



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:	Jill K.B. Kenney	Employee #	198722	Department:	Municipal Court
Business Expense Purpose:	All Rise Conference			Destination:	Kissimmee, FL
Departure Date:	5/28/25	Return Date:	5/31/25		
Comments:	0			E1 Budgeted Acct # Admin   Training and Ed	
Sharing hotel room? Whom with: N/A					

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid by Employee			
Registration:	895.00	Registration:	895.00					
Airfare:	459.97	Airfare:	459.97					
Lodging:	556.90	Lodging:	273.45		283.45	Include all cost & fees - Itemized receipt for Lodging required		
Car Rental:	-	Car Rental:						
KCI Airport parking:	44.00	KCI Airport parking:			44.00			
		Meals Overnight Travel			Per Diem: Rate # of days			
		<a href="#">Search for City - GSA.gov website</a>			80.00	5.0	358.00	
					Meals Provided will deduct from per diem:			
					Breakfast	19.00	1	19.00
					Lunch	20.00	1	20.00
					Dinner	35.00		-
Per Diem for Meals:		M&IE Meal breakdown will auto populate						
		Per Diem for Meals: No receipts required			358.00			
<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:	54.04	Mileage:			54.04	54.60	Comments:	
Cab/Shuttle fares/		Cab/Shuttle fares/						
Tolls/Baggage fees:	-	Tolls/Baggage fees:	99.27			99.27		
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-		
		Business Meeting:				-		
Miscellaneous Expense:	-	Miscellaneous Expense:				-		
<b>TOTAL TRA ESTIMATED EXPENSES</b>	<b>2,009.91</b>	<b>TOTAL EXPENSES</b>			<b>2,467.18</b>			

Total Expensed paid by employee 739.49  
 Travel Advance issued to Employee -  
 Amount owed Employee/ (owed to City) 739.49

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 \_\_\_\_\_