

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:	Jim Randall		Employee #	128188		Department:	Council			
Business Expense Purpose:	National Leagu	ue of Cities		:		Destination:	Washington DC			
Departure Date:	3/8/19	Return Date:	3/13/19							
Comments:	0					E1 B	udgeted Acct #	1001010.	62220	
Sharing hotel room?	Whom with:	. 0					-			
Total Expenses fron	n TRA	BES.	Paid with City PCard	Paid to Vendor	Paid to Employee					
Registration:	495.00	Registration:	\$595	\	- 1					
Airfare:	673.96	Airfare:	673.96	V 100 1 1 1						
Lodging:	1,661.75	Lodging:			\$1,804.70	🗸 include all c	ost & fees - Itemize	d receipt for l	Lodging required	
Car Rental:	-	Car Rental:								
KCI Airport parking:	48.00	KCI Airport parking:			\$64.90	/			•	
			Search for	Is Overnight In City GSA:qo search for the count Asso of Countes! (I	<u>v website</u> ty	Per Diem: Meals Provided Breakfasi	\$76.00 will deduct from	# of days 6.0 n per diem:	456.00	
Per Diem for Meals:	456.00			Rate (cell H19) #oj	AND THE RESERVE OF THE PARTY OF	Lunch	19.00		-	
				down will auto popu		Dinne		1	34.00	
		Per Diem for Meals:	STATEMENT OF THE STATEM		422.00	V				
		y	STOP Go to Page 2 Now and complete then RETURN here to allocate ex				ense & complete t	he RES		\neg
		Allocate Page 2 Totals to	Paid with City	Paid to	Paid to	Totals from				
		yellow cells	PCard	Vendor	Employee	page 2				
Private Vehicle Mileage:	43.60	Mileage:			46.40	√ .46.40	Comments:			
Cab/Shuttle fares/	1 1	Cab/Shuttle fares/				7				
Tolls/Baggage fees:		Tolls/Baggage fees:			202.97	202:97				
Fuel - City Vehicle:	-	Fuel - City Vehicle:	e e			entral control				
Meals Local:		Local Meals:								
		Business Meeting:	· .							
Miscellaneous Expense:	-	Miscellaneous Expense:			32.00	V , 32.00				
TOTAL TRA ESTIMATED EXPENSES	3,528.31		TO	TAL EXPENSES	3,841.93	<u> </u>				
REVIEWED		Total Expensed paid by employee 2,572.97 Travel Advance issued to Employee 2,161.35 Amount owed Employee/ (owed to City) 411.62					ACH direct deposit rather than a check can be provided. Complete and submit AP ACH form			
y Tracy Fiorini at 4:10 pm, Mar 21, 2019) · · · · · · · · · · · · · · · · · · ·								
I certify that I have incurred all of the expens	ses listed above on be	half of the City and that they are direc	tly related to the acti	ve conduct of the City's	s business.				Page 1 of 2	
Employee Signature	Date	Division Manager Signature	Date	 Departmen	nt Manager	Date	City Manager Signa	ature (if require	d) Date	_

Business Expense Statement continued

Department: Council

Name: Jim Randall

Business Expense Purpose: Washington DC \$0.58 Mileage log may be used for detail Rate Miles Mileage Calculation: Date Destination Amount 40 3/8/19 City Hall to MCI 23.20 3/13/19 MCI to City Hall 40 23.20 46.40 Total Amount Cab/Shuttle fares/Tolls: Date Description 202.97 202.97 Various 202.97 Total Fuel - City Vehicle: Date **Breakfast** Lunch Dinner Maximum allowed: Meals Local: Date Amount Breakfast 15.00 Eunch 16.00 Dinner 28.00 Receipts are required Total Total Business Meeting & Guests: Purpose Firm & Persons Present Amount Date Total Amount Miscellaneous Expense: Date Description 3/12/19 Mis Cash Tips \$32.00 Page 2 of 2 Total 32.00