

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: Wes McCoy  
 Business Expense Purpose: Washington DC

Department: Council

Mileage Calculation:

Mileage log may be used for detail		Rate	\$0.58
Date	Destination	Miles	Amount
3/10/19	City Hall to MCI	40	23.20
3/15/19	MCI to City Hall	40	23.20
			-
			-
			-
Total			46.40

Cab/Shuttle fares/Tolls:

Date	Description	Amount
3/10/19	Cab Fare	26.59
3/11/19	Uber	19.66
3/11/19	Uber	\$25.35
3/11/19	Uber	15.10
3/13/19	Uber	23.85
Total		110.55

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
3/10/19	Baggage Fee	\$30.00
3/15/19	Baggage Fee	\$30.00
3/15/19	UVC Cab Fare	\$26.56
3/13/19	SmartTrip Fare	14.00
3/15/19	Misc. Cash Tips	30.00
Total		130.56