



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 ✓
		Meals Overnight Travel		Per Diem: Rate # of days		
		Search for City - IGSA.gov website		61.00 4.0 244.00		
				Meals Provided will deduct from per diem:		
				Breakfast 14.00 1 14.00		
				Lunch 15.00 1 -		
				Dinner 27.00 1 27.00		
Per Diem for Meals:	244.00	Per Diem for Meals:				
		M&IE Meal breakdown will auto populate				
		Per Diem for Meals:			203.00 ✓	
<b>STOP</b> Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES						
Allocate Page 2 Totals to yellow cells		Paid with City PCard	Paid to Vendor	Paid by Employee	Totals from page 2	
Private Vehicle Mileage:	46.40	Mileage:			46.40 ✓	
Cab/Shuttle fares/		Cab/Shuttle fares/				
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:			67.69 ✓	67.69
Fuel - City Vehicle:	-	Fuel - City Vehicle:				
		Business Meeting:				
Miscellaneous Expense:	-	Miscellaneous Expense:			24.59 ✓	24.59
TOTAL TRA ESTIMATED EXPENSES	2,839.80	TOTAL EXPENSES		2,540.42	\$2,540.39 ✓	

**REVIEWED**

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

I certify that I have informed 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
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ACH direct deposit rather than a check  
can be provided. Complete and submit  
AP ACH form

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**Business Expense Statement** continued

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

Department: Council

Mileage log may be used for detail

Rate	\$0.58
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**Mileage Calculation:**

Date	Destination	Miles	Amount
			-
			-
			-
			-
		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

Fuel - City Vehicle:

Date	Amount
Total	-

**Meals Local:**

Date	Breakfast	Lunch	Dinner
<b>Total</b>			

Maximum allowed:	
Breakfast	15.00
Lunch	16.00
Dinner	28.00

**Receipts are required**

Total

Total

**Business Meeting & Guests:**

Date	Purpose	Firm & Persons Present	Amount

Total

**Miscellaneous Expense:**

Date	Description	Amount
11/24/19	Uber - Hotel to Airport	24.59
	Total	24.59

24.56

Total	24.59
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