



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 Copeland	Employee #	125633	Department:	Council
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 #	1001010.62220		
Sharing hotel room? Whom with:	0				

Total Expenses from TRA		BES		Paid with City		Paid by Employee	
Registration:	505.00	Registration:	505.00	✓			
Airfare:	450.00	Airfare:				552.06	✓
Lodging:	2,063.10	Lodging:				1,593.21	✓
Car Rental:	-	Car Rental:					
KCI Airport parking:	70.00	KCI Airport parking:					
		Meals/Overnight Travel					
		Search for City: GSA.gov website					
		M&IE Meal breakdown will auto-populate					
Per Diem for Meals:	456.00	Per Diem:	Rate	# of days			
			76.00	5.0		380.00	
		Meals Provided will deduct from per diem:					
		Breakfast	18.00			-	
		Lunch	19.00			-	
		Dinner	34.00			-	
		Per Diem for Meals:				380.00	✓
		STOP Go to Page 2 Now and complete then RETURN here to allocate expense & complete the BES					
		Allocate Page 2 totals to yellow cells					
Private Vehicle Mileage:	46.00	Mileage:					
Cab/Shuttle fares/		Cab/Shuttle fares/					
Tolls/Baggage fees:	250.00	Tolls/Baggage fees:				301.60	✓
Fuel - City Vehicle:	-	Fuel - City Vehicle:					
		Business Meeting:					
Miscellaneous Expense:	-	Miscellaneous Expense:					
TOTAL TRA ESTIMATED EXPENSES	3,840.10	TOTAL EXPENSES	3,331.87				
		Total Expensed paid by employee	2,826.87				✓
		Travel Advance issued to Employee					
		Amount owed Employee/ (owed to City)	2,826.87				✓

REVIEWED

By Tracy Fiorini at 3:51 pm, Mar 19, 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.

See Email Approval

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

Business Expense Statement continued

Name: Michael Copeland
 Business Expense Purpose: Washington, D.C.

Department: Council

Mileage Calculation: <small>Mileage log may be used for detail</small>		Rate	\$0.575
Date	Destination	Miles	Amount
			-
			-
			-
			-
			-
Total			-

Cab/Shuttle fares/Tolls:	Date	Description	Amount
	3/8/20	Uber Trips for the Day	46.29
	3/9/20	Uber Trips for the Day	91.77
	3/10/20	Uber Trips for the Day	64.61
	3/11/20	Uber Trips for the Day	80.53
	3/7/20	Uber	18.40
Total			301.60

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			-