



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:	LeEtta Felter	Employee #	0	Department:	council
Business Expense Purpose:	attending LKM annual conference			Destination:	Wichita, KS
Departure Date:	Oct. 10	Return Date:	Oct. 12		
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:	275.00	Registration:	275.00				
Airfare:	-	Airfare:					
Lodging:	201.25	Lodging:	173.93			<i>Include all cost &amp; fees - Itemized receipt for Lodging required</i>	
Car Rental:	-	Car Rental:					
KCI Airport parking:	-	KCI Airport parking:					
		Meals Overnight Travel <a href="#">Search for City - GSA.gov website</a>					
						Per Diem:	Rate # of days
							64.00 2.0 128.00
						Meals Provided will deduct from per diem:	
						Breakfast	14.00 1 14.00
						Lunch	16.00 2 32.00
						Dinner	29.00 1 29.00
		<i>M&amp;IE Meal breakdown will auto populate</i>					
Per Diem for Meals:	112.00	Per Diem for Meals:	<i>No receipts required</i>	53.00			
<b>STOP</b> Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES							
		<b>Allocate Page 2 Totals to yellow cells</b>	<b>Paid with City PCard</b>	<b>Paid to Vendor</b>	<b>Paid by Employee</b>	<b>Totals from page 2</b>	
Private Vehicle Mileage:	237.18	Mileage:			235.84	235.84	Comments:
Cab/Shuttle fares/		Cab/Shuttle fares/					
Tolls/Baggage fees:	-	Tolls/Baggage fees:			7.10	7.10	
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-	
		Business Meeting:				-	
Miscellaneous Expense:	-	Miscellaneous Expense:				-	
<b>TOTAL TRA ESTIMATED EXPENSES</b>	<b>825.43</b>	<b>TOTAL EXPENSES</b>			<b>744.87</b>		

Total Expensed paid by employee 295.94  
 Travel Advance issued to Employee -  
 Amount owed Employee/ (owed to City) 295.94

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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Division Manager Signature \_\_\_\_\_ Date \_\_\_\_\_ Department Manager \_\_\_\_\_ Date \_\_\_\_\_ City Manager Signature (if required) \_\_\_\_\_ Date \_\_\_\_\_

## Business Expense Statement continued

Name: LeEtta Felter  
 Business Expense Purpose: Wichita, KS

Department: council

<i>Mileage log may be used for detail</i>		Rate	\$0.670	
Mileage Calculation:	Date	Destination	Miles	Amount
	Oct. 10	roundtrip to Wichita	352	235.84
				-
				-
				-
				-
			Total	<u><u>235.84</u></u>

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	10 & 11	total tolls	7.10
			Total <u><u>7.10</u></u>

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

Meals Local:	Date	Breakfast	Lunch	Dinner	Maximum allowed:
					Breakfast 15.00
					Lunch 16.00
					Dinner 28.00
					<i>Receipts are required</i>
		Total <u><u>-</u></u>			

**Business Meeting & Guests:**

Date	Purpose	Firm & Persons Present	Amount
			Total <u><u>-</u></u>

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

## Cathy Marks

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**From:** LeEtta Felter  
**Sent:** Wednesday, October 16, 2024 11:58 AM  
**To:** Cathy Marks  
**Subject:** Re: correction

Looks good. Thanks for finding that error and correcting it.

On Oct 16, 2024, at 10:45 AM, Cathy Marks <cmmarks@olatheks.org> wrote:

This is what it looks like now, with the correction.  
Thanks, Cathy

*Cathy Marks, Assistant to the City Manager*

(913) 971-8940 | [OlatheKS.org](http://OlatheKS.org)

Administration | City of Olathe, Kansas

**Setting the Standard for Excellence in Public Service**

<image001.png>

<image002.png>

<image003.png>

**From:** LeEtta Felter <LFelter@OLATHEKS.ORG>  
**Sent:** Wednesday, October 16, 2024 10:34 AM  
**To:** Cathy Marks <CMMarks@OLATHEKS.ORG>  
**Subject:** Re: correction

Well, way to go Dean and Cathy! So glad it was caught before we got too far down the path.

On Oct 16, 2024, at 10:27 AM, Cathy Marks <cmmarks@olatheks.org> wrote:

Well, I have to confess I would have missed it if it wasn't for Dean. The hotels are inconsistent with the billing-I'm glad it worked out the way it did!!

I have to remember the small town hotels tend to set their own rules 🤔

Exceptional is just lucky in the instance!

Have a great day!

Cathy



**Hyatt Regency Wichita**  
 400 West Waterman  
 Wichita, 67202  
 Tel: 316-293-1234  
 Fax: 316-293-1200

**INFORMATION INVOICE**

Leetta Felter  
 Not Provided  
 Olathe KS 66061  
 United States

Room No. 1011  
 Arrival 10-10-24  
 Departure 10-11-24  
 Folio Window 1  
 Folio No. 795697

Confirmation No. 1009512601  
 Group Name League of KS Municipalities

Date	Description	Charges	Credits
10-10-24	Deposit Transferred at C/I		165.12
10-10-24	Package Room	145.00	
10-10-24	City TBID Fee	3.99	
10-10-24	Occupancy Tax 6%	8.94	
10-10-24	Room - Sales Tax 7.50%	11.18	
10-10-24	Parking Valet	16.00	
10-11-24	Visa XXXXXXXXXXXXXXX8077 XX/XX		19.99
10-24-24	Room - Sales Tax 7.50% Exempt	-11.18	
10-24-24	Visa Refund XXXXXXXXXXXXXXX8077 XX/XX		-11.18

**Total** 173.93 173.93

Guest Signature

**Balance** 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

**World of Hyatt Summary**

Membership: XXXXXX310K  
 Bonus Codes:  
 Qualifying Nights: 1  
 Eligible Spend: 161.00  
 Redemption Eligible: 16.00

Contact our Quality Assurance department at [wichita.regency@hyatt.com](mailto:wichita.regency@hyatt.com)

For inquiries concerning your bill please call 316-293-1234 option 4.

Please remit payment to:  
 Hyatt Regency Wichita  
 400 West Waterman  
 Wichita, KS. 67201-7053

Summary Invoice, please see front desk for eligibility details.

<b>Id</b> 225384773	<b>Type</b> Toll	<b>Description</b> TBT KTA El Dorado US-77/Andover 21st	<b>Posted</b> 10/11/2024 8:53 AM	<b>Amount</b> \$0.67
<b>Balance</b> -\$3.55	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/11/2024 7:55 AM	<b>Exit Location</b> 068 NB - El Dorado US-77/Andover 21st
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -
<b>Id</b> 225028436	<b>Type</b> Toll	<b>Description</b> TBT KTA Andover 21st/Wichita K-96	<b>Posted</b> 10/10/2024 2:50 PM	<b>Amount</b> \$0.19
<b>Balance</b> -\$3.74	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/10/2024 2:06 PM	<b>Exit Location</b> 056 SB - Andover 21st/Wichita K-96
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -
<b>Id</b> 225028414	<b>Type</b> Toll	<b>Description</b> TBT KTA El Dorado US-77/Andover 21st	<b>Posted</b> 10/10/2024 2:50 PM	<b>Amount</b> \$0.67
<b>Balance</b> -\$4.41	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/10/2024 2:03 PM	<b>Exit Location</b> 061 SB - El Dorado US-77/Andover 21st
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -
<b>Id</b> 225024466	<b>Type</b> Toll	<b>Description</b> TBT KTA El Dorado US-77/US-254	<b>Posted</b> 10/10/2024 2:46 PM	<b>Amount</b> \$0.24
<b>Balance</b> -\$4.65	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/10/2024 1:53 PM	<b>Exit Location</b> 073 SB - El Dorado US-77/US-254
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -

<b>Id</b> 225415817	<b>Type</b> Toll	<b>Description</b> TBT KTA Cassoday K-177/El Dorado	<b>Posted</b> 10/11/2024 9:25 AM	<b>Amount</b> \$0.77
<b>Balance</b> -\$0.77	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/11/2024 8:09 AM	<b>Exit Location</b> 087 NB - Cassoday K-177/El Dorado U
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -
<b>Id</b> 225389661	<b>Type</b> Toll	<b>Description</b> TBT KTA Andover 21st/Wichita K-96	<b>Posted</b> 10/11/2024 9:04 AM	<b>Amount</b> \$0.19
<b>Balance</b> -\$0.96	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/11/2024 7:46 AM	<b>Exit Location</b> 056 NB - Andover 21st/Wichita K-96
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -
<b>Id</b> 225388104	<b>Type</b> Toll	<b>Description</b> TBT KTA Emporia I-35/Cassoday K-177	<b>Posted</b> 10/11/2024 9:00 AM	<b>Amount</b> \$1.68
<b>Balance</b> -\$2.64	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/11/2024 8:35 AM	<b>Exit Location</b> 123 NB - Emporia I-35/Cassoday K-177
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -
<b>Id</b> 225384798	<b>Type</b> Toll	<b>Description</b> TBT KTA El Dorado US-77/US-254	<b>Posted</b> 10/11/2024 8:53 AM	<b>Amount</b> \$0.24
<b>Balance</b> -\$2.88	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/11/2024 7:59 AM	<b>Exit Location</b> 073 NB - El Dorado US-77/US-254
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -

<b>Id</b> 225011379	<b>Type</b> Toll	<b>Description</b> TBT KTA Emporia I-35/Cassoday	<b>Posted</b> 10/10/2024 2:24 PM	<b>Amount</b> \$1.68
<b>Balance</b> -\$6.33	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/10/2024 1:37 PM	<b>Exit Location</b> 096 SB - Emporia I-35/Cassoday K-177
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -

<b>Id</b> 225005163	<b>Type</b> Toll	<b>Description</b> TBT KTA Cassoday K-177/EI Dorado	<b>Posted</b> 10/10/2024 2:15 PM	<b>Amount</b> \$0.77
<b>Balance</b> -\$7.10	<b>Status</b> Bill	<b>Transponder</b> KTA.02043219	<b>Plate</b> -	<b>Fare Type</b> TBR
<b>Toll Type</b> TBT	<b>Toll Class</b> 2	<b>Facility</b> KTA	<b>Exit Date</b> 10/10/2024 1:44 PM	<b>Exit Location</b> 087 SB - Cassoday K-177/EI Dorado U
<b>Entry Date</b> -	<b>Entry Location</b> -	<b>Payment Account Type</b> -	<b>Payment Last 4</b> -	<b>Applied To</b> -