

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:	Michael Wilke	es	Employee #	124720		_Department:	СМО			
Business Expense Purpose:	LKM meeting					Destination:	Topeka, KS			
Departure Date:	Dec. 7	Return Date:	Dec. 8							
Comments:	corrected the	per diem amount from the	e TRA			E1 B	udgeted Acct #	1001020	.62220	
Sharing hotel room?	Whom with:	0								
Total Expenses fror	n TRA	BES	Paid with City PCard	Paid to Vendor	Paid by Employee					
Registration	-	Registration:				]				
Airfare	:	Airfare:								
Lodging:	220.00	Lodging:			108.00	Include all c	ost & fees - Itemize	ed receipt for	Lodging requ	ıired
Car Rental	-	Car Rental:				1				
KCI Airport parking	: -	KCI Airport parking:				1				
			Meal	ls Overnight T	ravel	Per Diem:	<u>Rate</u>	# of days		
			Search for	City - GSA.go	ov website_		59.00	2.0	118.00	
	Control of the Contro					Meals Provided	d will deduct fror	n per diem:		
						Breakfas	13.00	1	13.00	
Per Diem for Meals	128.00		Te Protesta			Lunch	15.00	1	15.00	
	A selection and the selection		M&IE Meal breaka	down will auto pop	ulate	Dinne	r 26.00	2	52.00	
1.00 (a.100 (a.1		Per Diem for Meals:	No receipt.	s required	38.00					
		STOP	Street or a section of the second section of the second		then RETURN h	ere to allocate exp	oense & complete	the BES		To a Company
		Allocate Page 2 Totals to			Paid by	Totals from	- d			
		yellow cells	PCard	Vendor	Employee	page 2	7 7		,	
Private Vehicle Mileage	: 74.67	Mileage:			81.22	81.22	Comments:			
Cab/Shuttle fares,	<b>I</b>	Cab/Shuttle fares/	1 ~ 1							
Tolls/Baggage fees		Tolls/Baggage fees:				3.00	2]			
Fuel - City Vehicle		Fuel - City Vehicle:				-				
		Business Meeting:				_		المنافعة أأريان والمرافعة والمرافعة والمنافعة	Seeka, was those on a	Gere 200 Roberts Henri
Miscellaneous Expense	+	Miscellaneous Expense:			<u> </u>	1900 - 19	(3.00)	Allocate to Pa	id column need	ded
TOTAL TRA ESTIMATED EXPENSE	s 422.67		то	TAL EXPENSES	230,22		garage and professional according	n din ili kwazawa kale ili kwa		
		Tota	al Expensed paid	d by employee	227.22	_	ACH direct dep	osit rather t	han a check	
		Tr	avel Advance issu	ued to Employee	_	_	can be provide	d. Complete	and submit	
		Amount or	wed Employee/	(owed to City)	227.22	=	AP ACH form			
certify that I have incurred all of the expen	ses listed above on b	ehalf of the City and that they are direc	tly related to the activ	ve conduct of the City	's business.		,		Page 1 of 2	,
									141	2/2
Employee Signature	Date	Division Manager Signature	Date	Departme	nt Manager	Date	City Manager Signa	ature (if require	ed) D	ate
		- •		•	-					

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

Name: Michael Wilkes
Business Expense Purpose: Topeka, KS

Department: CMO

\$0.655 Mileage log may be used for detail Rate Miles Mileage Calculation: Date Destination Amount 124 81.22 roundtrip 81.22 Total Cab/Shuttle fares/Tolls: Date Description Amount 12/7/23 pcard 1.50 12/8/23 pcard tolls 1.50 3.00 Total Fuel - City Vehicle: Date Breakfast Lunch Dinner Maximum allowed: Amount Meals Local: Date Breakfast 15.00 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

## SPRINGHILL SUITES®

#### SPRINGHILL SUITES BY MARRIOTT® / TOPEKA SOUTHWEST 2745 SW Fairlawn Road, Topeka, Kansas 66614 P 785.596.9650 springhillsuites.com

J Michael Wilkes

Room: 324

300 Sw 8th

Room Type: KSTE

Topeka KS 66603

Number of Guests: 1

League Of Ks Municipaliti

Rate: \$101.00

Clerk: TLB

Arrive: 07Dec23

Time: 04:36PM

Depart: 08Dec23

Time: 07:54AM

Folio Number: 93709

DATE	DESCRIPTION	CHARGES	CREDITS
07Dec23 07Dec23 07Dec23 08Dec23	Market Beverage Market Packaged Food Room Charge Visa	3.00 4.00 101.00	108.00
	Card #: VIXXXX	XXXXXXXX7062/XXXX	

Card Type: VISA Card Entry: CHIP Approval Code: 06414D App Label: VISA CREDIT AID: A000000031010

**BALANCE:** 

0.00

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## KANSAS TURNPIKE AUTHORITY CHARGE TRANSACTION

ENTRY	ENTR!	Y ENTRY	ENTRY	ENTRY	
Plaza	LANE	Date	TIME	SEQ.	
197	07	12/07/23	16:00:50	0913	
EXIT	EXIT	EXIT	EXIT	EXIT	
PLAZA	LANE	Date	TIME	COLL	
183	07	12/07/23	16:12:29	1248	

CLASS: 02 AMOUNT: \$ 1.50

CHARGED TO: XXXX-XXXX-XXXX-1332

# KANSAS TURNPIKE AUTHORITY CHARGE TRANSACTION

ENTRY	' ENT	nu.		TOIA
PLAZA	LANE	RY ENTRY DATE	ENTRY	ENTRY
183	03	12/08/23	TIME	SEQ.
EXIT PLAZA	EXIT	EXIT	11.15:30	0609
	LANE	DATE	EXIT TIME	EXIT
197	04	12/08/23		COLL
		-700/23	11:27:02	1200

CLASS: 02 AMOUNT: \$ 1.50

CHARGED TO: XXXX-XXXX-XXXX-1332



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 Wilk	(es	Employee #	124702	Dep	artment	СМО	
Purpose of Travel:	Attend an LKM meeting			D	estination:	Topeka,	KS	
Departure Date:	Dec. 7	Return Date:	Dec. 8					
Comments:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
Sharing hotel room?	Whom with:			E1 Budge	eted Accour	nt#	1001020.62220	
	Amount to City PCard	Amount to Vendor	Amount to Employee					
Registration:								
Airfare:				Lodging Rate		# days	15%	Total
Lodging:	220.00			175.00	per day @	1	26.25	201.25
Car Rental:				ļ				
KCI Airport parking:		STATES OF STATES	\$52.21 J. P. 1916 and T. Wall of Diving A Section 450					
	1:2545 AMARES	als Overnight	<b>建设设计学性基础的联系,均均</b>	Per Diem for Meals		# of day	ī l	
	Search fo	or City - GSA.	gov website	Per Diem rate	64.00	2.0	128.00	
			A CONTRACTOR OF THE CONTRACTOR	M&IE Breakdov		: meals p	orovided 1	
	Enter F	Per Diem Rate	(cell F21)	Breakfast	14.00		-	
,				Lunch	16.00		-	
Day Diago fay Maala	A THE STREET OF THE PARTY	ıkdown will auto <sub>l</sub>	124 - PRODUCTOR TO TOUR TRAFFIC TO 201	Dinner	29.00			
Per Diem for Meals:	No receip	ts required	128.00	444	N4:1 @	0.655		
Private Vehicle Mileage: Cab/Shuttle fares/	decay (May)		74.67	114	Miles @	0.655	per mile	
Tolls/Baggage fees:								
Fuel - City Vehicle:								
Other:				Describe:				
one to east to our an about the con-	er or Sulan Darin and Su	Taraka - Sanathi - Sanata		<u>-</u>				
A STATE OF THE STA	unt Charge o	on City P Card	220.00	•		wasana terapoka	5.19 \$500.00 (.744.00 mg/s. )7.00000 A*	1.111.74% @FV1, Upites, 11.00
	Amou	nt to Vendors		-	ACH direct (	deposit r	ather than a che	c <b>k</b>
me -	mount to	Employee	202.67	,	can be prov	ided. Co	mplete and subm	nit -
1/10	ESTIMAT	ED EXPENSES	422.67	: :: :: <b>Y</b>	AP ACH Fo	<u>rm</u>		
a5.47				. R74	Combania Avera Sun Astudian II		in a more of the control of the second	The section of the section of the
	, ;				Ар	proved	Disapproved	Date
623 - 399°			Division Manag	er Signature			<u>                                     </u>	
			Department Dir	ector Signature		L	· L _	
			Department Dir	cotor dignature				0/18/22
			City Manager Si	gnature (if required)				<del>10/2</del>
				oa.a ( required)				. /
			( )					