



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:	John Bacon	Employee #	0	Department:	CMO
Business Expense Purpose:	Visit Washington Delegates			Destination:	Washington, DC
Departure Date:	5/13/25	Return Date:	5/14/25		
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:	-	Registration:				Include all cost & fees - Itemized receipt for Lodging required	
Airfare:	600.00	Airfare:			434.96		
Lodging:	1,265.00	Lodging:			1,247.66		
Car Rental:	-	Car Rental:					
KCI Airport parking:	30.00	KCI Airport parking:			84.00		
		Meals Overnight Travel			Per Diem:      Rate      # of days      276.00 Meals Provided will deduct from per diem: Breakfast      23.00      0      - Lunch      26.00           - Dinner      38.00      2      76.00		
		<a href="#">Search for City - GSA.gov website</a>					
		M&IE Meal breakdown will auto populate					
		No receipts required					
		Per Diem for Meals: 200.00					
Per Diem for Meals: 177.00							
		<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:	56.00	Mileage:			56.00	56.00	Comments:
Cab/Shuttle fares/		Cab/Shuttle fares/					
Tolls/Baggage fees:	100.00	Tolls/Baggage fees:			70.40	70.40	
Fuel - City Vehicle:	-	Fuel - City Vehicle:			-	-	
		Business Meeting:			-	-	
Miscellaneous Expense:	-	Miscellaneous Expense:			14.00	14.00	-
<b>TOTAL TRA ESTIMATED EXPENSES</b>	<b>2,228.00</b>	<b>TOTAL EXPENSES</b>		<b>2,107.02</b>			

Total Expensed paid by employee 2,107.02

Travel Advance issued to Employee 233.00

Amount owed Employee/ (owed to City) 1,874.02

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.

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Employee Signature	Date	Division Manager Signature	Date	Department Manager	Date	City Manager Signature (if required)	Date
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## Business Expense Statement continued

Name: [John Bacon](#)

Department: [CMO](#)

Business Expense Purpose: Washington, DC

Mileage Calculation:	<i>Mileage log may be used for detail</i>		Rate	\$0.700
	Date	Destination	Miles	Amount
	5/13/25	roundtrip to airport	80	56.00
				-
				-
				-
Total				56.00

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	5/13/25	uber to hotel	24.45
	5/15/25	urber to capital hill	21.41
	5/15/25	uber to airport	24.54
Total			70.40

Fuel - City Vehicle:	Date	Amount
Total		-

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

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:	Date	Description	Amount
	5/13/25	tips to maid and bell hop	14.00
Total			14.00