

Complete the yellow cells

Business Expense Statement (BES)

Statement to be completed according to Admin. Req. 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:	Michael Wilkes	Employee #	124720	Department:	CMO
Business Expense Purpose:	TLG conference			Destination:	Tampa, Florida
Departure Date:	4/7/24	Return Date:	4/11/24		
Comments:	0			E1 Budgeted Acct #	1001020.62220
Sharing hotel room?	Whom with:	0			

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid by Employee
Registration:	700.00	Registration:			
Airfare:	500.00	Airfare:			428.96
Lodging:	2,415.00	Lodging:			1,207.91
Car Rental:	-	Car Rental:			
KCI Airport parking:	175.00	KCI Airport parking:			125.00
			Meals/Overnight Travel		Per Diem: Rate # of days 69.00 5.0 345.00 Meals Provided will deduct from per diem: Breakfast 16.00 3 48.00 Lunch 17.00 2 34.00 Dinner 31.00 -
			Search for City - GSA.gov website		
Per Diem for Meals:	483.00				
			M&IE Meal breakdown will auto populate		
			No receipts required		
		Per Diem for Meals:	263.00		
		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
Private Vehicle Mileage:	52.40	Mileage:			53.60
Cab/Shuttle fares/		Cab/Shuttle fares/			
Tolls/Baggage fees:	-	Tolls/Baggage fees:			
Fuel - City Vehicle:	-	Fuel - City Vehicle:			
		Business Meeting:			
Miscellaneous Expense:	-	Miscellaneous Expense:			
TOTAL TRA ESTIMATED EXPENSES		4,325.40		TOTAL EXPENSES 2,078.47	

Total Expensed paid by employee	2,078.47
Travel Advance issued to Employee	-
Amount owed Employee/ (owed to City)	2,078.47

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.

Page 1 of 2

Employee Signature

Date _____

Division Manager Signature

Date _____

Department Manager

Date _____

City Manager Signature (if required)

Date _____

Business Expense Statement continued

Name: Michael Wilkes
 Business Expense Purpose: Tampa, Florida

Department: CMO

		<i>Mileage log may be used for detail</i>	Rate	\$0.670	
Mileage Calculation:	Date	Destination	Miles	Amount	
	4/7/24	roundtrip to airport	80	53.60	
				-	
				-	
				-	
				Total	<u>53.60</u>

Cab/Shuttle fares/Tolls:	Date	Description	Amount
			Total <u>-</u>

Fuel - City Vehicle:	Date	Amount
		Total <u>-</u>

Meals Local:

Date	Breakfast	Lunch	Dinner	Maximum allowed:
				Breakfast 15:00
				Lunch 16:00
				Dinner 28:00
				Total <u>-</u>

Receipts are required

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
			Total <u>-</u>

Miscellaneous Expense:	Date	Description	Amount
			Total <u>-</u>

Cathy Marks

From: TLG Conference Team <conference@governmentresource.com>
Sent: Tuesday, January 9, 2024 10:09 AM
To: Michael Wilkes
Cc: Michael Wilkes
Subject: Registration Confirmed - 2024 Transforming Local Government (TLG) Conference

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.



Dear Michael,

Your registration has been confirmed. Please save this email for future reference.

Event: 2024 Transforming Local Government (TLG) Conference

Attending: Michael Wilkes

Date: April 8th - April 11th, 2024

Location: Hilton Tampa Downtown

Confirmation Number: 2FNQXZRYCXP

If you need hotel accommodations, please use the link below to the hotel's online booking tool to receive the discounted TLG room block rate (\$219 +tax).

RESERVE YOUR ROOM HERE!

Registration Information

Michael Wilkes

AFI Member - Individual Registration

Questions

Please choose one of the following activities for Wednesday afternoon.

I prefer the afternoon at my leisure to explore on my own

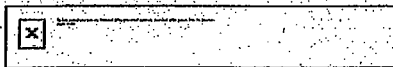
How did you find out about this event?

Previously attended

[View or modify your registration](#)

We look forward to seeing you there.

Add to Calendar



Sincerely,

TLG Conference Team

conference@governmentresource.com

Your payment for the 2024 Transforming Local Government (TLG) Conference event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
AFI Member - Individual Registration		\$700.00	1 \$700.00
	Transaction Total		\$700.00

Registration Confirmation Number: 2FNQXZRYCXP

[View your registration](#)

If you have any questions about this transaction or email, please contact TLG Conference Team directly at conference@governmentresource.com.





HILTON TAMPA DOWNTOWN
211 N TAMPA ST
TAMPA, FL 33602
United States of America
TELEPHONE 813-204-3000 • FAX 813-273-0234
Reservations
www.hilton.com or 1 800 HILTONS

WILKES, MICHAEL

14184 W. 156TH LANE

OLATHE KS 66062
UNITED STATES OF AMERICA

Room No: 1427/K1
Arrival Date: 4/7/2024 10:33:00 PM
Departure Date: 4/11/2024 7:12:00 AM
Adult/Child: 1/0
Cashier ID: AROMERO
Room Rate: 219.00
AL:
HH # 937523655 SILVER
VAT #
Folio No/Che 1105731 A

Confirmation Number: 3464388966

HILTON TAMPA DOWNTOWN 4/11/2024 7:12:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
4/7/2024	*VALET PARKING #71659	LINTR	6286321	\$45.15		
4/7/2024	GUEST ROOM	OHAFEZ	6286524	\$219.00		
4/7/2024	RM-STATE TAX	OHAFEZ	6286524	\$16.43		
4/7/2024	RM-OCCUPANCY TAX 6%	OHAFEZ	6286524	\$13.14		
4/8/2024	211 RESTAURANT #2983625	LINTR	6287183	\$33.03		
4/8/2024	*VALET PARKING #92105	LINTR	6287487	\$45.15		
4/8/2024	GUEST ROOM	SFORNOS	6287700	\$219.00		
4/8/2024	RM-STATE TAX	SFORNOS	6287700	\$16.43		
4/8/2024	RM-OCCUPANCY TAX 6%	SFORNOS	6287700	\$13.14		
4/9/2024	*VALET PARKING #90009	LINTR	6288707	\$45.15		
4/9/2024	GUEST ROOM	SFORNOS	6288944	\$219.00		
4/9/2024	RM-STATE TAX	SFORNOS	6288944	\$16.43		
4/9/2024	RM-OCCUPANCY TAX 6%	SFORNOS	6288944	\$13.14		
4/10/2024	GUEST ROOM	AROMER O	6290347	\$219.00		
4/10/2024	RM-STATE TAX	AROMER O	6290347	\$16.43		
4/10/2024	RM-OCCUPANCY TAX 6%	AROMER O	6290347	\$13.14		
4/11/2024	*VALET PARKING #70054	LINTR	6290926	\$45.15		
4/11/2024	VS *7062	AROMER O	6290931		(\$1,207.91)	
				BALANCE		\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

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CREDIT CARD DETAIL

APPR CODE	00839D	MERCHANT ID	8079986094
CARD NUMBER	VS *7062	EXP DATE	08/27
TRANSACTION ID	6290931	TRANS TYPE	Sale

KC International Airport
Garage/Surface Parking
KC Airport Parking
400 Panama City Ave
KCMO 64152
DATE: 04/13/24
TIME: 03:23 PM

Receipt No. 171/425/92/2
* Copy *

Ticket: 20381886
Entry : 04/06/24 07:40 AM
LPR : 6484

Amount 199.00

Credit: 199.00
Trans ID : 766337007
Card No. : xxxxxxxxxxxx7062
Card Type: VISA

816.243.6870
Thank you for parking with us
Have a great day

4/4/- 4/11

\$125

Fw: You're going to Orlando on 04/06 (3F7DGX)!

From: Michael Wilkes (wilkes469@yahoo.com)
To: cmmarks@olatheks.org; jmwilkes@olatheks.org
Date: Sunday, March 17, 2024 at 07:57 PM CDT

FYI for TLG trip. Half of it is me (City) and the other half is Holly (me).

Michael Wilkes

----- Forwarded Message -----
From: Southwest Airlines <southwestairlines@ifly.southwest.com>
To: "wilkes469@yahoo.com" <wilkes469@yahoo.com>
Sent: Sunday, March 17, 2024 at 07:55:32 PM CDT
Subject: You're going to Orlando on 04/06 (3F7DGX)!

Here's your itinerary & receipt. See ya soon!
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hello friends,
We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

APRIL 6 - APRIL 13

MCI  MCO

Kansas City to Orlando

Confirmation # **3F7DGX**

Confirmation date: 03/17/2024

PASSENGER	John Michael Wilkes
RAPID REWARDS #	607132676
TICKET #	5262269745823
EST. POINTS EARNED	1,948

PASSENGER	Holly Dacheyl Wilkes
RAPID REWARDS #	607133225
TICKET #	5262269745822

EST. POINTS EARNED 1,948


Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Saturday, 04/06/2024 Est. Travel Time: 2h 35m Wanna Get Away®

FLIGHT
1589

DEPARTS
MCI 09:05AM
Kansas City




ARRIVES
MCO 12:40PM
Orlando

Flight 2: Saturday, 04/13/2024 Est. Travel Time: 3h Wanna Get Away®

FLIGHT
3888

DEPARTS
MCO 11:40AM
Orlando



ARRIVES
MCI 01:40PM
Kansas City

Payment information

Total cost

Air - 3F7DGX

Base Fare	\$	648.86
U.S. Transportation Tax	\$	48.66
U.S. 9/11 Security Fee	\$	22.40
U.S. Flight Segment Tax	\$	20.00
U.S. Passenger Facility Chg	\$	18.00
EarlyBird	\$	100.00
Total	\$	857.92

$\div 2 = 428.96$

Payment

- Visa ending in 8711
Date: March 17, 2024

Payment Amount: \$378.96
- Visa ending in 8711
Date: March 17, 2024

Payment Amount: \$378.96
- Visa ending in 8711
Date: March 17, 2024

Payment Amount: \$25.00
- Visa ending in 8711
Date: March 17, 2024

Payment Amount: \$25.00
- Visa ending in 8711
Date: March 17, 2024

Payment Amount: \$25.00

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262269745823, 5262269745822

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, and 6X Rapid Rewards® points. **NEW** – Free same-day standby (taxes and fees may apply). [Learn more.](#)



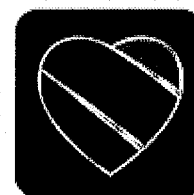
Make sure you know when to arrive at your airport. Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now



Earn up to 2,400 Rapid Rewards® points.

Plus save up to 30% off base rates with Budget®.

Budget®

[Book car >](#)



Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Orlando.



Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Book hotel >](#)

[Prepare now >](#)

5262269745823: NONREF/NONTRANSFERABLE -BG WN MCI WN MCO208.26WN MCI116.17USD324.43END ZP
MCI5.00MCO5.00 XF MCI4.5MCO4.5
5262269745822: NONREF/NONTRANSFERABLE -BG WN MCI WN MCO208.26WN MCI116.17USD324.43END ZP
MCI5.00MCO5.00 XF MCI4.5MCO4.5

MZNUH2H MZNUH2H
GDNVC2H GDNVC2H

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any

Customer who fails to cancel reservations for a Wanna Get Away® or Wanna Get Away Plus™ fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select® or Anytime funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards® account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. **Starting July 1, 2023 (12:00 a.m. CT),** for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest® prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as a flight credit for use by the Customer on a future Southwest Airlines® flight.

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Offer is valid through December 31, 2023 11:59:59 p.m. CST. Rapid Rewards® Member will save up to 45% when the Member purchases the minimum amount of Rapid Rewards points specified on the landing page once the Member logs in to their account. A valid credit card is required to purchase points. A minimum points purchase threshold must be met on a per-transaction basis in order to qualify for the discount. Points can be purchased in blocks of 1,000 and a daily maximum of 60,000 points can be purchased by a Member with no annual maximum. Transactions are nonrefundable and non-reversible. Offer is only valid for Member receiving this email and by clicking on the link within this email. Gifted and transferred point transactions are not included in this promotion. Purchased points do not count towards A-List, A-List Preferred, or Companion Pass® qualification. Prices are in U.S. dollars and include all applicable taxes. Prices for the purchase of points are only valid while a Member is currently logged in to **Southwest.com®** and such prices are subject to change. Please allow up to 72 hours for points to post to the applicable Rapid Rewards account. All Rapid Rewards rules and regulations apply and can be found at Southwest.com/rrterms. Southwest® reserves the right to amend, suspend, or change the Rapid Rewards program and/or Rapid Rewards program rules at any time without notice. Rapid Rewards Members do not acquire property rights in accrued points. The number of Rapid Rewards points needed for a particular Southwest flight is set by Southwest and will vary depending on destination, time, day of travel, demand, fare type, point redemption rate, and other factors, and is subject to change at any time until the booking is confirmed.

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Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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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:	Michael Wilkes	Employee #	124702	Department	CMO
Purpose of Travel:	TLG conference		Destination: Tampa, Florida		
Departure Date:	4/7/24	Return Date:	4/13/24		
Comments:					
Sharing hotel room? Whom with:		E1 Budgeted Account #		1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:	700.00			
Airfare:	500.00			
Lodging:	2,415.00			
Car Rental:				
KCI Airport parking:	175.00			
	Meals Overnight Travel Search for City - GSA.gov website Enter Per Diem Rate (cell F21)			
	M&IE Meal breakdown will auto populate			
Per Diem for Meals:	No receipts required			483.00
Private Vehicle Mileage:				52.40
Cab/Shuttle fares/ Tolls/Baggage fees:				
Fuel - City Vehicle:				
Other:				
				Describe:

Lodging Rate	# days	15%	Total
300.00 per day @	7	45.00	2,415.00

Per Diem for Meals	Rate	# of days	
Per Diem rate	69.00	7.0	483.00
M&IE Breakdown - Deduct meals provided			
Breakfast	16.00		-
Lunch	17.00		-
Dinner	31.00		-

80	Miles @	0.655	per mile
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Amount Charge on City P Card 3,790.00

Amount to Vendors -

Travel Advance = Amount to Employee 535.40

TOTAL ESTIMATED EXPENSES 4,325.40

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

☐☐☐☐☒☐

3/18/24