

## KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

Name ERIC NEITZER  
 Department KEY LARGO VOLUNTEER FIRE DEPARTMENT  
 Destination HOLLYWOOD, FLORIDA  
 Vacation Combined with Trip?  Yes  No

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

If so, meal and hotel expenses cease upon termination of District business.

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

### ESTIMATED TRANSPORTATION COSTS

AIR FARE: \$0.00 RENTAL CAR: Rental Charge: \$0.00  
 Fuel: \$0.00  
 taxi fare if needed \$0.00

MILEAGE REIMBURSEMENT-PRIVATE AUTO

DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	Other: PARKING AT HOTEL
2/10/2014	KEY LARGO	HOLLYWOOD	76	<u>\$0.00</u>	<u>\$35.00</u>
2/10/2014	HOLLYWOOD, FLORIDA	KEY LARGO	76		
TOTAL MILEAGE			152		
REIMBURSEMENT @ 56 cents per mile			<u>\$85.23</u>		

**TOTAL ESTIMATED TRANSPORTATION COSTS \$120.23**

### 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	<u>\$326.50</u>

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

**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