

KEY LARGO VOL. FIRE RESCUE DEPARTMENT

DWIGHT L BEAL

5/1/2013

PER DIEM - NEW ORLEANS FIRE TRUCK FINAL I

4482

454.95

PAYMENT
RECORD

CHECKING # 968606

454.95



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: \$425.00 RENTAL CAR: Rental Charge: ~~\$300.00~~
 Fuel: ~~\$65.00~~
 Hotel Parking: ~~\$50.00~~

MILEAGE REIMBURSEMENT-PRIVATE AUTO				AIRPORT PARKING	Other: LUGGAGE FEE
DATE	FROM	TO	MILES		
4/17/2012	KEY LARGO	MIA	65	\$56.00	
4/22/2012	FT. LAUDERDALE	KEY LARGO	65		

NOTE: RENTAL VEHICLE ESTIMATE INCLUDES INSURANCE PROTECTION COVERAGE

TOTAL MILEAGE 130
 REIMBURSEMENT @ 56.5 cents per mile \$73.45

TOTAL ESTIMATED TRANSPORTATION COSTS 129.45
~~\$869.45~~

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	TUES	WED	THURS	FRI	TOTAL
5/7/2013						
5/8/2013						
5/9/2013						
5/10/2013						
ITEMS						
Lodging rate max.		130.00	130.00	130.00		\$390.00
per diem rate max.		57.75	93	93	69.75	\$639.00
Other (Specify):		69.75				325.50
TOTAL	\$	\$187.75	\$207.00	\$207.00	\$57.75	\$929.00

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 844.95
~~\$1,898.45~~

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

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$1,898.45
844.95 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.

Anne

Subject: FW: USE OF CORPORATE CREDIT CARD FOR APPROVED DISTRICT TRAVEL

From: Linda Newman [<mailto:info@keylargofire.com>]
Sent: Tuesday, April 30, 2013 5:10 PM
To: Sandi Haab
Cc: Jennifer Zimmer; KeyLargo Chief6; ike beal
Subject: USE OF CORPORATE CREDIT CARD FOR APPROVED DISTRICT TRAVEL

Sandi:

The District approved for Ike Beal to go to New Orleans for a fire truck final inspection May 7 through May 10.

I am going to be making Ike's airline reservations and hotel reservations. Airfare will probably run about \$570.00 and the hotel around \$400.00. Can I do that much in one day? Do we have enough money in the account so that I can do this in the morning?

Also, I will need a Corporate check for Ike's per diem and mileage to and from the airport and airport parking which will total \$454.95. The check should be made out to Dwight Beal. It would be great if we could get the check by this Thursday.

I am attaching a copy of the travel authorization. Sorry for the scratching out. We were not certain how many people would be traveling and also the per diem rate information changed and there is no need for a rental vehicle and associated costs.

Thanks

Linda

Thanks Sandi.

Linda

**LINDA NEWMAN
Station Manager
Key Largo Fire Rescue Dept.
P.O. Box 782/1 East Drive
Key Largo, FL 33037-0782
305-451-2700/2701 ofc. #
305-451-9560 ofc. FAX#
305-684-1395 cell**



U.S. General Services Administration

[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

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