

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

Name 2 people sharing one room, sharing rental veh., et.
 Department KEY LARGO FIRE RESCUE DEPARTMENT
 Destination INDIANAPOLIS, INDIANA
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

Request Date 3/11/2013
 Title FDIC INDIANAPOLIS 2013
 Mode of Transportation Used POV FROM Key largo to FLL

Purpose of Travel: FDIC INSTRUCTORS CONFERENCE 2012

ESTIMATED TRANSPORTATION COSTS

AIR FARE: <u>\$800.00</u>		RENTAL CAR: Rental Charge: <u>\$525.00</u>			
		Fuel: <u>\$100.00</u>			
MILEAGE REIMBURSEMENT-PRIVATE AUTO		Hotel Parking: <u>\$90.00</u>			
DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	Other: <u>\$100.00</u>
4/17/2012	KEY LARGO	FLL	89	<u>\$75.00</u>	LUGGAGE FEE
4/22/2012	FT. LAUDERDALE	KEY LARGO	89		
TOTAL MILEAGE			178	Note: Attach mapquest or similar for mileage documentation purposes.	
REIMBURSEMENT @ 55.5 cents per mile			<u>\$98.79</u>	TOTAL ESTIMATED TRANSPORTATION COSTS <u>\$1,788.79</u>	

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	4/21/2013		4/23/2013	4/24/2013	4/25/2013	4/26/2013	4/27/2013	TOTAL
	SUN		TUES	WED	THURS	FRI	SAT	
Lodging rate max.	155.00	155.00	155.00	155.00	155.00	155.00		\$930.00
per diem rate max	\$45.75	61.00	61.00	\$61.00	\$61.00	\$61.00	\$45.75	\$793.00
Registration Fees								\$530.00
Other (Specify):								\$ -
								\$ -
								\$ -
TOTAL	\$200.75	\$ 216.00	\$216.00	\$216.00	\$216.00	\$216.00	\$45.75	\$2,253.00

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 \$4,041.79

Signature: _____ Date: _____

Department Head Approval

Signature: _____ Date: _____

Traveler

Signature: _____ Date: _____

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved:

\$4,041.79

Account No. _____

Date Received: _____
 Approved for Payment _____ Date _____
 Finance