

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

*2 people minus fuel and rental vehicle expenses, parking, mileage to and from airport, sharing room*

Name \_\_\_\_\_  
 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: _____
				Fuel: _____
				Hotel Parking: _____
				AIRPORT PARKING & TOLLS
DATE	FROM	TO	MILES	
4/17/2012	KEY LARGO	FLL	89	
4/22/2012	FT. LAUDERDALE	KEY LARGO	89	
				Other: <u>\$100.00</u>
				LUGGAGE FEE
				Note: Attach mapquest or similar for mileage documentation purposes.
		TOTAL MILEAGE		
		REIMBURSEMENT @ 55.5 cents per mile		
<b>TOTAL ESTIMATED TRANSPORTATION COSTS</b>				<b>\$1,800.00</b>

### 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	
ITEMS							
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	\$793.00
Registration Fees							\$1,060.00
Other (Specify):							\$ -
							\$ -
							\$ -
<b>TOTAL</b>	\$200.75	\$ 216.00	\$216.00	\$216.00	\$216.00	\$216.00	\$45.75
							<b>\$2,783.00</b>

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 \$4,583.00**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Head Approval  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$4,583.00 Account No. \_\_\_\_\_

Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance