



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:	Dean Vakas	Employee #	0	Department:	CMO
Business Expense Purpose:	Visit Washington Delegates			Destination:	Washington, DC
Departure Date:	5/13/25	Return Date:	5/14/25		
Comments:	0			E1 Budgeted Acct #	0.00000
Sharing hotel room? Whom with: 0					

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid by Employee		
Registration:	-	Registration:				Include all cost & fees - Itemized receipt for Lodging required	
Airfare:	600.00	Airfare:			530.97		
Lodging:	1,265.00	Lodging:			1,247.66		
Car Rental:	-	Car Rental:					
KCI Airport parking:	30.00	KCI Airport parking:			56.88		
		Meals Overnight Travel				Per Diem: Rate # of days	
		<a href="#">Search for City - GSA.gov website</a>				276.00	
						Meals Provided will deduct from per diem:	
						Breakfast 23.00 1 23.00	
						Lunch 26.00 -	
						Dinner 38.00 2 76.00	
		M&IE Meal breakdown will auto populate					
Per Diem for Meals:	177.00	Per Diem for Meals:	No receipts required		177.00		
		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:	56.00	Mileage:			56.00	56.00	Comments:
Cab/Shuttle fares/		Cab/Shuttle fares/					
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:			25.32	25.32	
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-	
		Business Meeting:				-	
Miscellaneous Expense:	-	Miscellaneous Expense:				56.88	(56.88) Allocate to Paid column needed
TOTAL TRA ESTIMATED EXPENSES	2,278.00	TOTAL EXPENSES		2,093.83			

Total Expensed paid by employee 2,093.83

Travel Advance issued to Employee 233.00

Amount owed Employee/ (owed to City) 1,860.83

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.

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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: [Dean Vakas](#)

Department: [CMO](#)

Business Expense Purpose: Washington, DC

Mileage Calculation:	<i>Mileage log may be used for detail</i>		Rate	\$0.700
	Date	Destination	Miles	Amount
	5/13/25	roundtrip to airport	80	56.00
				-
				-
				-
Total				56.00

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	5/13/25	uber to hotel	25.32
Total			25.32

Fuel - City Vehicle:	Date	Amount
Total		-

Meals Local:	Date	Breakfast	Lunch	Dinner	<b>Maximum allowed:</b> Breakfast 15.00 Lunch 16.00 Dinner 28.00
					<i>Receipts are required</i>
Total					-

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:	Date	Description	Amount
	5/13/25	airport parking	56.88
Total			56.88