



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 Wilkes	Employee #	0	Department:	CMO	
Business Expense Purpose:	Attend NLC Conference	Destination:	Washington, DC			
Departure Date:	3/9/25	Return Date:	3/11/25			
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:	780.00	Registration:	780.00																												
Airfare:	600.00	Airfare:			484.70																										
Lodging:	1,293.75	Lodging:			809.34	<i>Include all cost &amp; fees - Itemized receipt for Lodging required</i>																									
Car Rental:	-	Car Rental:																													
KCI Airport parking:	60.00	KCI Airport parking:			84.00																										
		Meals Overnight Travel <u>Search for City - GSA.gov website</u>			<table border="1"> <thead> <tr> <th>Per Diem:</th> <th>Rate</th> <th># of days</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>92.00</td> <td>3.0</td> <td>276.00</td> </tr> <tr> <td colspan="4">Meals Provided will deduct from per diem:</td> </tr> <tr> <td>Breakfast</td> <td>23.00</td> <td>2</td> <td>46.00</td> </tr> <tr> <td>Lunch</td> <td>26.00</td> <td>1</td> <td>26.00</td> </tr> <tr> <td>Dinner</td> <td>38.00</td> <td>2</td> <td>76.00</td> </tr> </tbody> </table>			Per Diem:	Rate	# of days			92.00	3.0	276.00	Meals Provided will deduct from per diem:				Breakfast	23.00	2	46.00	Lunch	26.00	1	26.00	Dinner	38.00	2	76.00
Per Diem:	Rate	# of days																													
	92.00	3.0	276.00																												
Meals Provided will deduct from per diem:																															
Breakfast	23.00	2	46.00																												
Lunch	26.00	1	26.00																												
Dinner	38.00	2	76.00																												
Per Diem for Meals:	238.00	M&IE Meal breakdown will auto populate																													
		Per Diem for Meals:	<i>No receipts required</i>	128.00																											
		<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:	53.60	Mileage:			56.00	56.00	Comments:																								
Cab/Shuttle fares/ Tolls/Baggage fees:	150.00	Cab/Shuttle fares/ Tolls/Baggage fees:			91.41	91.41																									
Fuel - City Vehicle:	-	Fuel - City Vehicle:																													
		Business Meeting:																													
Miscellaneous Expense:	-	Miscellaneous Expense:																													
<b>TOTAL TRA ESTIMATED EXPENSES</b>	<b>3,175.35</b>			<b>TOTAL EXPENSES</b>	<b>2,433.45</b>																										

Total Expensed paid by employee 1,653.45  
 Travel Advance issued to Employee -  
 Amount owed Employee/ (owed to City) 1,653.45

*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) [Signature] 3/17/25 Date \_\_\_\_\_

## Business Expense Statement continued

Name: Michael Wilkes  
 Business Expense Purpose: Washington, DC

Department: CMO

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

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	3/9/25	to hotel from airport	26.46
	3/10/25		21.59
	3/10/25	tip	7.00
	3/11/25	to airport	27.36
	3/11/25	tip	9.00
			<b>Total</b>
			<b>91.41</b>

Fuel - City Vehicle:	Date	Amount
	<b>Total</b>	-

Meals Local:	Date	Breakfast	Lunch	Dinner
	<b>Total</b>	-	-	-

Maximum allowed:
Breakfast 15.00
Lunch 16.00
Dinner 28.00

*Receipts are required*

**Business Meeting & Guests:**

Date	Purpose	Firm & Persons Present	Amount

**Total** -

Miscellaneous Expense:	Date	Description	Amount
	<b>Total</b>		-



\*\*\* Please do not reply to this e-mail. It was sent from an automated system. \*\*\*

Thank you for registering for the 2025 Congressional City Conference. We are excited to see you in March! Remember that <https://ccc.nlc.org> is your online resource for conference schedule, speakers, and special events.

This is your official confirmation for conference payment as well as your hotel reservation. Please print this receipt and retain it for your records. Changes and additions may be made by clicking the link below.

**Profile**

Confirmation ID: 2335  
Michael Wilkes  
City of Olathe  
City of Olathe  
PO Box 768  
Olathe, KS 66051

*Exp - 1007515*

*SA - 1000682*

*Leia -  
adjusted  
83390456 3/9-3/11*



2335

Scan this QR code at any self-service registration counter to print your badge. Valid photo ID will be required.

## Registration Details

Michael Wilkes

**Registration Type:** NLC Member, Early Bird (Nov 15th - Feb 19th)

Description	Item Total
Registration (Qty: 1)	\$780.00
Total Registration Fees:	\$780.00
Total Registration Paid:	(\$780.00)
<b>Current Balance:</b>	<b>\$0.00</b>

## Payment History

Payment #1	
12/31/2024 — \$780.00 [ Payment ]	
Cathy Marks / Visa / *****8077	
Payment Allocation	
12/31/2024 — Applied: Michael Wilkes's Hotel Reservation	\$0.00
12/31/2024 — Applied: Michael Wilkes's Registration	\$780.00
Total Amount Applied:	\$780.00
Payment Totals	

**Payment #1**

Total Payments:	\$780.00
Total Refunds:	\$0.00
Total Net Paid:	\$780.00

**Financial Summary**

Total Housing Fees:	\$0.00
Total Amount Applied to Housing:	\$0.00
<b>Housing Balance:</b>	\$0.00
Total of All Fees:	\$780.00
Total Amount Applied to All Fees:	(\$780.00)
<b>Total Balance Due:</b>	\$0.00

**Housing Details**

**WASHINGTON MARRIOTT  
MARQUIS**  
901 Massachusetts Ave.,  
N.W.  
Washington, DC 20001-  
9000  
Phone: 202-824-9200  
Fax: 202-824-5501

**Category:** RUN OF  
HOUSE  
  
**Daily Rate:** \$349.00  
  
**Room Tax:** 15.95%  
  
**Estimated Charges:**  
\$1,214.00

**Check-in:**  
9 March 2025

**Check-out:**  
12 March 2025

**Guests in Room:**  
Michael Wilkes

**Occupancy Tax:** \$0.00

*Note: Taxes and fees are subject to change without notice*

**Room Requests:**

Bedding Request: King Bed

### **Hotel Cancellation Policy:**

A credit card with an expiration date of April 2025 or later is required in order to secure your hotel reservation. Your confirmed hotel may charge a deposit to your credit card equal to one night's room and tax for each reservation. This deposit will be charged on or after March 1, 2025.

Cancellation within 24 hours of your scheduled arrival will result in forfeiture of your entire deposit as a late cancellation penalty. Failure to check-in on your scheduled arrival date will result in this same cancellation charge and cancellation of any remaining nights of your reservation.

## **Cancellation Policy**

All requests must be sent in writing to [NLC@maritz.com](mailto:NLC@maritz.com) by February 14<sup>th</sup>, 2025, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations nor cancellations will be accepted by telephone. No cancellations will be accepted after February 14<sup>th</sup>, 2025. Substitutions are permitted and can be made at any time.

### **Group Registration Policy**

Groups of five or more will receive a complimentary sixth registration, provided the registrations are paid in full. To receive the group incentive, all individuals must register at the same time.

**After Group Registration is completed, each team member will receive a confirmation.**

### **Group Cancellation Policy**

No refunds will be given to those who previously registered as individuals. Group registrations do not apply to these registration categories: spouse, student, youth chaperone or youth delegates. Substitutions are welcome. All changes and cancellation requests must be made in writing to [NLC@maritz.com](mailto:NLC@maritz.com).

## **Questions?**

For registration or housing information corrections, please contact:

NLC Registration and Housing Center Information c/o Maritz

Phone: (864) 208-2901

Email: [NLC@maritz.com](mailto:NLC@maritz.com)

[Maritz Privacy Policy](#) | [Maritz Terms of Use](#)

Confirmation # **4NSZ8Q**

Confirmation date: 02/25/2025

**PASSENGER** John Michael Wilkes  
**RAPID REWARDS #** 607132676  
**TICKET #** 5262315218705  
**EST. POINTS EARNED** 2,312


Rapid Rewards® points are only estimations.

## Your itinerary

**Flight 1:** Sunday, 03/09/2025 Est. Travel Time: 2h 15m [Wanna Get Away®](#)

<b>FLIGHT # 1202</b>	<b>DEPARTS</b>	<b>ARRIVES</b>
	<b>MCI 07:45AM</b> Kansas City	 <b>DCA 11:00AM</b> Wash. D.C. (Reagan)

**Flight 2:** Tuesday, 03/11/2025 Est. Travel Time: 2h 45m [Wanna Get Away®](#)

<b>FLIGHT # 2958</b>	<b>DEPARTS</b>	<b>ARRIVES</b>
	<b>DCA 04:40PM</b> Wash. D.C. (Reagan)	 <b>MCI 06:25PM</b> Kansas City

## Payment information

Total cost		Payment	
<b>Air - 4NSZ8Q</b>		February 25, 2025	
Base Fare	\$ 385.21	<b>Payment Amount</b>	<b>\$444.70</b>
U.S. Transportation Tax	\$ 28.89	Visa ending in 8711	
U.S. 9/11 Security Fee	\$ 11.20	<hr/>	
U.S. Flight Segment Tax	\$ 10.40	February 25, 2025	
U.S. Passenger Facility Chg	\$ 9.00	<b>Payment Amount</b>	<b>\$20.00</b>
EarlyBird	\$ 40.00	Visa ending in 8711	
<b>Total</b>	<b>\$ 484.70</b>	<hr/>	
		February 25, 2025	
		<b>Payment Amount</b>	<b>\$20.00</b>
		Visa ending in 8711	

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262315218705

**All your perks, all in one place. (Plus a few reminders.)**



KC International Airport  
Garage/Surface Parking  
KC Airport Parking  
400 Panama City Ave  
KCMO 64152  
DATE: 03/11/25  
TIME: 06:44 PM

Receipt No. 189/746/91/2  
\* Original \*  
Ticket: **20526007**  
Entry : 03/09/25 05:27 AM  
LPR : 9224AHT

Amount **84.00**

Credit: 84.00  
Trans ID : 795033877  
Card No. : xxxxxxxxxxxx7062  
Card Type: VISA

816.243.5870  
Thank you for parking with us  
Have a great day

*Parking*



MARRIOTT MARQUIS WASHINGTON DC

GUEST FOLIO

6098	WILKES/MICHAEL	349.00	03/11/25	15:27	13081	39096
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
GD	CITY OF OLATHE		03/09/25	11:23		
TYPE	PO BOX 768		ARRIVE	TIME		
114	OLATHE KS 66051					
ROOM		VSXXXXXXXXXXXX7062			MBV#:	178184938
CLERK	ADDRESS	PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
------	------------	---------	---------	--------------

03/09	ASSN GRP	6098, 1	349.00	
03/09	ROOM TAX	6098, 1	55.67	
03/10	ASSN GRP	6098, 1	349.00	
03/10	ROOM TAX	6098, 1	55.67	
03/11	CCARD-VS			809.34
PAYMENT RECEIVED BY: VISA XXXXXXXXXXXXXXX7062				
***** AUTHORIZATION *****				
APPROVED				
Total: \$1,009.34 Card Type: VISA Card Entry: CHIP Acct #: *****7062 Approval Code: 02342D				
***** EMV AUTHORIZATION *****				
App Label: VISA CREDIT Mode: Issuer				
AID: A0000000031010 TVR: 0000008000 IAD: 0601120360A802 TSI: E800 ARC: 00 AC: 8127191DA00F86A7 CVM: 5E0000				
.00				

See our "Privacy & Cookie Statement" on Marriott.com



MARRIOTT MARQUIS WASHINGTON DC  
 901 MASSACHUSETTS AV  
 WASHINGTON DC 20001  
 PH: 866-435-7627

Treat yourself to the comfort of Marriott Hotels in your home. Visit ShopMarriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

# Fw: Receipt from UVC Inc



Michael Wilkes

To Cathy Marks

Reply Rep

Follow up. Start by Monday, March 10, 2025. Due by Monday, March 10, 2025.

You replied to this message on 3/10/2025 8:50 AM.

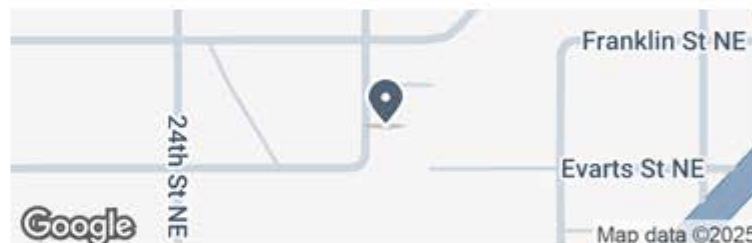
If there are problems with how this message is displayed, click here to view it in a web browser.

\$ 26.46

Custom Amount \$26.46

[https://goride.site/pages/r/receipt/70235\\_A5LBDMR2](https://goride.site/pages/r/receipt/70235_A5LBDMR2)

Total \$26.46



UVC Inc  
2711 26th St NE  
Washington, DC 20018  
(202) 269-1100

Visa 7062 (Contactless) Mar 9  
**VISA** 2025 at  
VISA CARDHOLDER 11:20  
AM  
#FFFH  
Auth  
code:  
00738D

**Hello, Michael Wilkes**

# You paid \$7.00 USD to Uber Technologies, Inc

**Transaction ID**

5DR32506056559122

**Transaction date**

March 10, 2025

**Merchant**

Uber Technologies, Inc

[paypal-us@uber.com](mailto:paypal-us@uber.com)

+1 866-576-1039

---

Subtotal	\$7.00
Total	\$7.00 USD

---

**Paid Uber Technologies, Inc with**

Visa-2882 \$7.00 USD

This charge will appear on your credit card statement as "PAYPAL \*UBER".

Transaction ID: 5DR32506056559122

[View payment status](#)

Hello, Michael Wilkes

# You paid \$9.00 USD to Uber Technologies, Inc

**Transaction ID**  
2BN893400D2190716

**Transaction date**  
Mar 11, 2025

**Merchant**  
Uber Technologies, Inc  
[paypal-us@uber.com](mailto:paypal-us@uber.com)  
+1 866-576-1039

---

Subtotal	\$9.00
Total	\$9.00 USD

---

**Paid Uber Technologies, Inc with**



CAPITAL ONE NATIONAL ASSOCIATION  
Credit ••2882

\$9.00 USD

This charge will appear on your credit card statement as "PAYPAL \*UBER"



Michael Wilkes <wilkes469@yahoo.com>



To Cathy Marks; Cathy Marks

Cc Michael Wilkes

Follow up. Start by Tuesday, March 11, 2025. Due by Tuesday, March 11, 2025.

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

# Your payment was processed

You sent a payment of \$27.36 USD on March 11, 2025 11:49:03 AM PDT to Uber Technologies, Inc ([paypal-us@uber.com](mailto:paypal-us@uber.com)).

This email may be one of many notifications you receive as your merchant fulfills your order.

## Payment Details

<b>Merchant:</b>	Uber Technologies, Inc
<b>Date:</b>	March 11, 2025 11:49:03 AM PDT
<b>Transaction ID:</b>	6L1870515W588692S
<b>Authorization Amount:</b>	\$27.47 USD
<b>Payment Amount:</b>	\$27.36 USD
<b>Payment By:</b>	<a href="mailto:wilkes469@yahoo.com">wilkes469@yahoo.com</a>

## Funding Sources Used (Total)

<b>x-2882:</b>	\$27.36 USD
----------------	-------------

Charge will appear on your credit card statement as "PAYPAL \*UBER"

If you have questions regarding this transaction, please contact the merchant.

## Business information

<b>Business:</b>	Uber Technologies, Inc
<b>Contact E-Mail:</b>	<a href="mailto:paypal-us@uber.com">paypal-us@uber.com</a>
<b>Contact Phone Number:</b>	+1 866-576-1039

Your monthly account statement is available anytime; [just sign in to your account](#). To correct any errors, please [visit our Help Center](#).

w: Your payment to Uber Technologies, Inc has been processed



Michael Wilkes <wilkes469@yahoo.com>

To Cathy Marks; Cathy Marks

Cc Michael Wilkes

Reply Reply All

Follow up. Start by Tuesday, March 11, 2025. Due by Tuesday, March 11, 2025.

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

# Your payment was processed

You sent a payment of \$21.59 USD on March 10, 2025 5:51:16 PM PDT to Uber Technologies, Inc ([paypal-us@uber.com](mailto:paypal-us@uber.com)).

This email may be one of many notifications you receive as your merchant fulfills your order.

## Payment Details

<b>Merchant:</b>	Uber Technologies, Inc
<b>Date:</b>	March 10, 2025 5:51:16 PM PDT
<b>Transaction ID:</b>	5BX868254C940812P
<b>Authorization Amount:</b>	\$21.59 USD
<b>Payment Amount:</b>	\$21.59 USD
<b>Payment By:</b>	<a href="mailto:wilkes469@yahoo.com">wilkes469@yahoo.com</a>

## Funding Sources Used (Total)

<b>x-2882:</b>	\$21.59 USD
----------------	-------------

Charge will appear on your credit card statement as "PAYPAL \*UBER"

If you have questions regarding this transaction, please contact the merchant.

## Business information

<b>Business:</b>	Uber Technologies, Inc
<b>Contact E-Mail:</b>	<a href="mailto:paypal-us@uber.com">paypal-us@uber.com</a>
<b>Contact Phone Number:</b>	+1 866-576-1039

Your monthly account statement is available anytime; [just sign in to your account](#). To correct any errors, please [visit our Help Center](#).

Expense Report	
Expense Report Number	EXP-1007515
Company	City Of Olathe
Report Date	03/17/2025
Start Date	03/17/2025
End Date	03/17/2025
Spend Authorization	SA-1000682

Pay To	
Name	Employee: Michael Wilkes
Email	JMWilkes@OLATHEKS.ORG
Work Phone	+1 (913) 9718701
Address	100 E SANTA FE ST Olathe, KS 66061 United States of America

Amounts	
Reimbursement Currency	USD
Reimbursement Amount	1,653.45
Cash Advance Applied Amount	0.00
Personal Amount	0.00
Company Paid Credit Card Amount	0.00
Expense Report Total Amount	1,653.45

Memo
NLC conference

Expense Report Lines						
Date	Expense Item	Amount	Memo	Receipt Attached	Itemized	
03/17/2025	Mileage - Local	56.00 USD	roundtrip to airport for NLC 2025			
03/17/2025	Airfare	484.70 USD	NLC 2025	Yes		
03/17/2025	Daily Per Diem	128.00 USD	NLC 2025	Yes		
03/17/2025	Parking	84.00 USD	NLC 2025	Yes		
03/17/2025	Lodging Accomodations	809.34 USD	NLC 2025	Yes		
03/17/2025	Taxi and Ground Travel	91.41 USD	NLC 2025	Yes		

Signature \_\_\_\_\_

Date \_\_\_\_\_