

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 Copel		Employee #	125633	<u>. i. v. i i . i . i</u>		Council		
Business Expense Purpose:	NLC Congressi	onal City Conference			D		Washington, D.	.C	
Departure Date:	3/7/20	Return Date:	3/12/20					4004040.6	nana
Comments:	0		<u> </u>		<u> </u>	E1 B	udgeted Acct #	1001010.6	2220
Sharing hotel room?	Whom with:	0							
Total Expenses from	1 TRA	SSBES V	Paid with Gre Pand	Par 16 201007	Pate by Employes				
Registration:	505.00	Registration:	505.00	<u> </u>					
Airfare:	450.00	Airfare:			552.06	<u> </u>	:	!!	adaina roquirad
Lodging:	2,063.10	Lodging:			1,593.21	Include all c	ost & fees - Itemize	ea receipt for Lo	aging required
Car Rental:	-	Car Rental:	14.1						
KCI Airport parking:	70.00	KCI Airport parking:							
		24	3.00	Is Overnight lift City - GSA go	100	<u>Per Diem:</u> Meals Provided	Rate 76.00 will deduct froi		380.00
						Breakfas	18.00		-
Per Diem for Meals	456.00		00.00000			Lunch	19.00		-
CONTRACTOR TO THE PARTY OF THE		•	M&IE Meal break	down will auto popu	late	Dinne	34.00		-
	15000 [1]	Per Diem for Meals:	in account of the Street Appendix	PAGE CONTRACTOR SERVICES	380.00				
		STOP	Go to Page 2 No	ow and complete:	hen RETURN he	ere to allocate ex	oense & complete	the BES	
		Allocate Page 2 Totals to yellow cells	Pela vala Se		76.6.0 (2700)3798	Fotals from page 2		Terlindespikker/Stories	
Private Vehicle Mileage	46.00	Mileage:			-		Comments:	建型超级	
Cab/Shuttle fares		Cab/Shuttle fares/			301.60	V 301.60	04 47. 6		
Tolls/Baggage fees		Tolls/Baggage fees:			301.60	1			
Fuel - City Vehicle		Fuel - City Vehicle:				† 300 %			
		Business Meeting:				-		9.5803 (J. 435)	
Miscellaneous Expense		Miscellaneous Expense:			2 224 27	.		girin de 	a printers, report week in the light of the first
TOTAL TRA ESTIMATED EXPENSE	s 3,840.10			OTAL EXPENSES	3,331.87	= _/	ACH direct de		an a chack
REVIEWED		Total Expensed paid by employee 2,826.87			- v	can be provide	2.024.00.00	SECURE AND A TURNED OF THE	
		Travel Advance issued to Employee Amount owed Employee/ (owed to City) 2,826.87			- /	AP ACH form	u. complete i	mu subtine	
By Tracy Fiorini at 3:51 pn		••	• • •	•		*	AF AUTHOUI	lene mende	Page 1 of 2
I certify that I have incurred all of the expe	ses listed above on b	ehalf of the City and that they are dire	ctly related to the act	ive conduct of the City'	s business.		.•	, '	ruge 1 Uj 2
See Email	Ameria	al	<u> </u>	<u> </u>	<u> </u>	 .'		antique de seguitare	d) Date
Employee Signature	Date	Division Manager Signature	Date	Departme	nt Manager	Date	City Manager Sign	nature (ir required	i) Date

Business Expense Statement continued

Name: Business Exp	: Michael Cop ense Purpose	eland : Washington, D.C.				Department:	Council		
				Rate	\$0.575				
Mileage Calculation:	Date	Destination			nate	Miles	Amount	7	
-						ivines	-	-	
						 	<u> </u>	1	
								┨	
								1	
				1, - 11				1	
			:			Total		- =	
Cab/Shuttle fares/Tolls:	Date	Description				Amount	1		
	3/8/20	Uber Trips for the Day			46.29				
	3/9/20	Uber Trips for the Day	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	1		91.77			
		Uber Trips for the Day				64.61	ĺ		
		Uber Trips for the Day				80.53			
	3/7/20					18.40			
					Total				
Fuel - City Vehicle:	Date	Amount	Meals Local:	Date	Breakfast	Lunch	Dinner	Maximum	202052
•			1		Di Cakitase	Luncii	Diffile	Breakfast	
								Lunch	ES MODES CA
	J 44 1 3 3 3 3		1					Dinner	
•								Receipts a	
i	L								•
	Total	-		Total	•		•	'	
Business Meeting & Guests:				and and a second					
Date	Purpose			Firm & Persons	Present				Amount
					4 4 7 11 12	in the second			
					•				
			1 to 1 to 1	1.5					
			 	<u> </u>	•			Total	
Miscellaneous Expense:	Date	Description				Amount		•	
									
•			<u> </u>		Total		ľ		Page 2 of 2
						—— 			•