

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).

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Name:	Michael Wilke	ès .	Employee # 124720			Department: CMO		
Business Expense Purpose:	LKM meeting					Destination:	Concordia, KS	
Departure Date:	6/6/24	Return Date:	6/7/24					
Comments:	0					_ ` E1 I	Budgeted Acct #	0.00000
Sharing hotel room?	Whom with:	. 0						
Total Expenses fron	n TRA	BES	Paid with City PCard	Paid to Vendor	Paid by Employee			•
Registration:	_	Registration:			484 - 00   15 2 1 - 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Airfare:		Airfare:				1		
Lodging:	175.00	Lodging:			170.56	Include all d	cost & fees - Itemiz	zed receipt for Lodging require
Car Rental:		Car Rental:				1		
KCI Airport parking:		KCI Airport parking:				1		
RGI All POTE PATRIIIS.		No. All port parking.	Mea	s Overnight T	ravel	Per Diem:	<u>Rate</u>	# of days
			Search for	City - GSA.go	v website		59.00	2.0 118.00
						Meals Provide	d will deduct fro	om per diem:
						Breakfas	t 13.00	2 26.00
Per Diem for Meals:	118.00					Lunc	h 15.00	-
# 10 m 10	A Section of Company		M&IE Meal break	down will auto pop	ulate	Dinne	er 26.00	2 52.00
		Per Diem for Meals:					•	
		STOP	200000000000000000000000000000000000000		then RETURN h	ere to allocate ex	pense & complete	the BES
		Allocate Page 2 Totals to	Paid with City	Paid to	Paid by	Totals from		77777
A PARTIES		yellow cells	PCard	Vendor	Employee	page 2-		
Private Vehicle Mileage	258.07	Mileage:			262.64	262.64	Comments:	
Cab/Shuttle fares	/	Cab/Shuttle fares/						
Tolls/Baggage fees		Tolls/Baggage fees:						
Fuel - City Vehicle		Fuel - City Vehicle:				-		
	The second	Business Meeting:						
Miscellaneous Expense	-	Miscellaneous Expense:					en anni a l'imperior de la company	
TOTAL TRA ESTIMATED EXPENSES	551.07		то	TAL EXPENSES	473.20	_		
		Total Expensed paid by employee 473.20				ACH direct de	posit rather than a check	
		Travel Advance issued to Employee -			_	can be provided. Complete and submit		
		Amount or	wed Employee/	(owed to City)	473.20		AP ACH form	
I certify that I have incurred all of the expen	ses listed above on b				's business.		Glassachandistliklasschmilssom/minn von mensoner von	Page 1 of 2 <b>/</b>
,/			,				2	6/13
Employee Signature	Date	Division Manager Signature	Date Department Manager			Date City Manager Signature (if required) Date		
5					-		1 1	
							Exp.	7003068
							¥ •	

## **Business Expense Statement continued**

Department: CMO

Name: Michael Wilkes

Business Expense Purpose: Concordia, KS

Mileage log may be used for detail \$0.670 Rate Mileage Calculation: 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 Maximum allowed: Amount Meals Local: Breakfast Date Lunch Dinner Breakfast 15:00 Lunch 16.00 Dinner 28.00 Receipts are required Total Total Business Meeting & Guests: Purpose Date Firm & Persons Present Amount Total Miscellaneous Expense: Date Description Amount Total Page 2 of 2