

KEY LARGO VOLUNTEER FIRE RESCUE DEPARTMENT TRAVEL REQUEST/AUTHORIZATION FORM

Name SERGIO J. GARCIA Request Date 8/13/2012
 Department KEY LARGO FIRE Title CHIEF
 Destination NEW ORLEANS, LA Mode of Transportation Used POV/AIR/RENTAL
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: PRE-CONSTRUCTION MEETING - FERRARA - NEW SQUAD

ESTIMATED TRANSPORTATION COSTS

AIR FARE: \$295.00 RENTAL CAR: Rental Charge: \$270.00
 Fuel: \$65.00

MILEAGE REIMBURSEMENT-PRIVATE AUTO				AIRPORT PARKING & TOLLS	Hotel Parking:
DATE	FROM	TO	MILES		
8/16/2012	KEY LARGO	Ft. Lauderdale	90	\$60.00	Other: <u>\$50.00</u>
8/19/2012	Ft. Lauderdale	Key Largo	90		Luggage
TOTAL MILEAGE			180		Note: Attach mapquest or similar for mileage documentation purposes.
REIMBURSEMENT @ 55.5 cents per mile			\$99.90		

TOTAL ESTIMATED TRANSPORTATION COSTS \$789.90

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	8/13/2012	8/14/2012	8/15/2012	8/16/2012	8/17/2012	8/18/2012	8/19/2012	TOTAL
ITEMS	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	
Lodging rate max.				150.00	150.00	150.00		\$450.00
per diem rate max.				\$53.25	\$71.00	\$71.00	\$53.25	\$248.50
Registration Fees	—————→							n/a
Other (Specify):								\$ -
TOTAL			\$0.00	\$203.25	\$221.00	\$221.00	\$53.25	\$698.50

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 \$1,538.40

Signature: _____ Date: _____

Board of Directors Approval

Signature: _____ Date: _____

Traveler Signature: _____ Date: _____

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$1,538.40 Account No. _____

Date Received: _____

Approved for Payment _____ Date _____

Finance