



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 Copeland	Employee #	125633	Department:	Council
Business Expense Purpose:	NLC City Summit			Destination:	San Antonio, TX
Departure Date:	11/19/19	Return Date:	11/23/19		
Comments:	0			E1 Budgeted Acct #	1001010.62220
Sharing hotel room? Whom with: 0					

Total Expenses from TRA		BES		Paid with City PCard	Paid to Vendor	Paid by Employee
Registration:	560.00	Registration:	560.00	✓		
Airfare:	750.00	Airfare:			473.96	✓
Lodging:	1,053.40	Lodging:			1,128.78	✓
Car Rental:	-	Car Rental:				
KCI Airport parking:	36.00	KCI Airport parking:			36.00	✓
Per Diem for Meals:	244.00	Meals/Overnight Travel Search for city - GSA.gov website	203.00	✓	Include all cost & fees - Itemized receipt for Lodging required	
Per Diem for Meals:	244.00	Per Diem:	61.00	4.0	244.00	
STOP		Breakfast	14.00	1	14.00	
		Lunch	15.00	-		
		Dinner	27.00	1	27.00	
Private Vehicle Mileage:	46.40	Allocate Page 2 Totals to yellow cells	Paid with City PCard	Paid to Vendor	Paid by Employee	Totals from page 2
Cab/Shuttle fares/		Mileage:		46.40	✓	
Tolls/Baggage fees:	150.00	Cab/Shuttle fares/		67.69	✓	67.69
Fuel - City Vehicle:	-	Tolls/Baggage fees:				
Miscellaneous Expense:	-	Fuel - City Vehicle:				
TOTAL TRA ESTIMATED EXPENSES	2,839.80	Business Meeting:		24.59	24.56	✓ 24.59
		Miscellaneous Expense:				
				TOTAL EXPENSES		2,540.42 \$2,540.39 ✓
				Total Expensed paid by employee		1,980.42 ✓
				Travel Advance Issued to Employee		
				Amount owed Employee/ (owed to City)		1,980.42 ✓

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

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I certify that I have in mind 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.

REVIEWED

By Tracy Fiorini at 1:08 pm, Nov 26, 2019

Employee Signature Date 11-26-19 Division Manager Signature Date Department Manager Date City Manager Signature (if required) Date

Business Expense Statement continued

Name: Michael Copeland
Business Expense Purpose: San Antonio, TX

Department: Council

Rate \$0.58

Total

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	11/20/19	Uber Restaurant to Hotel.	11.00
	11/21/19	Uber. Dinner to Hotel	10.00
	11/23/19	Uber LKM Reception to Hotel	19.77
	11/22/19	Uber - Dinner to Hotel	16.77
	11/20/19	Uber - Hotel to Dinner	10.15
		Total	67.69

Total 67.69

Meals Local:

Receipts are required

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Total

24.56