



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:	Robyn Essex	Employee #	0	Department:	CMO
Business Expense Purpose:	Visit Washington Delegates			Destination:	Washington, DC
Departure Date:	5/13/25	Return Date:	5/15/25		
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:				<i>Include all cost &amp; fees - Itemized receipt for Lodging required</i>			
Airfare:	600.00	Airfare:	445.45						
Lodging:	1,265.00	Lodging:	1,247.66						
Car Rental:	-	Car Rental:							
KCI Airport parking:	30.00	KCI Airport parking:			26.50				
		Meals Overnight Travel				Per Diem:	Rate	# of days	
		<a href="#">Search for City - GSA.gov website</a>					92.00	3.0	276.00
						Meals Provided will deduct from per diem:			
						Breakfast	23.00	1	23.00
						Lunch	26.00		-
						Dinner	38.00	2	76.00
		<i>M&amp;IE Meal breakdown will auto populate</i>							
Per Diem for Meals:	177.00	Per Diem for Meals:	No receipts required		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:	150.00	Tolls/Baggage fees:				-			
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-			
		Business Meeting:				-			
Miscellaneous Expense:	-	Miscellaneous Expense:				-			
<b>TOTAL TRA ESTIMATED EXPENSES</b>	<b>2,278.00</b>	<b>TOTAL EXPENSES</b>		<b>1,952.61</b>					

Total Expensed paid by employee 259.50

Travel Advance issued to Employee 233.00

Amount owed Employee/ (owed to City) 26.50

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: [Robyn Essex](#)

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 airport mileage	80	56.00
				-
				-
				-
Total				56.00

Cab/Shuttle fares/Tolls:	Date	Description	Amount
Total			-

Fuel - City Vehicle:	Date	Amount
Total		-

Meals Local:

Date	Breakfast	Lunch	Dinner	Maximum allowed:
				Breakfast 15.00
				Lunch 16.00
				Dinner 28.00
Total				-

*Receipts are required*

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:	Date	Description	Amount
Total			-