

5/29/24

Business Expense Statement continued

Name: Michael Wilkes
Business Expense Purpose: Washington, DC

Department: CMO

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

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	5/14/24	uber to the hotel	34.82
	5/15/24	trips to attend meeting and attend a separate zoom meeting	195.43
	5/16/24	uber to airport	100.07
			Total 330.32

Fuel - City Vehicle:	Date	Amount
	Total	-

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		-

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

Wilkes, Mr Michael
Po Box 768
Olathe, 66051

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

No. In Party: 1
Folio Number: 12N1W6

Room Number: 530

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	ROOM 1	Room Charge	-- 535.80	
05/15/24	RMTX 1	Room Tax 15.95%	-- 85.46	
05/16/24	VISA 1	XXXX7062	EE	1115.84
Subtotals			\$ 1115.84	1115.84

PAID IN FULL --- THANK YOU!

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 _____

KC International Airport
Garage/Surface Parking
KC Airport Parking
400 Panama City Ave
KCMO 64152
DATE: 05/16/24
TIME: 10:21 AM

Receipt No. 81/458/89/2

* Original *

Ticket: **20399837**

Entry : 05/14/24 10:32 AM

LPR :

Amount

56.00

Credit:

56.00

Trans ID : 769170104

Card No. : xxxxxxxxxxxx7062

Card Type: VISA

816.243.5870

Thank you for parking with us
Have a great day



Thanks for flying with us!

Trip summary

✈ Flight

CONFIRMATION #
3KBVAG

MAY 14
MCI ✈ DCA

FLIGHT TOTAL
\$235.99

5/14 - Washington (Reagan National)

MAY 14
Kansas City, MO to Washington (Reagan National), DC

Confirmation # 3KBVAG

PASSENGERS	EST. POINTS	EXTRAS	FARE
John Michael Wilkes Rapid Rewards® Acct # 607132676 Known Traveler # TT11VFQNR	+ 1,122 PTS		Wanna Get Away

Departing 5/14/24 Tuesday		Wanna Get Away (Passenger x1)	\$186.87
DEPARTS	11:55 AM	FLIGHT 1889	
	MCI Kansas City, MO - MCI	SCHEDULED AIRCRAFT Boeing 737-700 Subject to change	
	Nonstop	EarlyBird Check-In® (One-way trip x1)	\$20.00
ARRIVES	3:20 PM	TRAVEL TIME 2hr 25min	
	DCA Washington (Reagan National), DC - DCA		SUBTOTAL \$206.87

Taxes & fees \$29.12

Flight total \$235.99


Icon legend

WiFi available Live TV available EarlyBird Check-In®

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.
- REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Payment summary

PAYMENT INFORMATION			AMOUNT PAID
	Rapid Rewards Visa ... XXXXXXXXXXXX8711 Expiration: 9/25	CARD HOLDER Michael Wilkes	
		BILLING ADDRESS 14184 W 156Th Ln Olathe, KS US 66062	\$235.99

Total charged

SUBTOTAL	\$206.87
TAXES & FEES	\$29.12
TOTAL DOLLARS	\$235.99
Show price breakdown	

Michael Wilkes

From: American Airlines <no-reply@info.email.aa.com>
Sent: Tuesday, April 23, 2024 9:04 AM
To: Michael Wilkes
Subject: Your trip confirmation (DCA - MCI)

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 \$181.10 to your card ending in 2754 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: **YCHSNP**

Thursday, May 16, 2024



DCA

Washington Reagan
8:20 AM

AA 4571

Operated by Republic Airways
as American Eagle



MCI

Kansas City
10:24 AM

Seat: **16C**

Class: **Economy (S)**

Meals:

[Manage your trip](#)

Your payment to Uber Technologies, Inc has been processed

From: service@paypal.com (service@paypal.com)

To: wilkes469@yahoo.com

Date: Tuesday, May 14, 2024 at 07:49 PM CDT

Hello, Michael Wilkes



Your payment was processed

You sent a payment of \$29.02 USD on May 14, 2024 5:48:50 PM PDT to Uber Technologies, Inc (paypal-us@uber.com).

This email may be one of many notifications you receive as your merchant fulfills your order.

Payment Details

Merchant:	Uber Technologies, Inc
Date:	May 14, 2024 5:48:50 PM PDT
Transaction ID:	2AS2011707299790J
Authorization Amount:	\$29.02 USD
Payment Amount:	\$29.02 USD
Payment By:	wilkes469@yahoo.com

Funding Sources Used (Total)

x-2882:	\$29.02 USD
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Charge will appear on your credit card statement as "PAYPAL *UBER"

If you have questions regarding this transaction, please contact the merchant.

Business information

Business:	Uber Technologies, Inc
Contact E-Mail:	paypal-us@uber.com

Receipt for Your Payment to Uber Technologies, Inc

From: service@paypal.com (service@paypal.com)
To: wilkes469@yahoo.com
Date: Tuesday, May 14, 2024 at 07:50 PM CDT



Hello, Michael Wilkes

You paid \$5.80 USD to Uber Technologies, Inc

Transaction ID
9ER99121WE654081M

Transaction date
May 14, 2024

Merchant
Uber Technologies, Inc
paypal-us@uber.com
+1 866-576-1039

Subtotal	\$5.80
Total	\$5.80 USD

Paid Uber Technologies, Inc with

Visa-2882 \$5.80 USD

This charge will appear on your credit card statement as "PAYPAL *UBER"
Your payment was sent from wilkes469@yahoo.com

View or Manage Payment

Your payment to Uber Technologies, Inc has been processed

From: service@paypal.com (service@paypal.com)

To: wilkes469@yahoo.com

Date: Wednesday, May 15, 2024 at 07:22 AM CDT

Hello, Michael Wilkes



Your payment was processed

You sent a payment of \$44.51 USD on May 15, 2024 5:22:21 AM PDT to Uber Technologies, Inc (paypal-us@uber.com).

This email may be one of many notifications you receive as your merchant fulfills your order.

Payment Details

Merchant:	Uber Technologies, Inc
Date:	May 15, 2024 5:22:21 AM PDT
Transaction ID:	2PL36041WG532061K
Authorization Amount:	\$44.51 USD
Payment Amount:	\$44.51 USD
Payment By:	wilkes469@yahoo.com

Funding Sources Used (Total)

x-2882:	\$44.51 USD
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Charge will appear on your credit card statement as "PAYPAL *UBER"

If you have questions regarding this transaction, please contact the merchant.

Business information

Business:	Uber Technologies, Inc
Contact E-Mail:	paypal-us@uber.com

Your payment to Uber Technologies, Inc has been processed

From: service@paypal.com (service@paypal.com)
To: wilkes469@yahoo.com
Date: Wednesday, May 15, 2024 at 09:55 AM CDT

Hello, Michael Wilkes



Your payment was processed

You sent a payment of \$23.63 USD on May 15, 2024 7:55:05 AM PDT to Uber Technologies, Inc (paypal-us@uber.com).
This email may be one of many notifications you receive as your merchant fulfills your order.

Payment Details

Merchant:	Uber Technologies, Inc
Date:	May 15, 2024 7:55:05 AM PDT
Transaction ID:	5AK6743980709824F
Authorization Amount:	\$23.64 USD
Payment Amount:	\$23.63 USD
Payment By:	wilkes469@yahoo.com

Funding Sources Used (Total)

x-2882:	\$23.63 USD
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Charge will appear on your credit card statement as "PAYPAL *UBER"

If you have questions regarding this transaction, please contact the merchant.

Business information

Business:	Uber Technologies, Inc
Contact E-Mail:	paypal-us@uber.com

Your payment to Uber Technologies, Inc has been processed

From: service@paypal.com (service@paypal.com)

To: wilkes469@yahoo.com

Date: Wednesday, May 15, 2024 at 03:38 PM CDT

Hello, Michael Wilkes



Your payment was processed

You sent a payment of \$50.01 USD on May 15, 2024 1:38:29 PM PDT to Uber Technologies, Inc (paypal-us@uber.com).

This email may be one of many notifications you receive as your merchant fulfills your order.

Payment Details

Merchant:	Uber Technologies, Inc
Date:	May 15, 2024 1:38:29 PM PDT
Transaction ID:	6S936482ER547293C
Authorization Amount:	\$50.01 USD
Payment Amount:	\$50.01 USD
Payment By:	wilkes469@yahoo.com

Funding Sources Used (Total)

x-2882:	\$50.01 USD
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Charge will appear on your credit card statement as "PAYPAL *UBER"

If you have questions regarding this transaction, please contact the merchant.

Business information

Business:	Uber Technologies, Inc
Contact E-Mail:	paypal-us@uber.com

Your payment to Uber Technologies, Inc has been processed

From: service@paypal.com (service@paypal.com)
To: wilkes469@yahoo.com
Date: Wednesday, May 15, 2024 at 05:28 PM CDT

Hello, Michael Wilkes



Your payment was processed

You sent a payment of \$41.38 USD on May 15, 2024 3:28:26 PM PDT to Uber Technologies, Inc (paypal-us@uber.com).
This email may be one of many notifications you receive as your merchant fulfills your order.

Payment Details

Merchant:	Uber Technologies, Inc
Date:	May 15, 2024 3:28:26 PM PDT
Transaction ID:	40T34036RH071673J
Authorization Amount:	\$41.38 USD
Payment Amount:	\$41.38 USD
Payment By:	wilkes469@yahoo.com

Funding Sources Used (Total)

x-2882:	\$41.38 USD
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Charge will appear on your credit card statement as "PAYPAL *UBER"

If you have questions regarding this transaction, please contact the merchant.

Business information

Business:	Uber Technologies, Inc
Contact E-Mail:	paypal-us@uber.com

Receipt for Your Payment to Uber Technologies, Inc

From: service@paypal.com (service@paypal.com)
To: wilkes469@yahoo.com
Date: Wednesday, May 15, 2024 at 07:22 AM CDT



Hello, Michael Wilkes

You paid \$8.90 USD to Uber Technologies, Inc

Transaction ID
40F88193KB236564J

Transaction date
May 15, 2024

Merchant
Uber Technologies, Inc
paypal-us@uber.com
+1 866-576-1039

Subtotal	\$8.90
Total	\$8.90 USD

Paid Uber Technologies, Inc with	
Visa-2882	\$8.90 USD

This charge will appear on your credit card statement as "PAYPAL *UBER"
Your payment was sent from wilkes469@yahoo.com

[View or Manage Payment](#)

Receipt for Your Payment to Uber Technologies, Inc

From: service@paypal.com (service@paypal.com)

To: wilkes469@yahoo.com

Date: Wednesday, May 15, 2024 at 09:55 AM CDT



Hello, Michael Wilkes

You paid \$7.00 USD to Uber Technologies, Inc

Transaction ID

0EA141291B013422W

Transaction date

May 15, 2024

Merchant

Uber Technologies, Inc
paypal-us@uber.com
+1 866-576-1039

Subtotal

\$7.00

Total

\$7.00 USD

Paid Uber Technologies, Inc with

Visa-2882

\$7.00 USD

This charge will appear on your credit card statement as "PAYPAL *UBER"

Your payment was sent from wilkes469@yahoo.com

[View or Manage Payment](#)

Receipt for Your Payment to Uber Technologies, Inc

From: service@paypal.com (service@paypal.com)

To: wilkes469@yahoo.com

Date: Wednesday, May 15, 2024 at 03:39 PM CDT



Hello, Michael Wilkes

You paid \$10.00 USD to Uber Technologies, Inc

Transaction ID

2K156831S4286645V

Transaction date

May 15, 2024

Merchant

Uber Technologies, Inc
paypal-us@uber.com
+1 866-576-1039

Subtotal

\$10.00

Total

\$10.00 USD

Paid Uber Technologies, Inc with

Visa-2882

\$10.00 USD

This charge will appear on your credit card statement as "PAYPAL *UBER"

Your payment was sent from wilkes469@yahoo.com

[View or Manage Payment](#)

Receipt for Your Payment to Uber Technologies, Inc

From: service@paypal.com (service@paypal.com)
To: wilkes469@yahoo.com
Date: Wednesday, May 15, 2024 at 08:11 PM CDT



Hello, Michael Wilkes

You paid \$10.00 USD to Uber Technologies, Inc

Transaction ID
38E30421315301034

Transaction date
May 15, 2024

Merchant
Uber Technologies, Inc
paypal-us@uber.com
+1 866-576-1039

Subtotal	\$10.00
Total	\$10.00 USD

Paid Uber Technologies, Inc with	
Visa-2882	\$10.00 USD

This charge will appear on your credit card statement as "PAYPAL *UBER"
Your payment was sent from wilkes469@yahoo.com

[View or Manage Payment](#)

Your payment to Uber Technologies, Inc has been processed

From: service@paypal.com (service@paypal.com)

To: wilkes469@yahoo.com

Date: Thursday, May 16, 2024 at 05:39 AM CDT

Hello, Michael Wilkes



Your payment was processed

You sent a payment of \$85.07 USD on May 16, 2024 3:39:17 AM PDT to Uber Technologies, Inc (paypal-us@uber.com).

This email may be one of many notifications you receive as your merchant fulfills your order.

Payment Details

Merchant:	Uber Technologies, Inc
Date:	May 16, 2024 3:39:17 AM PDT
Transaction ID:	7J2970029V651813E
Authorization Amount:	\$85.07 USD
Payment Amount:	\$85.07 USD
Payment By:	wilkes469@yahoo.com

Funding Sources Used (Total)

x-2882:	\$85.07 USD
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Charge will appear on your credit card statement as "PAYPAL *UBER"

If you have questions regarding this transaction, please contact the merchant.

Business information

Business:	Uber Technologies, Inc
Contact E-Mail:	paypal-us@uber.com

Receipt for Your Payment to Uber Technologies, Inc

From: service@paypal.com (service@paypal.com)
To: wilkes469@yahoo.com
Date: Thursday, May 16, 2024 at 07:08 AM CDT



Hello, Michael Wilkes

You paid \$15.00 USD to Uber Technologies, Inc

Transaction ID
93U55426713480517

Transaction date
May 16, 2024

Merchant
Uber Technologies, Inc
paypal-us@uber.com
+1 866-576-1039

Subtotal	\$15.00
Total	\$15.00 USD

Paid Uber Technologies, Inc with

Visa-2882	\$15.00 USD
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This charge will appear on your credit card statement as "PAYPAL *UBER"
Your payment was sent from wilkes469@yahoo.com

[View or Manage Payment](#)



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:	Michael Wilkes	Employee #		Department	CMO
Purpose of Travel:	to meet with delegates			Destination:	Washington, DC
Departure Date:	5/14/24	Return Date:	5/16/24		
Comments:					
Sharing hotel room? Whom with:				E1 Budgeted Account #	city/educa/train

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:				
Airfare:	600.00			Lodging Rate # days 15% Total
Lodging:	1,380.00			600.00 per day @ 2 90.00 1,380.00
Car Rental:				
KCI Airport parking:	36.00			
	Meals Overnight Travel Search for City - GSA.gov website Enter Per Diem Rate (cell F21)			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 - Lunch 20.00 - Dinner 35.00 1 35.00
Per Diem for Meals:	M&IE Meal breakdown will auto populate No receipts required 202.00			
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 2,166.00

Amount to Vendors -

Travel Advance = Amount to Employee 255.60

TOTAL ESTIMATED EXPENSES 2,421.60

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

Employee Signature

Division Manager Signature

Department Director Signature

City Manager Signature (if required)

Approved Disapproved Date

☐☐☐☐☒☐

4/23/24

SA 1000240

Sub 4/24