

EXP-100260V

Business Expense Statement continued

Name: Robyn Essex
 Business Expense Purpose: Washington, DC

Department: council

Mileage Calculation:

Mileage log may be used for detail		Rate	\$0.670
Date	Destination	Miles	Amount
5-14/5-16	roundtrip airport	80	53.60
			-
			-
			-
			-
Total			53.60

Cab/Shuttle fares/Tolls:

Date	Description	Amount
Total		-

Fuel - City Vehicle:

Date	Amount
Total	-

Meals Local:

Date	Breakfast	Lunch	Dinner	Maximum allowed:
				Breakfast 15.00
				Lunch 16.00
				Dinner 28.00
				Receipts are required
Total				-

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:

Date	Description	Amount
Total		-

Cathy Marks

From: Robyn Essex
Sent: Tuesday, May 21, 2024 4:00 PM
To: Cathy Marks
Subject: Re: Business expense statement

This is correct. Thank you.

Robyn Essex

Olathe City Council, Ward 1

(913) 971-6368 | OlatheKS.org

Legislative | City of Olathe, Kansas

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From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Tuesday, May 21, 2024 3:02:29 PM
To: Robyn Essex <RREssex@olatheks.org>
Subject: Business expense statement

Hi,
Please reply to this email in lieu of a signature to confirm that this is correct.
Looks like you are reimbursed for parking only.

Thanks, Cathy

Cathy Marks, Assistant to the City Manager

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Administration | City of Olathe, Kansas

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Cathy Marks

Robyn

From: American Airlines <no-reply@info.email.aa.com>
Sent: Tuesday, April 23, 2024 11:24 AM
To: Cathy Marks
Subject: Your trip confirmation (MCI - DCA)

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.

American

Issued: April 23, 2024

Your trip confirmation and receipt

We charged \$436.21 to your card ending in 0465 for your ticket purchase.

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: ETWHFZ

Tuesday, May 14, 2024



MCI

Kansas City
10:54 AM

AA 4571

Operated by Republic Airways
as American Eagle



DCA

Washington Reagan
2:24 PM

Seat: **18A**

Class: **Economy (V)**

Meals:

Thursday, May 16, 2024



DCA

Washington Reagan
8:20 AM

AA 4571

Operated by Republic Airways
as American Eagle



MCI

Kansas City
10:24 AM

Seat: 17F

Class: Economy (S)

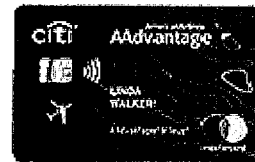
Meals:

Manage your trip

Earn 15,000 bonus
miles*

Plus no annual fee. Terms Apply.

[Learn more](#)



Your purchase

Robyn Essex

Join the AAdvantage® Program

New ticket (0012135305943)

\$436.21

[\$377.68 + Taxes & carrier-imposed fees

\$58.53]

Total cost

\$436.21

Your payment

Visa (ending 0465)

\$436.21

Total paid

\$436.21

washington

p l a z a

#10 Thomas Circle, N.W.
Washington, D.C. 20005
(202) 842-1300 • (800) 424-1140 • Fax (202) 371-9602

Essex, Mrs Robyn
Po Box 768
Olathe, 66051

Arrival Date: 05/14/24
Departure Date: 05/16/24

No. In Party: 1
Folio Number: 12N1W7

Room Number: 512

Date	Transaction	Description	Charges	Payment
05/14/24	ROOM 1	Room Charge	-- 426.55	
05/14/24	RMTX 1	Room Tax 15.95%	-- 68.03	
05/15/24	ROOM 1	Room Charge	-- 535.80	
05/15/24	RMTX 1	Room Tax 15.95%	-- 85.46	
05/16/24	PYVISA 1	XXXX3118	EE	1115.84
Subtotals			\$ 1115.84	1115.84
PAID IN FULL --- THANK YOU!				

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person or company or association fails to pay for any part of the full amount of these charges. I also agree that all charges contained in this account and any disputes or requests for copies must be made within five days of my departure.

Guest Signature _____

KC International Airport
Garage/Surface Parking
KC Airport Parking
400 Panama City Ave
KCMO 64152
DATE: 05/16/24
TIME: 10:23 AM

Receipt No. 52/458/92/2

* Original *

Ticket: **20270631**

Entry : 05/14/24 09:13 AM

LPR : 365ERN

Amount **64.00**

Credit: 64.00

Trans ID : 769170190

Card No. : xxxxxxxxxxxxx2000

Card Type: MASTER CARD

816.243.5870

Thank you for parking with us
Have a great day



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:	Robyn Essex	Employee #		Department	council
Purpose of Travel:	May DC visit to delegates			Destination:	Washington, DC
Departure Date:	5/14/24	Return Date:	5/16/24		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	educa and train

	Amount to City PCard	Amount to Vendor	Amount to Employee				
Registration:							
Airfare:	600.00			Lodging Rate	# days	15%	Total
Lodging:	1,380.00			600.00 per day @	2	90.00	1,380.00
Car Rental:							
KCI Airport parking:	27.00						
Per Diem for Meals:	Meals Overnight Travel			Per Diem for Meals	Rate	# of days	
	Search for City - GSA.gov website			Per Diem rate	79.00	3.0	237.00
	Enter Per Diem Rate (cell F21)			M&IE Breakdown - Deduct meals provided			
	M&IE Meal breakdown will auto populate			Breakfast	19.00	1	19.00
				Lunch	20.00		-
				Dinner	35.00		-
	No receipts required						
	218.00						
	53.60			80 Miles @ 0.670 per mile			
	Private Vehicle Mileage:						
Cab/Shuttle fares/							
Tolls/Baggage fees:	150.00						
Fuel - City Vehicle:							
Other:				Describe: _____			

Amount Charge on City P Card 2,157.00

Amount to Vendors -

Travel Advance = Amount to Employee 271.60

TOTAL ESTIMATED EXPENSES 2,428.60

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

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

S/A 1000253

pd. 4/24

Cathy Marks

From: Robyn Essex
Sent: Tuesday, April 23, 2024 8:20 PM
To: Cathy Marks
Subject: Re: DC Trip

Looks good. Thanks, Cathy!

Robyn Essex

Olathe City Council, Ward 1

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From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Tuesday, April 23, 2024 4:19:53 PM
To: Robyn Essex <RREssex@olatheks.org>
Subject: DC Trip

Hi,
Can you take a look and please reply to this email in lieu of signature, please?
This doc will provide per diem and mileage before the trip to Washington, DC.

Thanks, Cathy

Cathy Marks, *Assistant to the City Manager*

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