



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 #	124702	Department:	CMO
Business Expense Purpose:	National League of Cities			Destination:	Washington DC
Departure Date:	3/9/19	Return Date:	3/12/19		
Comments:	0			E1 Budgeted Acct #	1001020.62220
Sharing hotel room? Whom with: 0					

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid to Employee	
Registration:	100.00	Registration:	100.00	✓		
Airfare:	400.00	Airfare:			782.98	✓
Lodging:	1,329.40	Lodging:			982.27	✓ Include all cost & fees - Itemized receipt for Lodging required
Car Rental:	-	Car Rental:				
KCI Airport parking:	40.00	KCI Airport parking:			\$36.00	✓
		<b>Meals Overnight Travel</b> <a href="#">Search for City - GSA.gov website</a> if city is not listed search for the county <a href="#">gsa.gov link 'Nat'l Assn of Counties' (NACO)</a> Enter Per Diem Rate (cell H19) # of days (cell I19) M&IE Meal breakdown will auto populate			Per Diem:      Rate      # of days \$76      4.0      304.00 Meals Provided will deduct from per diem: Breakfast      18.00      - Lunch      19.00      - Dinner      34.00      -	
Per Diem for Meals:	346.00	Per Diem for Meals:	No receipts required		304.00	✓
<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 to Employee	Totals from page 2
Private Vehicle Mileage:	43.60	Mileage:			46.40	✓ 46.40
Cab/Shuttle fares/		Cab/Shuttle fares/				
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:			62.75	✓ 62.75
Fuel - City Vehicle:	-	Fuel - City Vehicle:				
Meals Local:	-	Local Meals:				
		Business Meeting:				
Miscellaneous Expense:	-	Miscellaneous Expense:			21.29	✓ 21.29
<b>TOTAL TRA ESTIMATED EXPENSES</b>	<b>2,409.00</b>	<b>TOTAL EXPENSES</b>	<b>2,335.89</b>		<b>2,335.89</b>	

Total Expensed paid by employee 2,235.89 ✓  
 Travel Advance issued to Employee 389.60 ✓  
 Amount owed Employee/ (owed to City) 1,846.29 ✓

ACH direct deposit rather than a check can be provided. Complete and submit [AP ACH form](#)

**REVIEWED**

By Tracy Fiorini at 8:17 am, Mar 14, 2019

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

	3/13/19						
Employee Signature	Date	Division Manager Signature	Date	Department Manager	Date	City Manager Signature (if required)	Date

## Business Expense Statement continued

Name: Michael Wilkes  
 Business Expense Purpose: Washington DC

Department: CMO

Mileage Calculation:

Mileage log may be used for detail		Rate	\$0.58
Date	Destination	Miles	Amount
3/9/19	City Hall to MCI	40	23.20
3/12/19	MCI to City Hall	40	23.20
			-
			-
			-
Total			46.40

Cab/Shuttle fares/Tolls:

Date	Description	Amount
3/9/19	Uber	\$17.13
3/9/19	Uber	\$5.00
3/11/19	Taxi	\$12.00
3/11/19	VIP Cab	\$9.29
3/12/19	VIP Cab	\$19.33
Total		62.75

Fuel - City Vehicle:

Date	Amount
Total	-

Meals Local:

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

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount

Total -

Miscellaneous Expense:

Date	Description	Amount
3/9-3/12	Tips for baggage, etc. (Expenditure Affidavit)	\$3.00
3/12/19	SQ UVC Inc (Cab)	\$18.49 <del>\$18.39</del>
Total		<del>21.39</del> \$21.49