



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:	Dean Vakas	Employee #	0	Department:	council
Business Expense Purpose:	May DC visit to delegates			Destination:	Washington, DC
Departure Date:	5/14/24	Return Date:	May 16th		
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:				
Airfare:	600.00	Airfare:	460.20			
Lodging:	1,380.00	Lodging:	1,115.84			
Car Rental:	-	Car Rental:				
KCI Airport parking:	27.00	KCI Airport parking:				53.12
		Meals Overnight Travel				
		Search for City - GSA.gov website				
Per Diem for Meals:	218.00					
		M&IE Meal breakdown will auto populate				
		No receipts required		218.00		
		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
Private Vehicle Mileage:	53.60	Mileage:				53.60
Cab/Shuttle fares/		Cab/Shuttle fares/				
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:				22.74
Fuel - City Vehicle:	-	Fuel - City Vehicle:				
		Business Meeting:				
Miscellaneous Expense:	-	Miscellaneous Expense:				
TOTAL TRA ESTIMATED EXPENSES	2,428.60	TOTAL EXPENSES		1,923.50		

Total Expensed paid by employee 347.46

Travel Advance issued to Employee 271.60

Amount owed Employee/ (owed to City) 75.86

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

ECP - 1002605

Business Expense Statement continued

Name: Dean Vakas
 Business Expense Purpose: Washington, DC

Department: council

		<i>Mileage log may be used for detail</i>	Rate	\$0.670
Mileage Calculation:	Date	Destination	Miles	Amount
	5-14/5-16	roundtrip to airport	80	53.60
				-
				-
				-
				-
			Total	<u>53.60</u>

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	5/14/24	cab to hotel	22.74
			Total <u>22.74</u>

Fuel - City Vehicle:	Date	Amount
		Total <u>-</u>

Meals Local:

Date	Breakfast	Lunch	Dinner
Total -			

Maximum allowed:	
Breakfast	15:00
Lunch	16:00
Dinner	28:00

Receipts are required

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Total -

Miscellaneous Expense:	Date	Description	Amount
			Total <u>-</u>

Cathy Marks

From: Dean Vakas
Sent: Monday, May 20, 2024 12:15 PM
To: Cathy Marks
Subject: Re: DC Charges - Vakas

All OK with me Cathy. Thank you.

Dean

Get [Outlook for iOS](#)

From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Monday, May 20, 2024 10:35:38 AM
To: Dean Vakas <DVakas@OLATHEKS.ORG>
Subject: FW: DC Charges - Vakas

Here is the missing attachment. If the tab changes, you want to OK the "BES" tab information.
Thanks, Cathy

Cathy Marks, Assistant to the City Manager

(913) 971-8940 | OlatheKS.org

Administration | City of Olathe, Kansas

Setting the Standard for Excellence in Public Service



From: Cathy Marks
Sent: Monday, May 20, 2024 10:34 AM
To: Dean Vakas <dvakas@olatheks.org>
Subject: RE: DC Charges - Vakas

Hi Dean,
It looks like your reimbursement is \$75.86; cab and parking.
Please reply to this email in lieu of a signature in agreement and I can get these ready to go to the consent agenda.
Thanks, Cathy

Cathy Marks, Assistant to the City Manager

(913) 971-8940 | OlatheKS.org

Administration | City of Olathe, Kansas

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Cathy Marks

Dean

From: American Airlines <no-reply@info.email.aa.com>
Sent: Tuesday, April 23, 2024 11:20 AM
To: Cathy Marks
Subject: Your trip confirmation (MCI - DCA)

Follow Up Flag: Follow up
Flag Status: Flagged

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 \$460.20 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: **WMGFPS**

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: **22C**
Class: **Economy (V)**
Meals:

Thursday, May 16, 2024



DCA

Washington Reagan
2:58 PM

AA 5419

Operated by PSA Airlines as
American Eagle

MCI

Kansas City
4:48 PM

Seat: 18D

Class: Economy (G)

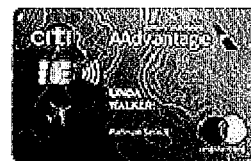
Meals:

Manage your trip

Earn 50,000 bonus
miles*

Plus great travel benefits. Terms Apply.

Learn more



Your purchase

Constantine Vakas - AAdvantage® #: 30E****

New ticket (0012135305441)	\$460.20
[\$400.00 + Taxes & carrier-imposed fees \$60.20]	

Total cost	\$460.20
-------------------	-----------------

Your payment

Visa (ending 0465)	\$460.20
--------------------	----------

Total paid	\$460.20
-------------------	-----------------

Bag information

Checked Bag (Airport)

MCI - DCA	
1 st bag	\$40.00
2 nd bag	\$45.00
MCI - DCA	

Checked Bag (Online*)

MCI - DCA	
1 st bag	\$35.00
2 nd bag	\$45.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms

For information regarding American Airlines checked baggage policies, please visit: [Bag and optional fees](#)

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. [Bag and optional fees](#)

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

*Online payment available beginning 24 hours (and up to 4 hours) before departure.

Carry-on bags (American Airlines)

1st carry-on Includes purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

2nd carry-on Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).



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Save and earn when you rent

Book now>>

AVIS 

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Need more miles?

Buy or gift miles today 

American Airlines

The Parking Spot
12060 NW Prairie View Road
816.270.1000

YELLOW CAB CO.
202 544 1212

CREDIT SALE

MERCHANT 844027733581
TERMINAL ID. 451335 303
TRIP NUMBER 6571829
DRIVER ID 00002428
MEDAILION B472

PASSANGER 1 Rate 1 DISTANCE 5.25
05/16/2024 START 12:08 END 12:26

FARE AMOUNT: \$ 16.78
EXTRA AMOUNT: \$ 3.25
TIP AMOUNT: \$ 2.79

TOTAL : \$ 22.74

AID AUG090000031010
APPLICATION NAME CAPITAL ONE
ATC: 0324
VISA *** 2125
APPROVAL CODE 020460
CONTACTLESS CHIP
AUTHORIZATION MODE ISSUER

COPY

DFHV COMPLAINTS
LINES TTY 711
PH 855 184-4966
dfhv.dc.gov

MCIENT22 5/14/2024 9:00 AM
MCICS1 5/16/2024 5:22 PM
Sequence # 30003324051617133
Cashier Number 103689349
Transaction Number 4yxep
Member Number 6220270413309518202
Reservation Number 116849973
Approved Sale 077250

Covered self-park 3d

Reservation Total
Covered self-park 3d \$63.75
**Discount (\$15.94)
Airport Use Recovery Fee \$5.31
Covered self-park Total \$53.12

Amount Due \$53.12
Charged to Visa 2225 \$53.12

** U.S. Government Discount applied

Have a great day, Constantine!
Reserve for our best rates!
Visit www.theparkingspot.com today.

Business traveler?
Connect your Spot Club account to
automatically send receipts to Concur.
Certify or Expensify
www.theparkingspot.com/expense

Retain this copy for statement validation
Customer Copy

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

Vakas, Mr Constantine
Po Box 768
Olathe, 66051

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

No. In Party: 1
Folio Number: 12N1W8

Room Number: 439

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	VISA 1	XXXX3118	NF	1115.84
			=====	
Subtotals			\$ 494.58	1115.84
			=====	
REFUND DUE				\$ 621.26

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 _____



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:	Dean Vakas	Employee #		Department	council
Purpose of Travel:	May DC visit to delegates		Destination: Washington, DC		
Departure Date:		Return Date:			
Comments:					
Sharing hotel room? Whom with:		E1 Budgeted Account #			

	Amount to City PCard	Amount to Vendor	Amount to Employee																									
Registration:																												
Airfare:	600.00			Lodging Rate # days 15% Total																								
Lodging:	1,380.00			600 per day @ 2 90 - 1380.00																								
Car Rental:																												
KCI Airport parking:	27.00																											
<div style="background-color: #cccccc; padding: 5px;"> Meals Overnight Travel Search for City - GSA.gov website Enter Per Diem Rate (cell F21) </div>				<table border="1" style="width:100%"> <tr> <th>Per Diem for Meals</th> <th>Rate</th> <th># of days</th> <th></th> </tr> <tr> <td>Per Diem rate</td> <td>79.00</td> <td>3.0</td> <td>237.00</td> </tr> <tr> <td colspan="4">M&IE Breakdown - Deduct meals provided</td> </tr> <tr> <td>Breakfast</td> <td>19.00</td> <td>1</td> <td>19.00</td> </tr> <tr> <td>Lunch</td> <td>20.00</td> <td></td> <td>-</td> </tr> <tr> <td>Dinner</td> <td>35.00</td> <td></td> <td>-</td> </tr> </table>	Per Diem for Meals	Rate	# of days		Per Diem rate	79.00	3.0	237.00	M&IE Breakdown - Deduct meals provided				Breakfast	19.00	1	19.00	Lunch	20.00		-	Dinner	35.00		-
Per Diem for Meals	Rate	# of days																										
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Breakfast	19.00	1	19.00																									
Lunch	20.00		-																									
Dinner	35.00		-																									
Per Diem for Meals:	No receipts required		218.00																									
Private Vehicle Mileage:			53.60	80 Miles @ 0.670 per mile																								
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	<u>2,428.60</u>

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

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

SA 1000 249

4/28

Cathy Marks

From: Dean Vakas
Sent: Tuesday, April 23, 2024 11:34 PM
To: Cathy Marks
Subject: Re: Trip to DC

Thanks Cathy. This looks fine.

Dean

Get [Outlook for iOS](#)

From: Cathy Marks <CMMarks@OLATHEKS.ORG>
Sent: Tuesday, April 23, 2024 4:37:26 PM
To: Dean Vakas <DVakas@OLATHEKS.ORG>
Subject: FW: Trip to DC

Hi again,
This is better. I was copying and pasting and forgot a couple of spots :0

Cathy Marks, Assistant to the City Manager

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Administration | City of Olathe, Kansas

Setting the Standard for Excellence in Public Service



From: Cathy Marks
Sent: Tuesday, April 23, 2024 4:20 PM
To: Dean Vakas <dvakas@olatheks.org>
Subject: Trip to DC

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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