

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 BES expenses must be within 10% of Travel Request Authorization(TRA). if late or grand total exceeds 10% of Travel Authorized.

Name:	Michael Wilke	es	Employee #	124702		Department:	CMO			
Business Expense Purpose:	League Presid	lents Conference				Destination:	Washington, D	С		
Departure Date:	1/29/24	Return Date:	1/31/24			•				
Comments:	0	•			_	E1 E	Budgeted Acct #	1001020.	62220	
Sharing hotel room?	Whom with:	0								
		BES	Paid with City	Paid to	Paid by]				
Total Expenses fron	n TRA	DES	PCard	Vendor	Employee					
Registration:	800.00	Registration:								
Airfare:	450.00	Airfare:			219.96					
Lodging:	575.00	Lodging:				Include all d	ost & fees - Itemiz	ed receipt for l	Lodging requ	uired
Car Rental:	-	Car Rental:								
KCI Airport parking:	36.00	KCI Airport parking:			59.00					
	TAMESTA TAMESTA		Meal	s Overnight T	ravel	Per Diem:	<u>Rate</u>	# of days		
			Search for	City - GSA.go	v website		79.00	3.0	237.00	
						Meals Provide	d will deduct fro	m per diem:		
						Breakfas	t 19.00	2	38.00	
Per Diem for Meals:	316.00					Luncl	20.00	1	20.00	
en de la companya de	100000000000000000000000000000000000000		M&IE Meal breakd	lown will auto pop	ulate	Dinne	r 35.00		-	
	A STATE OF THE STA	Per Diem for Meals:	CONTROL CONTRO	THE STREET WAS ASSESSED.	179.00		•			
		AND THE RESIDENCE OF THE PROPERTY OF THE PROPE		707	then RETURN he	ere to allocate ex	pense & complete	the BES		
		Allocate Page 2 Totals to	Paid with City	Paid to	Paid by	Totals from	34	3.33 S S S S S S S S S S S S S S S S S S		
		yellow cells	PCard	Vendor	Employee	page 2				
Private Vehicle Mileage:	52.40	Mileage:			52.40	52.40	Comments:	2000年		r being being being
Cab/Shuttle fares/		Cab/Shuttle fares/								
Tolls/Baggage fees		Tolls/Baggage fees:								
Fuel - City Vehicle	-	Fuel - City Vehicle:					1 (*) 10 1 (
		Business Meeting:	7.51							
Miscellaneous Expense		Miscellaneous Expense:					Table San Comment	Chapter 1		
TOTAL TRA ESTIMATED EXPENSES	2,379.40		TO	TAL EXPENSES	510.36	•	SETTING A PROPERTY OF DESCRIPTION OF THE PARTY AND A SECTION OF	Carl annual security control of the security o	Park - Nov. reconstructions	s i su significati ettike
		Tota	I Expensed paid	d by employee	510.36	-	ACH direct dep	osit rather th	ian a check	
		Tra	avel Advance issu	ed to Employee		_	can be provide	d. Complete	and submit	t .
		Amount ov	ved Employee/	(owed to City)	510.36	-	AP ACH form			
I certify that I have incurred all of the expens	ses listed above on b	ehalf of the City and that they are direc	tly related to the activ	e conduct of the City	's business.		•	_	Page 1 of 2	1-1
									2/1	124
Employee Signature	Date	Division Manager Signature	Date	Departme	nt Manager	Date	City Manager Sign	ature (if require	d) [Date /

Business Expense Statement continued

Department: CMO

Name: Michael Wilkes

Business Expense Purpose: Washington, DC Mileage log may be used for detail \$0.655 Rate Mileage Calculation: Date Destination Miles Amount roundtrip to the airport 52.40 _ Total 52.40 Cab/Shuttle fares/Tolls: Date Description Amount Total Fuel - City Vehicle: Date Maximum allowed: Amount Meals Local: Breakfast Date Lunch Dinner Breakfast 15.00 16.00 Lunch Dinner 28.00 Receipts are required Total Total Business Meeting & Guests: Date Purpose Firm & Persons Present Amount Total Miscellaneous Expense: Date Description Amount Total Page 2 of 2



Complete the yellow cells

Travel Request and Authorization (TRA)

This form is required for ail 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 Confere		nce	D	estination:	Washin	gton, DC		
Departure Date:	1/29/24	Return Date:	1/31/24	1/31/24					
Comments:						_		1	
Sharing hotel room?	Whom with:			E1 Budge	eted Accou	nt #	1001020.62220)	
	La vicina a			1					
	Amount to City PCard	Amount to Vendor	Amount to Employee						
Registration:	\vdash					<u> </u>		··-·	
Airfare:	450.00			Lodging Rate		# days	15%	Total	
Lodging:	575.00			250.00	per day @	2	37.50	575.00	
Car Rental:			-						
KCI Airport parking:	36.00								
	Meals Overnight Travel			Per Diem for Meals	<u>Rate</u>	# of day	<u>/s</u>		
	<u>Search fo</u>	or City - GSA.	gov website	Per Diem rate	79.00	4.0	316.00		
				M&IE Breakdo	White door 1535-for conserve	t meals _l	provided		
	Enter F	er Diem Rate	(cell F21)	Breakfast	19.00		-		
				Lunch	20.00		-		
	M&IE Meal brea	ıkdown will auto ı	populate	Dinner	35.00		-		
Per Diem for Meals:	No receip	ts required	316.00						
Private Vehicle Mileage:			52.40	80	Miles @	0.655	per mile		
Cab/Shuttle fares/	150.00								
Tolls/Baggage fees:	150.00								
Fuel - City Vehicle:	<u>.</u>			Daganilaa					
Other:				Describe:			•		
Am	ount Charge o	on City P Card	2,011.00	_					
Amount to Vend		nt to Vendors	-		ACH direct deposit rather than a check				
Travel Advance = Amount to Employee TOTAL ESTIMATED EXPENSES			368.40	encile aboli ⊞etr	can be prov	ided. Co	mplete and subr	nit -	
			2,379.40	ili.	AP ACH Fo	o <u>rm</u>			
					Aı	opro <u>ved</u>	_ Disapproved	Date	
· · · · · · · · · · · · · · · · · · ·			Division Manager Signature						
			Department Dir	nt Director Signature					
			Michael Willes (Jan 4, 2024 14:39 CS)	• -] [
			• •	gnature (if required)		. L			

Your itinerary

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

FLIGHT DEPARTS

MCI 04:45_{PM}

ARRIVES

DCA 08:00PM

Kansas City

Wash. D.C. (Reagan)

Flight 2: Wednesday, 01/31/2024 Est. Travel Time: 3h W

Wanna Get Away®

FLIGHT # 2085

1908

DEPARTS

DCA 04:15_{PM}

ARRIVES

MCI 06:15PM

Payment Amount: \$20.00

Wash. D.C. (Reagan) Kansas City

Payment information

Total cost		Payment
Air - 3NSARA		Visa ending in 8711
Base Fare	\$ 139.31	Date: January 8, 2024
U.S. Transportation Tax	\$ 10.45	Payment Amount: \$179.96
U.S. 9/11 Security Fee	\$ 11.20	
U.S. Flight Segment Tax	\$ 10.00	Visa ending in 8711
U.S. Passenger Facility Chg	\$ 9.00	Date: January 8, 2024
EarlyBird	\$ 40.00	Payment Amount: \$20.00
Total	\$ 219.96	Visa ending in 8711 Date: January 8, 2024

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
KC Airport Parking
400 Panama City Ave
KCM0 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: Trans ID: 760040364 Card No.: xxxxxxxxxxxx7062 Card Type: VISA

816.243.5870 Thank you for parking with us Have a great day