



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 #	0	Department:	CMO
Business Expense Purpose:	Visit Washington Delegates			Destination:	Washington, DC
Departure Date:	5/13/25	Return Date:	5/14/25		
Comments:	0			E1 Budgeted Acct #	0.00000
Sharing hotel room? Whom with: 0					

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid by Employee				
Registration:	-	Registration:				Include all cost & fees - Itemized receipt for Lodging required			
Airfare:	600.00	Airfare:	572.96						
Lodging:	1,265.00	Lodging:	632.83						
Car Rental:	-	Car Rental:							
KCI Airport parking:	30.00	KCI Airport parking:							
		Meals Overnight Travel							
		<a href="#">Search for City - GSA.gov website</a>							
		M&IE Meal breakdown will auto populate							
Per Diem for Meals:	177.00	Per Diem for Meals:	No receipts required	108.00					
		<b>STOP</b> 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:	56.00	Mileage:			56.00	56.00	Comments:		
Cab/Shuttle fares/		Cab/Shuttle fares/							
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:			56.00	56.00			
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-			
		Business Meeting:				-			
Miscellaneous Expense:	-	Miscellaneous Expense:				-			
TOTAL TRA ESTIMATED EXPENSES 2,278.00		TOTAL EXPENSES		1,425.79					

Total Expensed paid by employee 220.00

Travel Advance issued to Employee -

Amount owed Employee/ (owed to City) 220.00

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
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## Business Expense Statement continued

Name: [Matthew Schoonover](#)  
 Business Expense Purpose: Washington, DC

Department: [CMO](#)

Mileage Calculation:	<i>Mileage log may be used for detail</i>		Rate	\$0.700
	Date	Destination	Miles	Amount
	5/14/25	airport roundtrip mileage	80	56.00
				-
				-
				-
Total				56.00

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	5/14/25	uber to hotel	56.00
Total			56.00

Fuel - City Vehicle:	Date	Amount
Total		-

Meals Local:	Date	Breakfast	Lunch	Dinner	Maximum allowed: Breakfast 15.00 Lunch 16.00 Dinner 28.00
					<i>Receipts are required</i>
Total					-

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:	Date	Description	Amount
Total			-