



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:	Michael Wilkes	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:				<i>Include all cost & fees - Itemized receipt for Lodging required</i>																											
Airfare:	600.00	Airfare:			438.42																												
Lodging:	1,265.00	Lodging:	1,258.66																														
Car Rental:	-	Car Rental:																															
KCI Airport parking:	30.00	KCI Airport parking:			84.00																												
		Meals Overnight Travel			<table border="1"> <thead> <tr> <th>Per Diem:</th> <th>Rate</th> <th># of days</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>92.00</td> <td>3.0</td> <td>276.00</td> </tr> <tr> <td colspan="4">Meals Provided will deduct from per diem:</td> </tr> <tr> <td>Breakfast</td> <td>23.00</td> <td>1</td> <td>23.00</td> </tr> <tr> <td>Lunch</td> <td>26.00</td> <td></td> <td>-</td> </tr> <tr> <td>Dinner</td> <td>38.00</td> <td>2</td> <td>76.00</td> </tr> </tbody> </table>					Per Diem:	Rate	# of days			92.00	3.0	276.00	Meals Provided will deduct from per diem:				Breakfast	23.00	1	23.00	Lunch	26.00		-	Dinner	38.00	2	76.00
Per Diem:	Rate	# of days																															
	92.00	3.0	276.00																														
Meals Provided will deduct from per diem:																																	
Breakfast	23.00	1	23.00																														
Lunch	26.00		-																														
Dinner	38.00	2	76.00																														
Per Diem for Meals:	177.00	M&IE Meal breakdown will auto populate																															
		Per Diem for Meals:	No receipts required		177.00																												
		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:	56.00	Mileage:			56.00	56.00	Comments:																										
Cab/Shuttle fares/		Cab/Shuttle fares/																															
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:			29.74	29.74																											
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-																											
		Business Meeting:				-																											
Miscellaneous Expense:	-	Miscellaneous Expense:			(11.00)	(11.00)	-																										
TOTAL TRA ESTIMATED EXPENSES	2,278.00	TOTAL EXPENSES		2,032.82																													

Total Expensed paid by employee 774.16

Travel Advance issued to Employee -

Amount owed Employee/ (owed to City) 774.16

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.

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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: [Michael Wilkes](#)

Department: [CMO](#)

Business Expense Purpose: Washington, DC

Mileage Calculation:	<i>Mileage log may be used for detail</i>		Rate	\$0.700
	Date	Destination	Miles	Amount
	5/13/25	roundtrip airport	80	56.00
				-
				-
				-
Total				56.00

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	5/15/25	cab	29.74
Total			29.74

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
	5/14/25	personal room charge	(11.00)
Total			(11.00)