



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:	LKM Meetings			Destination:	Garden City, Kansas
Departure Date:	6/5/25	Return Date:	6/6/25		
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:	-	Airfare:																															
Lodging:	172.50	Lodging:			116.60																												
Car Rental:	-	Car Rental:																															
KCI Airport parking:	-	KCI Airport parking:																															
		Meals Overnight Travel Search for City - GSA.gov website			<table border="1"> <tr> <td>Per Diem:</td> <td>Rate</td> <td># of days</td> <td></td> </tr> <tr> <td></td> <td>68.00</td> <td>2.0</td> <td>136.00</td> </tr> <tr> <td colspan="4">Meals Provided will deduct from per diem:</td> </tr> <tr> <td>Breakfast</td> <td>16.00</td> <td></td> <td>-</td> </tr> <tr> <td>Lunch</td> <td>19.00</td> <td></td> <td>-</td> </tr> <tr> <td>Dinner</td> <td>28.00</td> <td>1</td> <td>28.00</td> </tr> </table>					Per Diem:	Rate	# of days			68.00	2.0	136.00	Meals Provided will deduct from per diem:				Breakfast	16.00		-	Lunch	19.00		-	Dinner	28.00	1	28.00
Per Diem:	Rate	# of days																															
	68.00	2.0	136.00																														
Meals Provided will deduct from per diem:																																	
Breakfast	16.00		-																														
Lunch	19.00		-																														
Dinner	28.00	1	28.00																														
Per Diem for Meals:	136.00																																
		M&IE Meal breakdown will auto populate																															
		Per Diem for Meals:	No receipts required	108.00																													
<p>STOP Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES</p>																																	
		Allocate Page 2 Totals to yellow cells	Paid with City PCard	Paid to Vendor	Paid by Employee	Totals from page 2																											
Private Vehicle Mileage:	495.80	Mileage:			515.20	515.20	Comments:																										
Cab/Shuttle fares/		Cab/Shuttle fares/				-																											
Tolls/Baggage fees:	-	Tolls/Baggage fees:				-																											
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-																											
		Business Meeting:				-																											
Miscellaneous Expense:	-	Miscellaneous Expense:				-																											
TOTAL TRA ESTIMATED EXPENSES	804.30	TOTAL EXPENSES		739.80																													

Total Expensed paid by employee 739.80

Travel Advance issued to Employee -

Amount owed Employee/ (owed to City) 739.80

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.

Page 1 of 2

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: [Michael Wilkes](#)

Department: [CMO](#)

Business Expense Purpose: Garden City, Kansas

Mileage Calculation:	<i>Mileage log may be used for detail</i>		Rate	\$0.700
	Date	Destination	Miles	Amount
	6/5/25	roundtrip from KC to Garden City	736	515.20
				-
				-
				-
Total				515.20

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
					<i>Receipts are required</i>
Total					-

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:	Date	Description	Amount
Total			-