



Business Expense Statement (BES)

Complete the yellow cells
 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 P Card	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	✓
Per Diem for Meals:	330.00	M&IE Meal breakdown will auto populate				
		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	Paid with City P Card	Paid to Vendor	Paid to Employee	Totals from page 2
Private Vehicle Mileage:	46.40	Mileage:			46.40	✓
Cab/Shuttle fares/ Tolls/Baggage fees:		Cab/Shuttle fares/ 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			✓

Include all cost & fees - Itemized receipt for Lodging required

Per Diem:	Rate	# of days	
	66.00	5.0	330.00
Meals Provided will deduct from per diem:			
Breakfast	16.00		-
Lunch	17.00		-
Dinner	28.00		-

REVIEWED
 By Tracy Florini at 10:42 am, Apr 18, 2019

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

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.

	4/17/19						
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

Mileage log may be used for detail Rate \$0.58

Mileage Calculation:	Date	Destination	Miles	Amount
	4/8/19	City Hall to MCI	40	23.20
	4/12/19	MCI to City Hall	40	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
Total		-	-	-

Maximum allowed:
Breakfast 15.00
Lunch 16.00
Dinner 28.00

Receipts are required

Business Meeting & Guests:

Date	Purpose	Firm & Persons Present	Amount
Total			-

Miscellaneous Expense:	Date	Description	Amount
Total			-