

**Employee Signature** 

Date

Division Manager Signature

Date

Department Manager

Date

City Manager Signature (if required)

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).

| Michael Wilke  | es .   | Employee # 0   |  | Department: CMO   |  |  |  |   |                                   |
|--|--|--|--|---|--|--|--|---|-----------------------------------|
| to meet with delegates   |  |  |  | Destination: Washington, DC   |  |  |  |   |                                   |
| 5/14/24  | Return Date:   | 5/16/24  |  |   |  |  |  |   |                                   |
| 0  |  |  |  |   | <b>E1</b> E  | Budgeted Acct #                        | city/educ                              | a/train   |                                   |
| Whom with:   | 0  |  |  |   | -  |  |  |   |                                   |
| n TRA  | BES  | Paid with City<br>PCard  | Paid to  | Paid by<br>Employee   |  |  |  |   |                                   |
| -  | Registration:  |  | WAS COLD   | 1   |  |  |  |   |                                   |
| 600.00   | Airfare:   |  | -  | 417.09  | 1  |  |  |   |                                   |
| 1,380.00   | Lodging:   |  |  | 1,115.84  | Include all d  | ost & fees - Itemize                   | ed receipt for                         | Lodging red   | quired                            |
| -  | Car Rental:  | ***  | *****  |   | 1  |  |  |   |                                   |
| 36.00  | KCI Airport parking:   |  |  | 56.00   | 1  |  |  |   |                                   |
| KCI Airport parking: 36.00 KCI Airport parking: 56.00 Meals Overnight Travel |  |  |  | Per Diem:   | Rate   | # of days                              |  |   |                                   |
| And the second second  |  | Search for City - GSA:gov website  |  |   |  | 79.00                                  | 3.0                                    | 237.00  |                                   |
|  |  |  |  |   | Meals Provide  | d will deduct from                     | n per diem:                            |   |                                   |
|  |  | 1282   |  |   | hater the Line State Land Library State Land Land Land   |  | 1                                      | 19.00   |                                   |
| 202.00   |  |  |  |   | Luncl  | h 20.00                                | 2                                      | 40.00   |                                   |
|  |  | M&IE Meal breakd   | own will auto pop  | ulate 1   | Dinne  | r 35.00                                | 3                                      | 105.00  |                                   |
|  | Per Diem for Meals:  | The Artist Contract to the Con |  |   |  | ***                                    |  |   |                                   |
|  | STOP   |  |  |   | ere to allocate ex   | pense & complete t                     | the BES                                |   | 5<br>6 1 - Aug                    |
|  |  | Paid with City   | Paid to  | Paid by   | Totals from  |  |  |   |                                   |
|  | yellow cells   | PCard  | Vendor   | Employee  | page 2   |  | -                                      |   |                                   |
| 53.60  |  |  |  | 53.60   | 53.60  | Comments:                              |  | XIII  |                                   |
| 150.00   | •  |  |  | 222.22  |  |  |  |   |                                   |
|  |  |  |  | 330.32  | 330.32   |  |  |   |                                   |
| -<br>Pelikanangan kanangan di pelikanan                                      | ·  |  |  |   | panel.   |  |  |   |                                   |
|  | •  |  |  |   | 100 mm   |  | order Dedeck see Face and State of the | Janes Marie Benedick (Marie Co.   | alver of the Lower State of       |
| -  | Miscellaneous Expense:   |  |  |   |  |  |  |   |                                   |
| 2,421.60   |  |  |  |   | =  |  |  |   |                                   |
|  | Tota   | Expensed paid by employee 2,045.85   |  |   | _  | ACH direct deposit rather than a check |  |   |                                   |
|  |  |  |  |   |  |  | and subm                               | it  |                                   |
|  | Amount ov  | ved Employee/  | (owed to City)   | 2,045.85  | •  | AP ACH form                            |  | dige of the state |                                   |
| es listed above on be  | half of the City and that they are direc   | tly related to the active  | conduct of the City!   | s business.   |  |  |  | Page 1 of 3   | 1                                 |
|  |  |  |  |   |  |  |  | 5/2   | '9/z                              |
|  | 5/14/24 0 Whom with:  1 TRA - 600.00 1,380.00 - 36.00  202.00  53.60 150.00 - 2,421.60 | 5/14/24 Return Date: 0 Whom with: 0 Registration: 600.00 1,380.00 - 1,380.00 Car Rental: 36.00 KCI Airport parking:  202.00  Per Diem for Meals: STOP Allocate Page 2 Totals to yellow cells  53.60 Mileage: Cab/Shuttle fares/ Tolls/Baggage fees: Fuel - City Vehicle: Business Meeting: Miscellaneous Expense: 2,421.60  Tota Amount ov   | to meet with delegates  5/14/24 Return Date: 5/16/24  0  Whom with: 0  TRA BES Paid with City PCard  - Registration: Airfare: Lodging: Car Rental: Search for.  M&IE Meal breakd  Search for.  Description of the paid with City Paid with City PCard  Per Diem for Meals: No receipts  STOP Go to Page 2 No. Allocate Page 2 Totals to Paid with City PCard  Mileage: Cab/Shuttle fares/Tolls/Baggage fees: Fuel - City Vehicle: Business Meeting: Miscellaneous Expense: 2,421.60  Total Expensed paid Travel Advance issu Amount owed Employee/ | to meet with delegates  5/14/24 0 Whom with:  0 Whom with:  0  TRA  BES Paid with City PCard Vendor  Registration: 600.00 Airfare: 1,380.00 Car Rental: 36.00 KCI Airport parking:  Meals Overnight TSearch for City = GSA.gc  Allocate Page 2 Totals to yellow cells  Total Expensed paid by employee Amount owed Employee/ (owed to City)  Total Expensed paid by employee Amount owed Employee/ (owed to City) | to meet with delegates  5/14/24 0  Whom with:  O  TRA  BES Paid with City Paid to Vendor Employee  - Registration: 600.00 1,380.00 Lodging: - Lodging: - KCI Airport parking:  KCI Airport parking:  M&IE Meal breakdown will auto populate Search for City = GSA.gov.website  Per Diem for Meals: No receipts required T3.00  STOP Allocate Page 2 Totals to yellow cells  Sacrof Signature  Total Expensed paid by employee  Total Expensed paid by employee  Travel Advance issued to Employee  Table Signature  Paid by Paid to Paid by Paid to Paid by Paid to Paid to Paid by Paid to Pai | to meet with delegates    5/14/24      | to meet with delegates    5/14/24      | to meet with delegates    S/14/24   | to meet with delegates    S/14/24 |

Date

#### **Business Expense Statement continued**

Department:

CMO

Name: Michael Wilkes

Business Expense Purpose: Washington, DC \$0.670 Mileage log may be used for detail Rate Mileage Calculation: Date Destination Miles Amount 5-14/5-16 roundtrip airport 80 53.60 53.60 Total Cab/Shuttle fares/Tolls: Date Description Amount 5/14/24 uber to the hotel 34.82 195.43 5/15/24 trips to attend meeting and attend a separate zoom meeting 5/16/24 uber to airport 100.07 Total 330.32 Fuel - City Vehicle: Date Dinner Maximum allowed: Amount Lunch Meals Local: Date Breakfast 15.00 Breakfast Lunch 16.00 Dinner 28.00 Receipts are required Total Total Business Meeting & Guests: Purpose Firm & Persons Present Amount Date Total Miscellaneous Expense: Date Description Amount Total Page 2 of 2

## washington 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:

No. In Party:

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

Folio Number:

1 12N1W6

Room Number: 530

Date Transaction Charges Payment Description 05/14/24 ROOM 1 Room Charge 426.55 05/14/24 05/15/24 05/15/24 05/16/24 1 Room Tax 15.95% 68.03 RMTXRoom Charge Room Tax 15.95% 1 535.80 ROOM 85.46 RMTX XXXX7062 EE1115.84 VISA \_\_\_\_\_ 1115.84 1115.84 Subtotals 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. eceipt 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

### Southwest's

FLIGHT | HOTEL | CAR | VACATIONS | SPECIAL OFFERS | RAPID REWARDS®



## Thanks for flying with us!

Trip summary

**≯** Flight

CONFIRMATION # **3KBVAG** 

MCI → DCA

FLIGHT TOTAL \$235.99

5/14 - Washington (Reagan National)

### Kansas City, MO to Washington (Reagan National), DC

Confirmation # 3KBVAG

PASSENGERS

**EST. POINTS** 

**EXTRAS** 

FARE

John Michael Wilkes

+ 1,122 PTS

À.

Wanna Get Away

Rapid Rewards<sup>®</sup> Acct # 607132676 Known Traveler # TT11VFQNR

Departing

5/14/24 Tuesday

Wanna Get Away (Passenger x1)

\$186.87

11:55 AM

MCI

FLIGHT 1889 奈+101

Subject to change

DEPARTS

Kansas City, MO - MCI

SCHEDULED AIRCRAFT Boeing 737-700

EarlyBird Check-In® (One-way trip x1)

\$20,00

Nonstop

ARRIVES

3:20 PM

Washington (Reagan National), DC -DCA

TRAVEL TIME 2hr 25min

\$206.87

Taxes & fees

\$29.12

Flight total

\$235.99

#### Icon legend

\$

WiFi available

Ō

Live TV available

<u>. A.</u>

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 ... XXXXXXXXXXXXXXX11

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.



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** 

<u>ٽ</u>

**DCA** 

Washington Reagan 8:20 AM

ò

MCI

Kansas City
10:24 AM

AA 4571

Operated by Republic Airways as American Eagle

Seat: **16C** 

Class: Economy (S)

Meals:

Manage your trip

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

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:

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

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

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:

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

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:** 

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

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

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

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:** 

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

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

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

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

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

wilkes469@yahoo.com Payment By:

**Funding Sources Used (Total)** 

x-2882: \$85.07 USD

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

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

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



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).

| Al.                             | B 41 1 114 114          |  |  |  |              |            |                                       |              |  |
|---------------------------------|-------------------------|--|--|--|--------------|------------|---------------------------------------|--------------|--|
| Name:<br>Purpose of Travel:     | Michael Wilk            |  | Employee #                             | Department CMO  Destination: Washington, DC  4 |              |            |                                       |              |  |
| Departure Date: Comments:       | 5/14/24                 | Return Date:                           | 5/16/24                                |  |              |            |                                       |              |  |
| Sharing hotel room?             | Whom with:              |  | E1 Budgeted Account # city/educa/train |  |              |            |                                       |              |  |
|                                 | Amount to<br>City PCard | Amount to<br>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                   |  |  |  |              |            |                                       |              |  |
|                                 | Mea                     | ıls Overnight                          | Travel                                 | Per Diem for Meals                             | <u>Rate</u>  | # of days  | <u>s</u>                              |              |  |
|                                 | Search fo               | or City - GSA.                         | gov website                            | Per Diem rate                                  | 79.00        | 3.0        | 237.00                                |              |  |
|                                 |                         |  |  | M&IE Breakdo                                   | wn - Deduct  | t meals p  | rovided                               |              |  |
|                                 | Enter P                 | er Diem Rate                           | (cell F21)                             | Breakfast                                      | 19.00        |            | -                                     | •            |  |
|                                 |                         | r dije.<br>Glavija dije.<br>Krandarija |  | Lunch  | 20.00        |            | -                                     |              |  |
|                                 | M&IE Meal brea          | kdown will auto p                      | oopulate                               | Dinner   | 35.00        | 1          | 35.00                                 |              |  |
| Per Diem for Meals:             | No receipt              | s 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:                                      |              |            | · · · · · · · · · · · · · · · · · · · |              |  |
| Am                              | ount Charge o           | n City P Card                          | 2,166.00                               |  |              |            |                                       |              |  |
|                                 | Amour                   | nt to Vendors                          | -                                      |  | ACH direct ( | deposit re | ather than a chec                     | k            |  |
| Travel Advance =                | Amount to               | Employee                               | 255.60                                 |  | can be prov  | rided. Cor | mplete and submi                      | <b>(t</b> -1 |  |
| TOTAL ESTIMATED EXPENSES 2,421. |                         |  | 2,421.60                               |  | AP ACH Fo    | <u>rm</u>  |                                       |              |  |
|                                 |                         |  |  |  | Ap           | proved     | Disapproved D                         | ate          |  |
| Employee Signature              |                         |  | Division Manage                        | er Signature                                   |              |            |                                       |              |  |
|                                 | Department Dir          | ector Signature                        |  |  |              | 1/23/24    |                                       |              |  |
|                                 |                         |  | City Manager Si                        | gnature (if required)                          |              |            | `                                     | / / /        |  |
|                                 |                         |  |  | 54 10:   | 55 July      | C.         | , n D                                 |              |  |
|                                 |                         |  |  |  |              | ٧c         | Kelker                                |              |  |