



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:	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			Include all cost & fees - Itemized receipt for Lodging required		
		Paid with City Card	Paid to Vendor	Paid by Employee			
Registration:	615.00	Registration:	615.00	✓			
Airfare:	428.96	Airfare:	428.96	✓			
Lodging:	2,063.10	Lodging:	1,718.50	✓			
Car Rental:		Car Rental:					
KCI Airport parking:	70.00	KCI Airport parking:					
		Meals Overnight Travel			Per Diem: Rate # of days		
		Search for City - GSA.gov website			76.00 6.0 456.00		
		M&IE Meal breakdown will auto populate			Meals Provided will deduct from per diem:		
		No receipts required			Breakfast 18.00 -		
					Lunch 19.00 -		
					Dinner 34.00 -		
Per Diem for Meals:	456.00	Per Diem for Meals:	456.00	✓			
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:	46.00	Mileage:	46.00	✓	46.00	Comments:	
Cab/Shuttle fares/		Cab/Shuttle fares/					
Tolls/Baggage fees:	250.00	Tolls/Baggage fees:	55.00	✓	139.92		
Fuel - City Vehicle:	-	Fuel - City Vehicle:					
		Business Meeting:					
Miscellaneous Expense:	-	Miscellaneous Expense:	35.00	✓	35.00		
TOTAL TRA ESTIMATED EXPENSES	3,929.06	TOTAL EXPENSES	3,494.38	✓			

REVIEWED

By Tracy Fiorini at 1:14 pm, Mar 18, 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.

Total Expensed paid by employee 676.92 ✓
Travel Advance issued to Employee 502.00 ✓
Amount owed Employee/ (owed to City) 174.92 ✓

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

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: Wes McCoy
Business Expense Purpose: Washington, D.C.

Department: CMO

Mileage log may be used for detail

Rate	\$0.575
------	---------

Mileage Calculation:

Date	Destination	Miles	Amount
3/12/20	Home from Airport (Wife picked him up from Airport)	80	46.00
			-
			-
			-
			-
Total			46.00

Cab/Shuttle fares/Tolls:

Date	Description	Amount
3/7/20	Lyft to Airport	55.00
3/9/20	Lyft Expenses for the day	15.60
3/10/20	Lyft Expenses for the day	65.72
3/11/20	Lyft Expenses for the day	30.92
3/12/20	Lyft Expenses for the day	27.68
	Total	194.92

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			-

Total	-
-------	---

Miscellaneous Expense:

Date	Description	Amount
3/11/20	Cash Tips	35.00
	Total	35.00

Page 2 of 2