



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:	TLG Conference	Destination:	Reno, NV		
Departure Date:	4/8/19	Return Date:	4/12/19		
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:	353.57	Registration:	353.57	✓
Airfare:	525.00	Airfare:		\$599 ✓
Lodging:	368.00	Lodging:		\$712.38 ✓
Car Rental:	-	Car Rental:		
KCI Airport parking:	40.00	KCI Airport parking:		\$100 ✓
		M&IE Meal breakdown will auto populate		
Per Diem for Meals:	330.00	Per Diem for Meals:	330.00	✓
		STOP Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES		
Allocate Page 2 Totals to yellow cells		Totals from page 2		
Private Vehicle Mileage:	46.40	Mileage:	46.40	✓
Cab/Shuttle fares/		Cab/Shuttle fares/		
Tolls/Baggage fees:		Tolls/Baggage fees:	35.97	✓
Fuel - City Vehicle:	-	Fuel - City Vehicle:		
Meals Local:	-	Local Meals:		
Miscellaneous Expense:	-	Business Meeting:		
Miscellaneous Expense:	-	Miscellaneous Expense:		
TOTAL TRA ESTIMATED EXPENSES	1,662.97	TOTAL EXPENSES	2,177.31	✓
		Total Expensed paid by employee	1,823.74	✓
		Travel Advance issued to Employee		
		Amount owed Employee/ (owed to City)	1,823.74	✓

Meals Provided will deduct from per diem:

	Rate	# of days	
Breakfast	16.00	5.0	330.00
Lunch	17.00		-
Dinner	28.00		-

Comments:

ACH direct deposit rather than a check can be provided. Complete and submit AP ACH form

REVIEWED

By Tracy Florini at 10:42 am, Apr 18, 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.

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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: Reno, NV

Department: CMO

<i>Mileage log may be used for detail</i>		Rate	\$0.58
Mileage Calculation:	Date	Destination	Amount
	4/8/19	City Hall to MCI	23.20
	4/12/19	MCI to City Hall	23.20
			-
			-
			-
Total			46.40

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	4/8 - 4/13	Cash Tips for baggage, transportation, etc.	10.00
	4/13/19	Uber	8.87
	4/13/19	Uber Tip	2.00
	4/8/19	Uber	13.10
	4/8/19	Uber Tip	2.00
Total			35.97

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
Total			-