

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:	Wes McCoy		Employee #	185737		Department:	Council		1.1
Business Expense Purpose:	National Leag	e of Cities			Destination:	Washington DC			
Departure Date:	3/10/19	Return Date:	3/15/19			-		. =-	
Comments:	0			<u> Marina K</u>		E1 B	udgeted Acct #	1001010.62	220
Sharing hotel room?	Whom with:	<u> </u>				-	,		:
Total Expenses from TRA		BES	Paid with City	Paid to	Paid to		· ·		
Registration:	495.00	Registration:	\$495.00	V					
Airfare:	535.80	Airfare:	\$535.80	V				•	
Lodging:	1,661.75	Lodging:	1,659.55	\overline{V}		Include all c	ost & fees - Itemize	ed receipt for Lod	lging required
Car Rental:	-	Car Rental:							
KCI Airport parking:	48.00	KCI Airport parking:							
			Search for	S-Overnight I	www.website	<u>Per Diem:</u> Meals Provided Breakfasi	\$76 will deduct fror	n per diem:	56.00 18.00
Per Diem for Meals:	419.00			Rate (cell H19)# o		Lunch		···	19.00
		Per Diem for Meals: STOP	M&IE Meal breakdown will auto populate Noneceipts required: 419.00 Go to Page 2 Now and complete then RETURN he			Dinner	34.00	34.00 -	
		Allocate Page 2 Totals to yellow cells	Paid with City	, Paid to	Paid to	Totals from page 2	ense & complete	Ine BE2	
Private Vehicle Mileage:	43.60	Mileage:			46.40	√ 46.40	Comments:		
Cab/Shuttle fares/	<u> </u>	Cab/Shuttle fares/						<u> para sing landa da la manda de la </u>	santification in the state of t
Tolls/Baggage fees	150.00	Tolls/Baggage fees:			110.55	110.55			
Fuel - City Vehicle:	-	Fuel - City Vehicle:					6		
Meals Local:		Local Meals:							
		Business Meeting:					· ·		
Miscellaneous Expense:		Miscellaneous Expense:			130.56	130.56			
TOTAL TRA ESTIMATED EXPENSES	3,353.15		TO [*]	TAL EXPENSES	3,396.86	~			-
DEVIEWED		Total Expensed paid by employee 706.51 Travel Advance issued to Employee 462.60			/	ACH direct deposit rather than a check can be provided. Complete and submit			
REVIEWED		Amount owed Employee/ (owed to City) 243.91				AP ACH form			
By Tracy Fiorini at 11:41 an	n, Mar 28, 201	19 of the City and that they are direc		•		: Y	and the second of the second of	i da dina katangan ing Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupatèn Kabupat Kabupatèn Kabupatèn	
		erron, of the city and that they are affect	LIY TEIGLEG LO LITE GELIV	e conduct of the City :	3 DUSITICSS.			Pag	ge 1 of 2
Employee Signature	Date	Division Manager Signature	Date	Departmer	nt Manager	Date	City Manager Signa	ture (if required)	Date

Business Expense Statement continued

Department: Council

Name: Wes McCoy

Business Expe	ense Purpose:	Washington DC				•			
		Mileage log may be used for	detail		Rate	\$0.58			
Mileage Calculation:		Destination				Miles	Amount		
		City Hall to MCI				40	23.20		
	3/15/19	MCI to City Hall				40	23.20		
							-		
							-		
							-	İ	
						Total	46.40	:	
Cab/Shuttle fares/Tolls:	Date	Description				Amount]		
·	3/10/19	Cab Fare	Yanahi daga		26.59	1			
·	3/11/19		19.66	1					
	3/11/19					\$25.35	· -		
	3/11/19					15.10]		
	3/13/19	Uber		23.85					
					Total	110.55	•		
Fuel - City Vehicle:	Date	Amount	Meals Local:	Date	Breakfast	Lunch	Dinner	Maximum	The state of the s
				Nice and the second				Breakfast	the state of the s
								Lunch	
			4					- Dinner	28.00
								Receipts (are require
			`						
•	Total	-	-	Total	-	_	-		
Business Meeting & Guests:			-			_			
Date	Purpose		Firm & Persons	s Present		· · · · · · · · · · · · · · · · · · ·		Amount	
ı			-	ī	Total				
Miscellaneous Expense:		Description	Amount						
	3/10/19	Baggage Fee	\$30.00						
	3/15/19	Baggage Fee	\$30.00						
	3/15/19	UVC Cab Fare	\$26.56	er.					
		SmartTrip Fare			14.00				
3/15/19 Misc. Cash Tips						30.00			
•					Total				Page 2 of 2