

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

Name 1 person-fuel and rental veh. Included on this only Request Date 1/9/2014
 Department KEY LARGO FIRE RESCUE DEPARTMENT Title FDIC INDIANAPOLIS 2014
 Destination INDIANAPOLIS, INDIANA Mode of Transportation Used POV FROM Key largo to FLL
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: FDIC INSTRUCTORS CONFERENCE 2012

ESTIMATED TRANSPORTATION COSTS

AIR FARE:	<u>\$650.00</u>	RENTAL CAR:	Rental Charge:	<u>\$525.00</u>																									
			Fuel:	<u>\$100.00</u>																									
			Hotel Parking:	<u>\$90.00</u>																									
			Other:	<u>\$50.00</u>																									
			LUGGAGE FEE																										
<table border="1"> <thead> <tr> <th>DATE</th> <th>FROM</th> <th>TO</th> <th>MILES</th> <th>AIRPORT PARKING & TOLLS</th> </tr> </thead> <tbody> <tr> <td>4/6/2014</td> <td>KEY LARGO</td> <td>FLL</td> <td align="center">89</td> <td align="right">\$75.00</td> </tr> <tr> <td>4/12/2014</td> <td>FT. LAUDERDALE</td> <td>KEY LARGO</td> <td align="center">89</td> <td></td> </tr> <tr> <td colspan="3">TOTAL MILEAGE</td> <td align="center">178</td> <td></td> </tr> <tr> <td colspan="3">REIMBURSEMENT @ 55.5 cents per mile</td> <td align="center">\$98.79</td> <td></td> </tr> </tbody> </table>					DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	4/6/2014	KEY LARGO	FLL	89	\$75.00	4/12/2014	FT. LAUDERDALE	KEY LARGO	89		TOTAL MILEAGE			178		REIMBURSEMENT @ 55.5 cents per mile			\$98.79	
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				Note: Attach mapquest or similar for mileage documentation purposes.																									
TOTAL ESTIMATED TRANSPORTATION COSTS				<u>\$1,588.79</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	4/6/2014	4/7/2014	4/8/2014	4/9/2014	4/10/2014	4/11/2014	4/12/2014	4/13/2014	TOTAL
ITEMS	SUN	MON	TUES	WED	THURS	FRI	SAT	SUN	
Lodging rate max.	170.00	170.00	170.00	170.00	170.00	170.00	170.00		\$1,190.00
per diem rate max	\$45.75	61.00	61.00	\$61.00	\$61.00	\$61.00	\$61.00	\$45.75	\$457.50
Registration Fees									\$550.00
Other (Specify):									\$ -
									\$ -
									\$ -
TOTAL	\$215.75	\$ 231.00	\$231.00	\$231.00	\$231.00	\$231.00	\$231.00	\$45.75	\$2,197.50

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

1 person all expenses **GRAND TOTAL** \$3,786.29

Department Head Approval

Signature: _____ Date: _____ Signature: _____ Date: _____
 Traveler

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$3,786.29 Account No. _____
 Date Received: _____
 Approved for Payment _____ Date _____
 Finance

TOTAL COST 1 PERSON including registration, expenses associated with airline travel, expenses associated with rental car, hotel and per diem expenses \$3,786.29

TOTAL COST of 2 persons sharing a room plus expenses associated with airline travel for 2, expenses for rental vehicle, registration, shared hotel room, and per diem for 2 = \$6,857.58

TOTAL COST OF 1 person with expenses associated with airline travel, per diem, registration, and hotel (minus expenses associated with rental car) = \$3,071.29

TOTAL COST FOR 3 TRAVELERS \$9,928.87