

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

Name ERIC FUNDORA
 Department KEY LARGO VOLUNTEER FIRE DEPARTMENT
 Destination HOLLYWOOD, FLORIDA

Request Date 2/5/2014
 Title FIREFIGHTER, DRIVER ENGINEER
 Mode of Transportation Used POV

Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

PURPOSE: TO ATTEND VFIS EMERGENCY VEHICLE OPERATORS COURSE - TRAIN THE TRAINER

ESTIMATED TRANSPORTATION COSTS

AIR FARE:	<u>\$0.00</u>	RENTAL CAR:	Rental Charge: <u>\$0.00</u>			
			Fuel: <u>\$0.00</u>			
			taxi fare if needed <u>\$0.00</u>			
MILEAGE REIMBURSEMENT-PRIVATE AUTO						
DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	Other:	
2/10/2014	KEY LARGO	HOLLYWOOD	76	\$0.00	PARKING AT HOTEL	\$35.00
2/10/2014	HOLLYWOOD, FLORIDA	KEY LARGO	76			
TOTAL MILEAGE			152		Note: Attach mapquest or similar for mileage documentation purposes.	
REIMBURSEMENT @ 56 cents per mile			\$85.23		TOTAL ESTIMATED TRANSPORTATION COSTS <u>\$120.23</u>	

ESTIMATED LODGING, MEALS AND OTHER EXPENSES GSA rates - 1st and last day @ 75% of M&IE

DATE	MONDAY	TUESDAY							
	2/10/2014	2/11/2014							
ITEMS									
Lodging rate max.	160.00								\$160.00
per diem rate max	\$53.25	53.25							\$106.50
Registration Fees									\$60.00
Other (Specify):									
									\$ -
TOTAL	\$213.25	\$ 53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$326.50

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

GRAND TOTAL \$446.73

Department Head Approval

Signature: _____ Date: _____

Signature: _____ Date: _____

Traveler _____

Signature: _____ Date: _____

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved:

\$446.73

Account No. _____

Date Received: _____
 Approved for Payment _____ Date _____
 Finance