



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

BES expenses must be within 10% of Travel Request Authorization (TRA).

Name:	Michael Wilkes	Employee #	124702	Department:	CMO
Business Expense Purpose:	NLC Congressional City Conference	Destination:	Washington, D.C.		
Departure Date:	3/7/20	Return Date:	3/12/20		
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 by Employee		
Registration:	505.00	505.00	✓			
Airfare:	450.00			623.96	✓	
Lodging:	2,063.10			1,175.94	✓	Include all cost & fees - Itemized receipt for Lodging required
Car Rental:	-					
KCI Airport parking:	70.00					
		Meals Overnight Travel				
		Search for City - GSA.gov website				
		M&IE Meal breakdown will auto populate				
Per Diem for Meals:	456.00					
		No receipts required			210.00	✓
<p>STOP Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES</p>						
Allocate Page 2 Totals to yellow cells		Paid with City PCard	Paid to Vendor	Paid by Employee	Totals from page 2	
Private Vehicle Mileage:	46.00			46.00	92.00	✓
Cab/Shuttle fares:						
Tolls/Baggage fees:	250.00					
Fuel - City Vehicle:	-					
Miscellaneous Expense:	-			5.00	5.00	✓
TOTAL TRA ESTIMATED EXPENSES	3,840.10	TOTAL EXPENSES			2,565.90	✓
		Total Expensed paid by employee		2,060.00	\$2,106.90	✓
		Travel Advance issued to Employee				
		Amount owed Employee/ (owed to City)		2,060.00	\$2,106.90	✓
						ACH direct deposit rather than a check can be provided. Complete and submit AP ACH form
<p>Comments: In lieu of Airport Parking, was dropped off and picked up by wife due to car in shop</p>						

REVIEWED

By Tracy Fiorini at 2:58 pm, Mar 12, 2020

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.

Page 1 of 2

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: Washington, D.C.

Department: CMO

Mileage Calculation: *Mileage log may be used for detail*

Date	Destination	Rate	Miles	Amount
03/07/2020	Round Trip to Airport to be dropped off	\$0.575	80	46.00
03/12/2020	Round trip to Airport to be picked up		80	46.00
				-
				-
				-
Total				92.00

Cab/Shuttle fares/Tolls:

Date	Description	Amount
Total		-

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
3/10/20	Cash Tip for Luggage	5.00
Total		5.00