



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 Copeland	Employee #	125633	Department:	Council
Business Expense Purpose:	National League of Cities	Destination:	Washington DC		
Departure Date:	3/10/19	Return Date:	3/13/19		
Comments:	0	E1 Budgeted Acct #	1001010.62220		
Sharing hotel room? Whom with: 0					

Total Expenses from TRA		BES	Paid with City PCard	Paid to Vendor	Paid to Employee	
Registration:	495.00	Registration:	495.00	✓		
Airfare:	400.00	Airfare:			485.96	✓
Lodging:	1,661.75	Lodging:			934.53	✓ Include all cost & fees - Itemized receipt for Lodging required
Car Rental:	-	Car Rental:				
KCI Airport parking:	50.00	KCI Airport parking:			\$36.00	✓
		Meals Overnight Travel Search for City - GSA.gov website if city is not listed search for the county gsa.gov link "Nat'l Assn of Counties" (NACO) Enter Per Diem Rate (cell H19) # of days (cell I19) M&IE Meal breakdown will auto populate			Per Diem: Rate # of days \$76.00 3.0 228.00 Meals Provided will deduct from per diem: Breakfast 18.00 1 18.00 Lunch 19.00 - Dinner 34.00 -	
Per Diem for Meals:	456.00	Per Diem for Meals:	No receipts required		210.00	✓
STOP 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/			65.34	65.34
Tolls/Baggage fees:	150.00	Tolls/Baggage fees:				-
Fuel - City Vehicle:	-	Fuel - City Vehicle:				-
Meals Local:	-	Local Meals:				-
		Business Meeting:				-
Miscellaneous Expense:	-	Miscellaneous Expense:			61.47	✓ 61.47
TOTAL TRA ESTIMATED EXPENSES	3,256.35	TOTAL EXPENSES			2,334.70	✓
		Total Expensed paid by employee			1,839.70	✓
		Travel Advance issued to Employee			-	✓
		Amount owed Employee/ (owed to City)			1,839.70	✓

REVIEWED

By Tracy Fiorini at 8:31 am, Mar 29, 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.

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

Business Expense Statement continued

Name: Michael Copeland
 Business Expense Purpose: Washington DC

Department: Council

Mileage log may be used for detail

Mileage Calculation:	Date	Destination	Rate	\$0.58	Miles	Amount
	3/10/19	City Hall to MCI			40	23.20
	3/13/19	MCI to City Hall			40	23.20
						-
						-
						-
Total						46.40

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	3/10/19	Uber to 918 16th Street NW (6:07 pm)	16.00
	3/10/19	Uber to 1100 Pennsylvania Ave NW (6:30 pm)	\$8.19
	3/10/19	Uber to 918 16th Street NW (8:34 pm)	\$9.55
	3/11/19	Uber to 1253 New Jersey Ave SE (2:23 pm)	\$13.25
	3/11/19	Uber to 1401 H Street NW (3:58 pm)	\$18.35
Total			65.34

Fuel - City Vehicle:	Date	Amount	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
	3/12/19	Uber to 2660 Woodley Rd NW (7:24 am)	\$10.70
	3/12/19	Uber to 110 Maryland Ave NE (10:24 am)	\$15.81
	3/12/19	Uber to 916 16th Street NW (4:29 pm)	\$16.31
	3/13/19	Uber to Reagan Washington Airport (2:10 pm)	\$18.65
Total			61.47