

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL REQUEST/AUTHORIZATION FORM

Name SERGIO GARCIA or IKE BEAL
 Department KEY LARGO VOL. FIRE RESCUE DEPT.
 Destination FERRARA - HOLDEN, LA
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

Request Date 4/18/2013
 Title FIRE CHIEF or DEPUTY FIRE CHIEF
 Mode of Transportation Used AIRLINE

PURPOSE OF TRIP: FINAL INSPECTION FOR NEW FERRARA TRUCK PER CONTRACT

ESTIMATED TRANSPORTATION COSTS

AIR FARE: <u>\$425.00</u>	RENTAL CAR: _____	Rental Charge: <u>\$300.00</u>			
		Fuel: <u>\$65.00</u>			
		Hotel Parking: <u>\$50.00</u>			
MILEAGE REIMBURSEMENT-PRIVATE AUTO					
DATE	FROM	TO	MILES	AIRPORT PARKING	Other: _____
<u>4/17/2012</u>	<u>KEY LARGO</u>	<u>MIA</u>	<u>65</u>	<u>\$56.00</u>	<u>LUGGAGE FEE</u>
<u>4/22/2012</u>	<u>FT. LAUDERDALE</u>	<u>KEY LARGO</u>	<u>65</u>		
TOTAL MILEAGE			<u>130</u>		
REIMBURSEMENT @ 56.5 cents per mile			<u>\$73.45</u>		
TOTAL ESTIMATED TRANSPORTATION COSTS					<u>\$969.45</u>

NOTE: RENTAL VEHICLE ESTIMATE INCLUDES INSURANCE PROTECTION COVERAGE

ESTIMATED LODGING, MEALS AND OTHER EXPENSES GSA rates - 1st and last day @ 75% of M&IE

DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE. Note: First and last day of travel per diem rate is 75% of max. per diem rate.

DATE	MON	5/7/2013 TUES	5/8/2013 WED	5/9/2013 THURS	5/10/2013 FRI	TOTAL
Lodging rate max.		<u>130.00</u>	130.00	130.00		\$390.00
per diem rate max.		<u>57.75</u>	\$77.00	\$77.00	<u>\$57.75</u>	\$539.00
Other (Specify):						\$ -
						\$ -
						\$ -
TOTAL	\$ -	<u>\$187.75</u>	\$207.00	\$207.00	<u>\$57.75</u>	<u>\$929.00</u>

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of District business and no expenses are of a personal nature

GRAND TOTAL \$1,898.45

Signature: _____ Date: _____
 Traveler

Department Head Approval
 Signature: _____ Date: _____
 Signature: _____ Date: _____

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$1,898.45 Account No. _____
 Date Received: _____
 Approved for Payment _____ Date _____
Finance

PLEASE NOTE: FERRARA'S FIRST CHOICE FOR DATES ARE ILLUSTRATED ABOVE. DATES MAY VARY AND TRAVEL WILL BE MAY 5, 6, 7, AND 8 INSTEAD.



[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

FY 2013 Per Diem Rates for Louisiana

(October 2012 - September 2013)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city OR Enter your ZIP Code

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-feder:](#)

You searched for: **Louisiana**

Max lodging by Month (excluding taxes)

Primary Destination* (1)	County (2, 3)	2012						2013					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77
Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes	80	80	80	80	80	80	80	80	80	80	80	80
Baton Rouge	East Baton Rouge Parish	93	93	93	93	93	93	93	93	93	93	93	93
Covington / Slidell	St. Tammany Parish	89	89	89	89	89	89	89	89	89	89	89	89
Lafayette	Lafayette Consolidated Government	85	85	85	85	85	85	85	85	85	85	85	85
New Orleans	Orleans, St. Bernard, Jefferson and Plaquemine Parishes	135	135	135	135	135	135	135	135	135	135	135	135