



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:	Matthew Schoonover	Employee #	207635	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 #	1001020.62220		
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:	545.00					
Airfare:	471.96	Airfare:				692.20		
Lodging:	1,173.00	Lodging:				1,165.29		
Car Rental:	-	Car Rental:						
KCI Airport parking:	36.00	KCI Airport parking:						
				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				
				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	Comments:
Cab/Shuttle fares/		Cab/Shuttle fares/						Matthew drove with his family, using Deans
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:				204.14	204.14	receipts for reimbursement of costs
Fuel - City Vehicle:	-	Fuel - City Vehicle:						
		Business Meeting:						
Miscellaneous Expense:	-	Miscellaneous Expense:						
TOTAL TRA ESTIMATED EXPENSES		2,820.36		TOTAL EXPENSES		2,917.23		

Total Expensed paid by employee 2,372.23

Travel Advance issued to Employee 258.00

Amount owed Employee/ (owed to City) 2,114.23

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: Matthew Schoonover
Business Expense Purpose: Washington, DC

Department: CMO

Mileage log may be used for detail

Rate

\$0.660

Mileage Calculation:

Date	Destination	Miles	Amount
	airport roundtrip	80	53.60
			-
			-
			-
			-
		Total	53.60

Cab/Shuttle fares/Tolls:

Date	Description	Amount
3/11/24	62.64 and 27.51	90.15
3/12/24	21.66 and 28.53	50.19
3/12/24	32.70 and 37.10	63.80
	Total	204.14

Fuel - City Vehicle:

[illegible]

Meals Local:

Date	Breakfast	Lunch	Dinner
Total	-		

Maximum allowed:	
Breakfast	15.00
Lunch	16.00
Dinner	28.00

Receipts are required

Total	-
-------	---

Total	-
-------	---

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Total	-
-------	---

Miscellaneous Expense:

Date	Description	Amount

Total	-
-------	---

Expense Report	
Expense Report Number	EXP-1001443
Company	City Of Olathe
Report Date	03/19/2024
Start Date	03/10/2024
End Date	03/19/2024
Spend Authorization	SA-1000096

Pay To	
Name	Employee: Matthew Schoonover
Email	mschoonover@olatheks.org
Work Phone	+1 (913) 9718797
Address	100 E SANTA FE ST Olathe, KS 66061 United States of America

Amounts	
Reimbursement Currency	USD
Reimbursement Amount	2,115.23
Cash Advance Applied Amount	258.00
Personal Amount	0.00
Company Paid Credit Card Amount	0.00
Expense Report Total Amount	2,373.23

Memo
NLC Conference

Expense Report Lines					
Date	Expense Item	Amount	Memo	Receipt Attached	Itemized
03/10/2024	Daily Per Diem	258.00 USD			
03/19/2024	Lodging Accomodations	1,165.29 USD		Yes	
03/19/2024	Airfare	692.20 USD		Yes	
03/19/2024	Taxi and Ground Travel	204.14 USD		Yes	
03/19/2024	Mileage - Travel Related	53.60 USD			

Signature

Date

Cathy Marks

From: Lauren Lueck <Lauren@SchoonoverLawFirm.com>
Sent: Friday, March 22, 2024 10:48 AM
To: Cathy Marks
Cc: Matthew Schoonover
Subject: Re: NLC expense account

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.

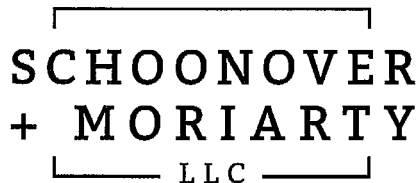
Hi Cathy,

Julia shared your message with Matt and me and he said that is fine, he approves the last page for reimbursement. Makes sense!

Many thanks,

Lauren

Lauren Lueck, *Executive Assistant*
Schoonover & Moriarty LLC
Lauren@schoonoverlawfirm.com



From: Lauren Lueck <Lauren@SchoonoverLawFirm.com>
Date: Thursday, March 21, 2024 at 9:22 AM
To: Cathy Marks <CMMarks@OLATHEKS.ORG>
Cc: Matthew Schoonover <MSchoonover@OLATHEKS.ORG>
Subject: Re: NLC expense account

Hi Cathy,

Thanks so much for sending this over for Matt's review.

We looked over the information this morning, and, since he did not fly, does not need to be reimbursed for: airfare, KCI airport parking, and potentially some of the "baggage" fees within the \$150 on the first page of the BES.

Aside from those being removed, Matt approves.

Many thanks,

Lauren



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:	Matthew Schoonover	Employee #	207635	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:	471.96			
Lodging:	1,173.00			
Car Rental:				
KCI Airport parking:		36.00		
	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			257.00
Private Vehicle Mileage:				52.40
Cab/Shuttle fares/				
Tolls/Baggage fees:	150.00			
Fuel - City Vehicle:				
Other:				

Lodging Rate	# days	15%	Total
340.00 per day @	3	51.00	1,173.00

Per Diem for Meals	Rate	# of days	
Per Diem rate	79.00	4.0	316.00
M&IE Breakdown - Deduct meals provided			
Breakfast	19.00	1	19.00
Lunch	20.00	2	40.00
Dinner	35.00		-

Describe: _____

Amount Charge on City P Card	2,474.96
Amount to Vendors	36.00
Travel Advance = Amount to Employee	309.40
TOTAL ESTIMATED EXPENSES	2,820.36

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

	Approved	Disapproved	Date
Employee Signature	<input type="checkbox"/>	<input type="checkbox"/>	
Division Manager Signature	<input type="checkbox"/>	<input type="checkbox"/>	
Department Director Signature	<input type="checkbox"/>	<input type="checkbox"/>	
City Manager Signature (if required)	<input type="checkbox"/>	<input type="checkbox"/>	

SA - 1000094

2/26

Cathy Marks

From: Lauren Lueck <Lauren@SchoonoverLawFirm.com>
Sent: Monday, February 26, 2024 10:20 AM
To: Cathy Marks
Cc: Matthew Schoonover
Subject: Re: Travel Authorization

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.

Hi Cathy,

Thank you for sending this for Matt's review.

I've looked over it with him and he is in agreement. Please accept this as his confirmation.

Let me know if you need anything else.

Many thanks,

Lauren

Lauren Lueck, *Executive Assistant*
Schoonover & Moriarty LLC
Lauren@schoonoverlawfirm.com



From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Date: Monday, February 26, 2024 at 9:08 AM
To: Matthew Schoonover <MSchoonover@OLATHEKS.ORG>
Cc: Lauren Lueck <Lauren@SchoonoverLawFirm.com>
Subject: Travel Authorization

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



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 and additions can be made by clicking the link below.

this receipt and retain it for your records. Changes

Profile

Confirmation ID: 3280
Matthew Schoonover
City of Olathe
100 E Santa Fe
Olathe, KS 66061

NO
flight
- staying at
family

cancelled
hotel
1/30

estimated
total
hotel
1165.30



3280

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

Registration Details

Matthew Schoonover

Registration Type: First Time Attendee, Early Bird (Nov 18th - Feb 19th)

Description	Item Total
First Time Attendee Lunch and NLC 101 (Qty: 1)	\$0.00
First Time Attendee Gift (Qty: 1)	\$0.00
Hill Day (Qty: 1)	\$0.00
Other Lunch Ticket (Qty: 1)	\$0.00
Registration (Qty: 1)	\$545.00
Total Registration Fees:	\$545.00
Total Registration Paid:	(\$545.00)
Current Balance:	\$0.00

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
10 March 2024	13 March 2024	Matthew Schoonover
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
Housing Balance:	\$0.00

Total of All Fees:	\$545.00
Total Amount Applied to All Fees:	(\$545.00)
Total Balance Due:	\$0.00

Payment History

Payment #1	
01/25/2024 — \$545.00 [Payment]	
Cathy Marks / Visa / *****0465	
Payment Allocation	
01/25/2024 — Applied: Matthew Schoonover's Hotel Reservation	\$0.00
01/25/2024 — Applied: Matthew Schoonover's Registration	\$545.00
Total Amount Applied:	\$545.00
Payment Totals	
Total Payments:	\$545.00
Total Refunds:	\$0.00
Total Net Paid:	\$545.00

Cancellation Policy

All requests must be sent in writing to 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.

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

Here's your updated Monday morning ride receipt.



Total \$62.64

Trip fare \$35.10

Subtotal \$35.10

Reservation Fee \$11.00

Booking Fee  \$2.90

DC Digital Dispatch Surcharge \$0.25

Tip \$10.44

DC Fee  \$2.95

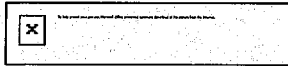
Payments



Apple Pay Mastercard ••••1484

3/11/24 7:42 AM

\$62.64



Total

\$27.51


Trip fare	\$18.49
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Subtotal	\$18.49
----------	---------

Booking Fee 	\$2.90
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DC Digital Dispatch Surcharge	\$0.25
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Tip	\$4.58
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DC Fee 	\$1.29
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Payments



SM1088

3/11/24 8:19 PM

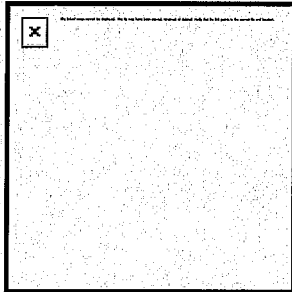
\$27.51

Receipt ID # ea395179-8a8e-498b-988e-a85779c0b3c9

Switch Payment Method

Download PDF

Here's your updated Tuesday morning ride receipt.



Total

3/12
\$21.66

Good news - you've been refunded a portion of your original upfront price on this trip because of a change to the anticipated route.

Trip fare	\$14.56
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Subtotal	\$14.56
----------	---------

Booking Fee <input type="checkbox"/>	\$2.90
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DC Digital Dispatch Surcharge	\$0.15
-------------------------------	--------

Tip	\$3.00
-----	--------

DC Fee <input type="checkbox"/>	\$1.05
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Here's your updated Tuesday
afternoon ride receipt.



Total \$28.53

3/12

Trip fare	\$19.29
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Subtotal	\$19.29
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Booking Fee <input type="checkbox"/>	\$2.90
--------------------------------------	--------

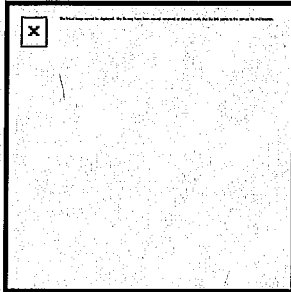
DC Digital Dispatch Surcharge	\$0.25
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Tip	\$4.75
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DC Fee <input type="checkbox"/>	\$1.34
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Payments

Here's your updated Tuesday evening ride receipt.



Total \$32.70

3/12

Trip fare	\$22.56
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Subtotal	\$22.56
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Booking Fee <input checked="" type="checkbox"/>	\$2.90
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DC Digital Dispatch Surcharge	\$0.25
-------------------------------	--------

Tip	\$5.45
-----	--------

DC Fee <input checked="" type="checkbox"/>	\$1.54
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Payments

Here's your updated Tuesday evening ride receipt.



Total

\$37.10

3/12

Good news - you've been refunded a portion of your original upfront price on this trip because of a change to the anticipated route.

Trip fare	\$26.10
-----------	---------

Subtotal	\$26.10
----------	---------

Booking Fee 	\$2.90
---	--------

DC Digital Dispatch Surcharge	\$0.15
-------------------------------	--------

Tip	\$6.20
-----	--------

DC Fee 	\$1.75
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Payments