

Date /

Business Expense Statement continued

Name: Michael Wilkes
 Business Expense Purpose: Dallas, TX

Department: CMO

Mileage log may be used for detail

Rate \$0.655

Mileage Calculation:	Date	Destination	Miles	Amount
				-
				-
				-
				-
				-
				-
Total				-

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			-



Complete the yellow cells

Travel Request and Authorization (TRA)

This form is required for all overnight travel or if local registration is over \$1000 and must be approved in advance. Advances will not be issued for local expenses. (Admin Guideline F-01).

TRA estimate expenses must be within 10% of Business Expense Stmt(BES).

Name:	Michael Wilkes	Employee #	124720	Department	CMO
Purpose of Travel:	SGR conference		Destination: Dallas, TX		
Departure Date:	Jan. 24	Return Date:	Jan. 26		
Comments:					
Sharing hotel room?	Whom with:	E1 Budgeted Account #		1001020.62220	

	Amount to City PCard	Amount to Vendor	Amount to Employee	
Registration:	450.00			
Airfare:	400.00			
Lodging:	580.00			
Car Rental:				
KCI Airport parking:				
	Meals Overnight Travel			
	Search for City - GSA.gov website			
	Enter Per Diem Rate (cell F21)			
	M&IE Meal breakdown will auto populate			
Per Diem for Meals:	No receipts required			192.00
Private Vehicle Mileage:				52.40
Cab/Shuttle fares/				
Tolls/Baggage fees:	100.00			
Fuel - City Vehicle:				
Other:				
				Describe:

Lodging Rate	# days	15%	Total
250.00 per day @	2	37.50	575.00

Per Diem for Meals	Rate	# of days	
Per Diem rate	64.00	3.0	192.00
M&IE Breakdown - Deduct meals provided			
Breakfast	14.00		-
Lunch	16.00		-
Dinner	29.00		-

80	Miles @	0.655	per mile
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Amount Charge on City P Card 1,530.00

Amount to Vendors -

Travel Advance = Amount to Employee 244.40

TOTAL ESTIMATED EXPENSES 1,774.40

ACH direct deposit rather than a check

can be provided. Complete and submit -

AP ACH Form

Employee Signature

Division Manager Signature

Department Director Signature

City Manager Signature (if required)

Approved Disapproved Date

☐☐☐☐☐☐

12/1/23

Cathy Marks

From: SGR Conference Team <kristindearmond@governmentresource.com>
Sent: Wednesday, September 20, 2023 11:58 AM
To: Cathy Marks
Subject: Registration Confirmed - 2024 Servant Leadership Conference

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Dear Cathy,

Please save this email for future reference.

Event: 2024 Servant Leadership Conference

Number in Party: 1

24 - 26th
Date: January 26, 2023 - January 27, 2023

Location: The Westin Galleria Dallas

Address: 13340 Dallas Parkway, Dallas, Texas, 75240, USA

Group Confirmation Number: Z5NRH7FL354

Group Registrant 0 (Michael Wilkes)

Confirmation Number: PKNY26PFWGJ —

Michael Wilkes								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	

20-Sep-2023	SLC24-092023-	Offline	In-Person: Individual	Admission			
11:57 AM CT	0144-0144	Charge	Registration	Item	\$450.00	\$0.00	\$450.00
					Amt	Amt	Amt
					Ordered	Paid	Due
Total					\$450.00	\$0.00	\$450.00

To view or modify the online registration for anyone in your group, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

Sincerely,

SGR Conference Team

conference@governmentresource.com



Strategic Government Resources

P. O. Box 1642
Keller, TX 76244
817-337-8581

finance@governmentresource.com

Invoice

Date	Invoice #
9/21/2023	2023-107044

Bill To				
City of Olathe 100 E Santa Fe St Olathe, KS 66051		P.O. No.	Terms	Due Date
			Net 30	10/21/2023
Item	Description	Qty	Rate	Amount
SLC 2024-Individual	SLC 2024-Individual In Person: Michael Wilkes 2024 SLC Conference 1/25/24 - 1/26/24	1	450.00	450.00
We appreciate your business!		Total \$450.00		
ACH Payments		Payments/Credits \$0.00		
Routing 111000614 Account 906941414		Balance Due \$450.00		
Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.				



EMBASSY SUITES DALLAS NEAR THE GALLERIA
EMBASSY SUITES DALLAS, 14021 NOEL ROAD
DALLAS, TX 75240
United States of America
TELEPHONE 972-364-3640 • FAX 972-364-3641
Reservations
www.embassysuites.com or 1 800 EMBASSY

WILKES, MICHAEL
14184 W. 156TH LANE
OLATHE KS 66062
UNITED STATES OF AMERICA

Room No: 405/KNGN
Arrival Date: 1/24/2024 7:24:00 PM
Departure Date: 1/26/2024 9:26:00 AM
Adult/Child: 2/0
Cashier ID: TBONDS7
Room Rate: 248.00
AL:
HH # 937523655 SILVER
VAT #
Folio No/Che 690316 A

TAX #:
Confirmation Number: 97831459

EMBASSY SUITES DALLAS NEAR THE GALLERIA 1/26/2024 9:25:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
1/24/2024	2702990	GUEST ROOM	\$248.00
1/24/2024	2702990	STATE TAX	\$14.88
1/24/2024	2702990	CITY TAX	\$22.32
1/24/2024	2702990	STATE COST - RECOVERY FEE	\$1.86
1/24/2024	2702990	TOURISM PID REIMBURSEMENT FEE	\$4.96
1/25/2024	2703206	GUEST ROOM	\$191.00
1/25/2024	2703206	STATE TAX	\$11.46
1/25/2024	2703206	CITY TAX	\$17.19
1/25/2024	2703206	STATE COST - RECOVERY FEE	\$1.43
1/25/2024	2703206	TOURISM PID REIMBURSEMENT FEE	\$3.82
1/26/2024	2703283	VS *7062	(\$516.92)
BALANCE			\$0.00

EXPENSE REPORT SUMMARY

	1/24/2024	1/25/2024	STAY TOTAL
ROOM AND TAX	\$292.02	\$224.90	\$516.92
DAILY TOTAL	\$292.02	\$224.90	\$516.92

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

Thank you for staying with us. Visit embassysuites.com for more information on hotel packages, subscribe to our E-announcements newsletter, or plan your next stay at close to 200 destinations.

Room, tax & \$20 per night incidentals hold authorizes on debit/credit card at check-in time. Incidentals hold returns to account 7 - 10 (or more) business days after check-out. A \$250 fee is posted for smoking or damages to room.

CREDIT CARD DETAIL

APPR CODE	09729D	MERCHANT ID	67255380016
CARD NUMBER	VS *7062	EXP DATE	08/27
TRANSACTION ID	2703283	TRANS TYPE	Sale

The receipt from Southwest represents the timing and days that would have been traveled.

Michael Wilkes traveled by car; mileage for this trip would have been \$615, instead the equivalent of airfare was reimbursed to Michael \$389.96.

Cathy Marks



FEB 20 - 22
✈ MCI → DAL



Trip & Price Details

✈
Price

Payment

Confirmation

✈ Flight [Modify](#)

	Tue 2/20	# 1793 MCI 4:20 PM	→	DAL 5:55 PM	1 hr 35 min	Nonstop	<u>Wanna Get Away Plus</u>	Price per Passenger	\$297.45
		Taxes and fees per Passenger						\$52.51	
		Total per Passenger						\$349.96	
	Thu 2/22	# 1598 DAL 4:45 PM	→	MCI 6:15 PM	1 hr 30 min	Nonstop	<u>Wanna Get Away Plus</u> Only 3 left!	Passenger(s)	x1
		EarlyBird Check-In® total						\$40.00	
		Flight total						\$389.96	

or from \$39/mo*
with **uplift** [Learn more](#)

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- **REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Add EarlyBird Check-In®

Automatic check-in

Earlier boarding position

Earlier access to seats



Earlier access to overhead bin space

\$20.00

Per Passenger. Per one-way.

☒ Add EarlyBird Check-In

EarlyBird Check-In® was applied to the following passengers and flight segments.

ITINERARY				PASSENGERS	PRICE
<div># 1793</div> <div> MCI to DAL</div>	DEPART	MCI	DAL	1 Passenger Wanna Get Away Plus	\$20.00
	2/20 Tuesday	4:20 PM	→ 5:55 PM		
<div># 1598</div> <div> DAL to MCI</div>	RETURN	DAL	MCI	1 Passenger Wanna Get Away Plus	\$20.00
	2/22 Thursday	4:45 PM	→ 6:15 PM		

Certain exclusions may apply. EarlyBird Check-In® is non-refundable. 

EARLYBIRD CHECK-IN® ESTIMATED TOTAL **\$40.00**

 **Add a Car** Products not confirmed until purchase.

No worries, your flight will remain in your cart while you search for a car.









 **Add a car**

Book now. Pay later!
From \$64.59*/day in
Dallas (Love Field)

*Taxes and fees excl. Terms apply.



Book now

PICK-UP LOCATION	PICK-UP DATE	PICK-UP TIME
<div>Dallas (Love I</div> <div>Dallas (Love Field), TX - DAL</div>	<div>2/20</div> <div>Tue, Feb 20, 2024</div>	<div>7:00 PM</div>
RETURN LOCATION	RETURN DATE	RETURN TIME
<div>Dallas (Love I</div> <div>Dallas (Love Field), TX - DAL</div>	<div>2/22</div> <div>Thu, Feb 22, 2024</div>	<div>3:00 PM</div>
RENTAL COMPANY (Optional)	VEHICLE SIZE (Optional)	
<div>No preference</div>	<div>No preference</div>	

Search

Flexibility comes with every fare.



Two bags fly free^{®1}



No change² or cancel³ fees. Change your flight later without a fee. Fare difference may apply.

¹1st and 2nd checked bags. Weight and size limits apply. ²Fare difference may apply. ³Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited flight credits.

BAG FEE *	\$0.00
SUBTOTAL	\$337.45
TAXES & FEES	\$52.51
TRIP TOTAL	\$389.96

[Show price breakdown](#)

Not ready to buy yet? [Save this flight for later.](#)

*1st and 2nd checked bags fly free[®]. [Weight and size limits apply.](#)

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[Continue](#)

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Fare Benefits



Two bags fly free^{®1}

First and second checked bags. Weight and size limits apply. A golf bag or skis in a container acceptable to Southwest[®] can be substituted for one checked bag.

No change² or cancel fees³

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare (if one applies). Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

Flight credit⁴

Flight credits will be issued as long as the flight is canceled at least 10 minutes prior to the scheduled departure. Flight credits don't expire and are non-transferable. For travel booked with Rapid Rewards points: starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away[®] or Wanna Get Away Plus[™] reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation.