

2/1/24
Date

Business Expense Statement continued

Name: Michael Wilkes
 Business Expense Purpose: Washington, DC

Department: CMO

		<i>Mileage log may be used for detail</i>	Rate	\$0.655
Mileage Calculation:	Date	Destination	Miles	Amount
		roundtrip to the airport	80	52.40
				-
				-
				-
				-
Total				<u>52.40</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
					<i>Receipts are required</i>
Total					<u>-</u>

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Total -

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



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:	League Presidents Conference			Destination:	Washington, DC
Departure Date:	1/29/24	Return Date:	1/31/24		
Comments:					
Sharing hotel room?	Whom with:	E1 Budgeted Account #	1001020.62220		

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:	800.00			
Airfare:	450.00			
Lodging:	575.00			Lodging Rate # days 15% Total
Car Rental:				250.00 per day @ 2 37.50 575.00
KCI Airport parking:	36.00			
	Meals Overnight Travel Search for City - GSA.gov website Enter Per Diem Rate (cell F21)			Per Diem for Meals Rate # of days
	M&IE Meal breakdown will auto populate			Per Diem rate 79.00 4.0 316.00
	No receipts required			M&IE Breakdown - Deduct meals provided
				Breakfast 19.00 -
				Lunch 20.00 -
				Dinner 35.00 -
Per Diem for Meals:	316.00			
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 2,011.00

Amount to Vendors -

Travel Advance = Amount to Employee 368.40

TOTAL ESTIMATED EXPENSES 2,379.40

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

☐☐☐☐☐☐

Your itinerary

Flight 1: Monday, 01/29/2024 Est. Travel Time: 2h 15m Wanna Get Away®

FLIGHT # 1908	DEPARTS MCI 04:45PM Kansas City	ARRIVES DCA 08:00PM Wash. D.C. (Reagan)
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Flight 2: Wednesday, 01/31/2024 Est. Travel Time: 3h Wanna Get Away®

FLIGHT # 2085	DEPARTS DCA 04:15PM Wash. D.C. (Reagan)	ARRIVES MCI 06:15PM Kansas City
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Payment information

Total cost

Air - 3NSARA

Base Fare	\$	139.31
U.S. Transportation Tax	\$	10.45
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.00
U.S. Passenger Facility Chg	\$	9.00
EarlyBird	\$	40.00
Total	\$	219.96

Payment

Visa ending in 8711
Date: January 8, 2024

Payment Amount: \$179.96

Visa ending in 8711
Date: January 8, 2024

Payment Amount: \$20.00

Visa ending in 8711
Date: January 8, 2024

Payment Amount: \$20.00

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

Your ticket number: 5262241565956

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

KC International Airport
Garage/Surface Parking
KC Airport Parking
400 Panama City Ave
KCMO 64152
DATE: 01/31/24
TIME: 06:19 PM

Receipt No. 192/352/91/2

* Original *

Ticket: 20480624

Entry : 01/29/24 03:23 PM

LPR :

Amount

59.00

Credit:

59.00

Trans ID : 760040364

Card No. : xxxxxxxxxxxx7062

Card Type: VISA

816.243.5870

Thank you for parking with us
Have a great day