</i>
	Total	-			

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Miscellaneous Expense:	Date	Description	Amount
	Total	-	

Expense Report	
Expense Report Number	EXP-1001474
Company	City Of Olathe
Report Date	03/22/2024
Start Date	03/22/2024
End Date	03/22/2024
Spend Authorization	SA-1000097

Pay To	
Name	Employee: LeEtta Felter
Email	LFelter@olatheks.org
Work Phone	+1 (913) 9716995
Address	100 E SANTA FE ST Olathe, KS 66061 United States of America

Amounts	
Reimbursement Currency	USD
Reimbursement Amount	2,043.90
Cash Advance Applied Amount	258.00
Personal Amount	0.00
Company Paid Credit Card Amount	0.00
Expense Report Total Amount	2,301.90

Memo
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NLC Conference

Expense Report Lines
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Date	Expense Item	Amount	Memo	Receipt Attached	Itemized
03/22/2024	Daily Per Diem	258.00 USD			
03/22/2024	Mileage - Travel Related	53.60 USD			
03/22/2024	Taxi and Ground Travel	55.81 USD		Yes	
03/22/2024	Lodging Accomodations	1,165.29 USD		Yes	
03/22/2024	Airfare	685.20 USD		Yes	
03/22/2024	Airport Parking	84.00 USD		Yes	

Signature

Date

## Cathy Marks

---

**From:** LeEtta Felter  
**Sent:** Saturday, March 23, 2024 7:48 PM  
**To:** Cathy Marks  
**Subject:** Re: NLC reimbursement  
**Attachments:** LeEtta's account NLC 2024.pdf

Thanks Cathy! Looks great. I signed it ...it's attached. LeEtta

On Mar 22, 2024, at 2:20 PM, Cathy Marks <cmmarks@olatheks.org> wrote:

Hi,

I have attached paperwork for you to look over for the NLC trip. The first is basically our worksheet and the second is the transaction in Workday.

Basically, you have been paid per diem upfront and the city is reimbursing you the rest of your expenses. (normally, you would have gotten the mileage up front too, but I forgot to check the box 😊)  
Please let me know if you have any questions.

Please reply to this email in lieu of your signature of your agreement for this reimbursement.

Thanks and have a nice weekend!  
Cathy

Cathy Marks, Assistant to the City Manager

(913) 971-8940 | [OlatheKS.org](http://OlatheKS.org)

Administration | City of Olathe, Kansas

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<image001.png>

<image002.png>

<image003.png>

<LeEtta's account NLC 2024.pdf>



Complete the yellow cells

## Travel Request and Authorization (TRA)

This form is required for all overnight travel or if local registration is over \$1000 and must be approved in advance. Advances will not be issued for local expenses. ( Admin Guideline F-01).

TRA estimate expenses must be within 10% of Business Expense Stmt(BES).

Name:	LeEtta Felter	Employee #	203553	Department	CMO
Purpose of Travel:	NLC conference			Destination:	Washington, DC
Departure Date:	3/10/24	Return Date:	3/13/24		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	1001010.62220

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:	680.00						
Airfare:	685.20			Lodging Rate	# days	15%	Total
Lodging:	1,173.00			340.00	per day @ 3	51.00	1,173.00
Car Rental:							
KCI Airport parking:		36.00					
Per Diem for Meals:	Meals Overnight Travel			Per Diem for Meals	Rate	# of days	
	Search for City - GSA.gov website			Per Diem rate	79.00	4.0	316.00
	Enter Per Diem Rate (cell F21)			M&IE Breakdown - Deduct meals provided			
				Breakfast	19.00	1	19.00
				Lunch	20.00	2	40.00
				Dinner	35.00		-
	M&IE Meal breakdown will auto populate						
	No receipts required			257.00			
Private Vehicle Mileage:	52.40			80	Miles @	0.655	per mile
Cab/Shuttle fares/							
Tolls/Baggage fees:	150.00						
Fuel - City Vehicle:							
Other:				Describe: _____			

Amount Charge on City P Card 2,688.20

Amount to Vendors 36.00

Travel Advance = Amount to Employee 309.40

TOTAL ESTIMATED EXPENSES 3,033.60

ACH direct deposit rather than a check can be provided. Complete and submit - AP ACH Form

Employee Signature

Division Manager Signature

Department Director Signature

City Manager Signature (if required)

Approved Disapproved Date

☐☐☐☐☐☐

SA 1000597

2/24

## Cathy Marks

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**From:** LeEtta Felter  
**Sent:** Monday, February 26, 2024 11:07 AM  
**To:** Cathy Marks  
**Subject:** Re: Travel authorization

Hi Cathy! This looks good. Thank you!

On Feb 26, 2024, at 9:04 AM, Cathy Marks <cmmarks@olatheks.org> wrote:

Good Morning,  
Please look over this new document that will supply you with per diem for NLC conference.  
As long as you are still flying the same number of days, this should be correct-leaving on the 10 and returning the 13.

It also includes mileage to and from the airport.

Please reply to this email to confirm your agreement.

Thanks, Cathy

Cathy Marks, Assistant to the City Manager

(913) 971-8940 | [OlatheKS.org](http://OlatheKS.org)

Administration | City of Olathe, Kansas

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<image001.png>

<image002.png>

<image003.png>

<View\_Spend\_Authorization.pdf>



# CONGRESSIONAL CITY CONFERENCE

March  
**11-13**  
2024

EXECUTIVE EDUCATION AND PRE-CONFERENCE ACTIVITIES

MARCH 9 - 10, 2024

\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\*

Thank you for registering for 2024 Congressional City Conference. We are excited to see you in March! Remember that <https://ccc.nlc.org/> is your online resource for conference schedule, speakers and special events.

This is your official confirmation for conference payment as well as your hotel reservation. Please print this receipt and retain it for your records. Changes and additions can be made by clicking the link below.

## Profile

Confirmation ID: 3149  
LeEtta Felter  
City of Olathe  
City of Olathe  
PO BOX 768  
Olathe, KS 66051-0768

Hotel  
858 610 88



Scan this QR code at any self-service  
registration counter to print your badge.  
Valid photo ID will be required.

3149

## Registration Details

LeEtta Felter

**Registration Type:** NLC Member, Early Bird (Nov 18th - Feb 19th)

Description	Item Total
Hill Day (Qty: 1)	\$0.00
Registration (Qty: 1)	\$680.00
Total Registration Fees:	\$680.00
Total Registration Paid:	(\$680.00)
<b>Current Balance:</b>	<b>\$0.00</b>

## Housing Details

WESTIN WASHINGTON DC HOTEL

999 9th St., N.W.  
Washington, DC 20001-4427

Phone: 202-898-9000  
Fax: 202-682-3419

Status	Category	Occupancy
CONFIRM	RUN OF HOUSE	Adults: 1
Arrival	Departure	Guests in Room



Status	Category	Occupancy
10 March 2024	13 March 2024	LeEtta Felter
Daily Rate	Room Tax	Deposit
\$335.00	15.95%	Credit Card Guarantee Cathy Marks *****0465
Resort Fee	Occupancy Tax	
\$0.00	\$0.00	Note: Taxes and fees are subject to change without notice
Estimated Reservation Charges		
\$1,165.30		
Hotel Cancellation Policy		
<p>A credit card with an expiration date of March 2024 or later is required in order to secure your hotel reservation. Your confirmed hotel may charge a deposit to your credit card equal to one night's room and tax for each reservation. This deposit will be charged on or after March 1, 2024.</p> <p>Cancellation within 72 hours of your scheduled arrival will result in forfeiture of your entire deposit as a late cancellation penalty. Failure to check-in on your scheduled arrival date will result in this same cancellation charge and cancellation of any remaining nights of your reservation.</p>		
Total Charges	Paid	Balance Due
\$0.00	\$0.00	\$0.00

## Financial Summary

Total Housing Fees:	\$0.00
Total Amount Applied to Housing:	\$0.00
<b>Housing Balance:</b>	<b>\$0.00</b>
Total of All Fees:	\$680.00

Total Amount Applied to All Fees:	(\$680.00)
<b>Total Balance Due:</b>	<b>\$0.00</b>

## Payment History

<b>Payment #1</b>	
01/25/2024 — \$680.00 [ Payment ] Cathy Marks / Visa / *****0465	
<b>Payment Allocation</b>	
01/25/2024 — Applied: LeEtta Felter's Hotel Reservation	\$0.00
01/25/2024 — Applied: LeEtta Felter's Registration	\$680.00
Total Amount Applied:	\$680.00
<b>Payment Totals</b>	
Total Payments:	\$680.00
Total Refunds:	\$0.00
Total Net Paid:	\$680.00

## Cancellation Policy

All requests must be sent in writing to [NLC@maritz.com](mailto:NLC@maritz.com) by February 16th, 2024, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations nor cancellations will be accepted by telephone. No cancellations will be accepted after February 16th, 2024. Substitutions are permitted and can be made at any time.

## Group Registration Policy

Groups of five or more will receive a complimentary sixth registration, provided the registrations are paid in full. To receive the group incentive, all individuals must register at the same time.

**After Group Registration is completed, each team member will receive a confirmation.**

### **Group Cancellation Policy**

No refunds will be given to those who previously registered as individuals. Group registrations do not apply to these registration categories: spouse, student, youth chaperone or youth delegates. Substitutions are welcome. All changes and cancellation requests must be made in writing to [NLC@maritz.com](mailto:NLC@maritz.com).

### **Questions?**

For registration or housing information corrections, please contact:

NLC Registration and Housing Center Information c/o Maritz Global Events

Phone: (864) 208-2901

Email: [NLC@maritz.com](mailto:NLC@maritz.com)

[Maritz Privacy Policy](#) | [Maritz Terms of Use](#)

## Cathy Marks

**From:** American Airlines <no-reply@info.email.aa.com>  
**Sent:** Tuesday, January 30, 2024 3:20 PM  
**To:** Cathy Marks  
**Subject:** Your trip confirmation (MCI - DCA)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Issued: January 30, 2024

# Your trip confirmation and receipt

We charged \$685.20 to your card ending in 0465 for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: YCPRWL

**Sunday, March 10, 2024**



**MCI**

Kansas City  
**5:46 PM**

**AA 5440**

Operated by PSA Airlines as  
American Eagle

**DCA**

Washington Reagan  
**9:17 PM**

Seat: **13D**

Class: **Economy (K)**

Meals:

**Wednesday, March 13, 2024**



**DCA**

Washington Reagan  
**3:07 PM**

**AA 5440**

Operated by PSA Airlines as  
American Eagle

**MCI**  
Kansas City  
5:14 PM

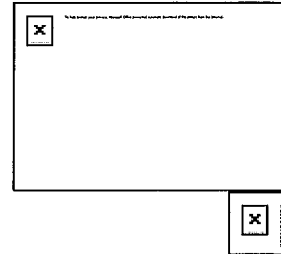
Seat: **20C**  
Class: **Economy (V)**  
Meals:

**Manage your trip**

**Earn 15,000 bonus miles**

Plus no annual fee. Terms Apply.

[Learn more](#)



## Your purchase

**Leetta Felter**

Join the AAdvantage® Program

New ticket (0012112252754)	\$685.20
[\$609.30 + Taxes & carrier-imposed fees \$75.90]	

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<b>Total cost</b>	<b>\$685.20</b>
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## Your payment

Visa (ending 0465)	\$685.20
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<b>Total paid</b>	<b>\$685.20</b>
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Bag information

## Checked Bag (Airport)

MCI - DCA

1<sup>st</sup> bag \$30.00

2<sup>nd</sup> bag \$40.00

## Checked Bag (Online\*)

MCI - DCA

1<sup>st</sup> bag \$30.00

2<sup>nd</sup> bag \$40.00

MCI - DCA

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms

For information regarding American Airlines checked baggage policies, please visit: [Bag and optional fees](#)

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. Bag and optional fees

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

\*Online payment available beginning 24 hours (and up to 4 hours) before departure.

## Carry-on bags (American Airlines)

### 1<sup>st</sup> carry-on

Includes purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

### 2<sup>nd</sup> carry-on

Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).



[Book a hotel »](#)



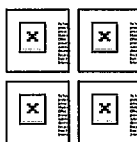
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**Download the American app**





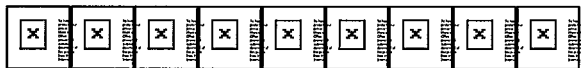
Additional Services are subject to credit card approval at time of ticketing. Additional Services may appear on multiple accompanied documents as a matter of reference.

If you have purchased a NON-REFUNDABLE fare, the itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has NO VALUE. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

You have up to 24 hours from the time of ticket purchase to receive a full refund if you booked at least 2 days before departure. Once canceled, your refund will be processed automatically. Refunds.

Some American Airlines check-in counters do not accept cash as a form of payment. For more information, visit our Airport Information page.

The policy for traveling with Emotional Support and Service animals has changed. Visit Traveling with Service Animals for more information.



Some everyday products, like e-cigarettes and aerosol spray starch, can be dangerous when transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:

Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size), Explosives / Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/ Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium batteries for portable electronic devices, cigarette lighters and e-cigarettes must be removed from checked or gate-checked baggage and carried onboard the aircraft. However, e-cigarettes may not be used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

#### NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an action against the air carrier, 4. Rights on the air carrier to change terms of the contract, 5. Rules on reconfirmation of reservations, check-in times and refusal

to carry, 6. Rights of the air carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive (free of charge) the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's terms is available at any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage link below.

Air transportation on American Airlines and the American Eagle carriers® is subject to American's conditions of carriage.

For more on Canada passenger protection regulations visit [aa.com/CanadaPassengers](http://aa.com/CanadaPassengers).

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For all other questions about bookings or upcoming trips, visit our contact page. Contact American >

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King Cab Co.



Let King Cab Co. know how your  
experience was

**\$24.46**

Custom Amount \$24.46

**Total \$24.46**

King Cab Co.  
(703) 870-0148

Visa 2879 (Contactless) Mar 10 2024 at 8:41 PM

VISA

#xe5f

VISA CARDHOLDER

Auth code: 04181D

AID: A0000000031010

**\$31.35**

Custom Amount

\$31.35

[https://goride.site/pages/r/receipt/81887\\_JF](https://goride.site/pages/r/receipt/81887_JF)  
QFRWNS

**Total**

**\$31.35**



United Venture Consortium Inc  
507 ROUND TABLE RD  
FT WASHINGTON, MD 20744  
(202) 413-4683

Visa 2879 (Chip)

Mar 13 2024 at 11:25 AM

VISA

#nXie

LEETTA FELTER

Auth code: 06429D

AID: A0000000031010

Signature Verified

# Fwd: Expense Report for NLC in DC March 10-March 13



LeEtta Felter  
To Cathy Marks

If there are problems with how this message is displayed, click here to view it in a web browser.

**Subject:** Your Mar 10, 2024 - Mar 13, 2024 stay at The Westin Washington, DC Downtown

Thank you for choosing the Westin Washington, DC  
Downtown for your recent stay.

As requested, below is a billing summary or adjustment  
for your stay. **If you have questions about your bill,**  
please contact us at (866) 435-7627 or  
[MBS.Customer.Svc@marriott.com](mailto:MBS.Customer.Svc@marriott.com).

To book your next stay, visit [Marriott.com](https://Marriott.com) >>



**Marriott**  
**Bonvoy™**  
member may  
modify their  
email address at  
[>>](https://marriott.com)

## Summary of Your Stay

**Hotel:** The Westin Washington, DC Downtown  
999 9th Street Northwest  
Washington, District Of Columbia 20001  
USA  
(202) 898-9000

**Guest:** FELTER/ LEETTA/  
NATIONAL LEAGUE OF CITIES  
PO BOX 768  
NLC2412674  
OLATHE, KS 66051-0768  
USA

**Dates of stay:** Mar 10, 2024 - Mar 13, 2024  
**Guest number:** 76385W1  
**Marriott Bonvoy™ number:** XXXXX8115

**Room number:** 836  
**Group number:** 10686

Date	Description	Reference	Charges	Credits
03/10/24	Room Chrg - GRP Association	RT836	335.00	
03/10/24	Room Tax - 15.95%	RT836	53.43	
03/11/24	Room Chrg - GRP Association	RT836	335.00	
03/11/24	Room Tax - 15.95%	RT836	53.43	
03/12/24	Room Chrg - GRP Association	RT836	335.00	
03/12/24	Room Tax - 15.95%	RT836	53.43	
03/13/24	Payment - Visa XXXXXXXXXXXX2879	VI		1,165.29
<b>Total balance</b>				<b>0.00 USD</b>

KC International Airport  
Garage/Surface Parking  
KC Airport Parking  
400 Panama City Ave  
KCMO 64152  
DATE: 03/13/24  
TIME: 06:34 PM

Receipt No. 223/394/89/2  
\* Original \*

Ticket: **20369888**  
Entry : 03/10/24 03:58 PM  
LPR : 846

Amount **84.00**

Credit: 84.00  
Trans ID : 763670040  
Card No. : xxxxxxxxxxxxxx2879  
Card Type: VISA

816.243.5870

Thank you for parking with us  
Have a great day