

EXP-1003068

Business Expense Statement continued

Name: Michael Wilkes
 Business Expense Purpose: Concordia, KS

Department: CMO

Mileage Calculation:

Mileage log may be used for detail		Rate	\$0.670
Date	Destination	Miles	Amount
6/6/24	roundtrip to concordia	392	262.64
			-
			-
			-
			-
Total			262.64

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		-