

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL AUTHORIZATION REQUEST

Name of Traveler Vicky Fay Department District Board

Destination Marathon FL Mode of Transportation Personal Vehicle
(If least expensive mode not chosen, provide justification below)

Dates of District Travel: From: July 16, 2015 To: July 16, 2015

Will vacation be combined with trip? Yes No

Estimated Costs

Registration	\$	<u>90.00</u>	
Transportation		<u>56.02</u>	
Meals (at Per Diem rates)		<u>18.00</u>	
Lodging		<u>-</u>	
Other		<u>-</u>	Gas &, Tolls
TOTAL		<u><u>164.02</u></u>	

Signature _____
(Traveler)

Purpose of Trip:

(if travel is for conference or training, please attach brochure with conference or course description)

Continuing Education - Florida Department of State Division of Library and Information Services
Records Management Training for the District Clerk.

Yes No (Explain if no)

Department Head Approval

District Board Approval

_____ Date

_____ Date

_____ Date

Finance Department Use Only

Date Received: _____

Account No _____ Funds Available: _____

Para español, seleccione de la lista Powered by [Google Translate](#)

Department of State / Division of Library and Information Services / Records Management / Records Management Training / Seminars

Records Management Seminars

When and Where: 2015 Seminars

Register Online Now

- › Event and venue details available on our registration page.
(<http://dos.info.florida.gov/workshops/>)

City	Date
Pinellas Park	June 23
Marco Island	June 25
Pompano Beach	July 14
Marathon	July 16
Ocala	August 11
Bartow	August 13
Fort Pierce	September 22

City	Date
Doral	September 24
Jacksonville	October 6
Orlando	October 8
Tallahassee	October 22

Who Should Attend

Many people can benefit from Records Management Seminars, especially those employees who are responsible for managing and maintaining agency records. This includes, but is not limited to:

- › Records Management Liaison Officers (RMLOs)
- › Administrative Staff
- › Office Managers
- › IT Professionals

Course Objectives

When you have completed this seminar, you will be able to apply records management principles and best practices to ensure your records management program is in compliance with Florida's Public Records Law. Classes are all day long.

- › Seminar Agenda (PDF) (</media/32448/recordsmanagementseminaragenda.pdf>)

Fee

- › \$90 per person; includes workshop and materials (emailed to you before class).
- › Does not include lunch or accommodations.
- › Advance payment required by P-Card, Visa, MasterCard, Discover, check, or journal transfer.
- › Call **850.245.6746** to pay by credit card.
- › Make check payable to Florida Department of State and mail to the address below.

Contact RM Training Staff

Records Management Training Section

Bureau of Archives and Records Management
Division of Library and Information Services
Florida Department of State
R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250

General Contact

Email: rmtraining@dos.myflorida.com (mailto:RMTraining@DOS.MyFlorida.com)

Telephone:

Tim Few at 850.245.6746

Kristen Gurciullo at 850.245.6745

REGISTER NOW



(<http://info.florida.gov/workshops/>)

Register Online Now (<http://info.florida.gov/workshops/>)



(<http://www.ims.gov/>) Many of these resources and programs were funded under the provisions of the Library Services and Technology Act, from the Institute of Museum and Library Services, administered by the Department of State's Division of Library and Information Services.



Rick Scott, Governor

Ken Detzner, Secretary of State

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Copyright (/copyright/) © 2015 State of Florida, Florida Department of State.

Florida Department of State

Phone: 850.245.6500

R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Florida Department of State

[Workshop List](#)
[Create Account](#)
[Log in](#)

State Library and
 Archives of Florida
 R. A. Gray Building
 500 South Bronough
 Street
 Tallahassee, Florida
 32399-0250

Workshop Information

2015 Records Management Seminar - Marathon

This dynamic and interactive one-day seminar presented by the Division of Library and Information Services will provide valuable information to help your agency avoid costly mistakes. Participants will acquire knowledge to make managing their records easier and help make their records management program a success. This seminar will teach participants how to avoid litigation and reduce costs as well as what Florida's Public Records Law requires. This seminar will also allow participants to share best practices. Who should attend? State and local agency records management liaison officers, senior and mid-level managers, administrative staff, and IT professionals.

Category: Records Management

Date: 07/16/2015

Day: Thursday

Time: 9:00 a.m. - 4:00 p.m. Eastern (Registration begins at 8:30 a.m.)

Number of 1

Days:

Cost: \$90.00

Instructor (s): Tim Few/Kristen Gurciullo

Contact: Division of Library and Information Services, Records Management Training, Mail Station 9A, 500 S. Bronough Street, Tallahassee, Florida 32399-0250; Phone: 850.245.6746 or 850.245.6745; Email: rmtraining@dos.myflorida.com.

PAYMENT INSTRUCTIONS: The seminar fee is \$90.00 per person and includes the workshop and materials. This fee does not include lunch. Payment may be made by credit card (Visa, MasterCard, Discover), check, purchase order or journal transfer. Call 850.245.6746 or 850.245.6745 to pay by credit card. Please make check or purchase order payable to Florida Department of State, and send to the contact address listed above. A \$10.00 handling fee will be charged for all refunds. Requests for refunds should be made in writing and sent to the address listed in the contact information above.

Location: Marathon High School

Address: 350 Sombrero Beach Road
 Marathon, FL 33050

Maximum 50

Seats:

Available 28

Seats:

You must be logged in to register for this workshop. [Log In](#)

[Back to Workshop List](#)



[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

FY 2015 Per Diem Rates for ZIP 33050

(October 2014 - September 2015)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your City OR Enter your ZIP Code

[Per Diem Map >](#)

ADDITIONAL PER DIEM TOPICS

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2014 Per Diem Highlights](#)
- [Fire Safe Hotels](#)
- [Have a Per diem Question?](#)
- [Downloadable Per Diem Files](#)

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 \(a non-federal website\)](#).

The following rates apply for **33050**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2014			2015										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Key West	Monroe	183	183	230	230	279	279	183	183	183	183	183	183	183	71

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

CONTACTS

Additional Contacts for
[Travel Management Policy](#)

NEED MORE INFORMATION?

- [Rates for Alaska, Hawaii, U.S. Territories and Possessions \(set by DoD\)](#)
- [Rates in Foreign Countries \(Set by State Dept.\)](#)
- [Federal Travel Regulations \(FTR\)](#)

RELATED TOPICS

- [Travel Resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV Mileage Reimbursement Rates](#)

Last Reviewed 2014-12-02

- Print Email Favorites Twitter Facebook Share



[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) >

- Per Diem
- Overview
- FY 2015 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown**
- Factors Influencing Lodging Rates
- Fire Safe Hotels
- Per Diem Rates
- Per Diem Files (Archived)
- Per Diem Mobile Blackberry File Download

Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

The shortcut to this page is www.gsa.gov/mie.

Last Reviewed 2015-04-29

- [Print](#) [Email](#) [Favorites](#) [Twitter](#) [Facebook](#) [Share](#)



QUESTIONS:
For all travel policy questions, email travelpolicy@gsa.gov.

- RELATED GSA TOPICS**
- [FedRooms®](#)
 - [Travel E-mail Notification](#)
 - [POV Mileage Reimbursement Rates](#)

- GOVERNMENT LINKS**
- [Fire Safety Information](#)

Map & Directions | Map Only | Directions Only | [Print](#)

[Marathon High School](#) wow.com/Marathon High School Search for Marathon High School Look Up Quick Results Now!

Ad

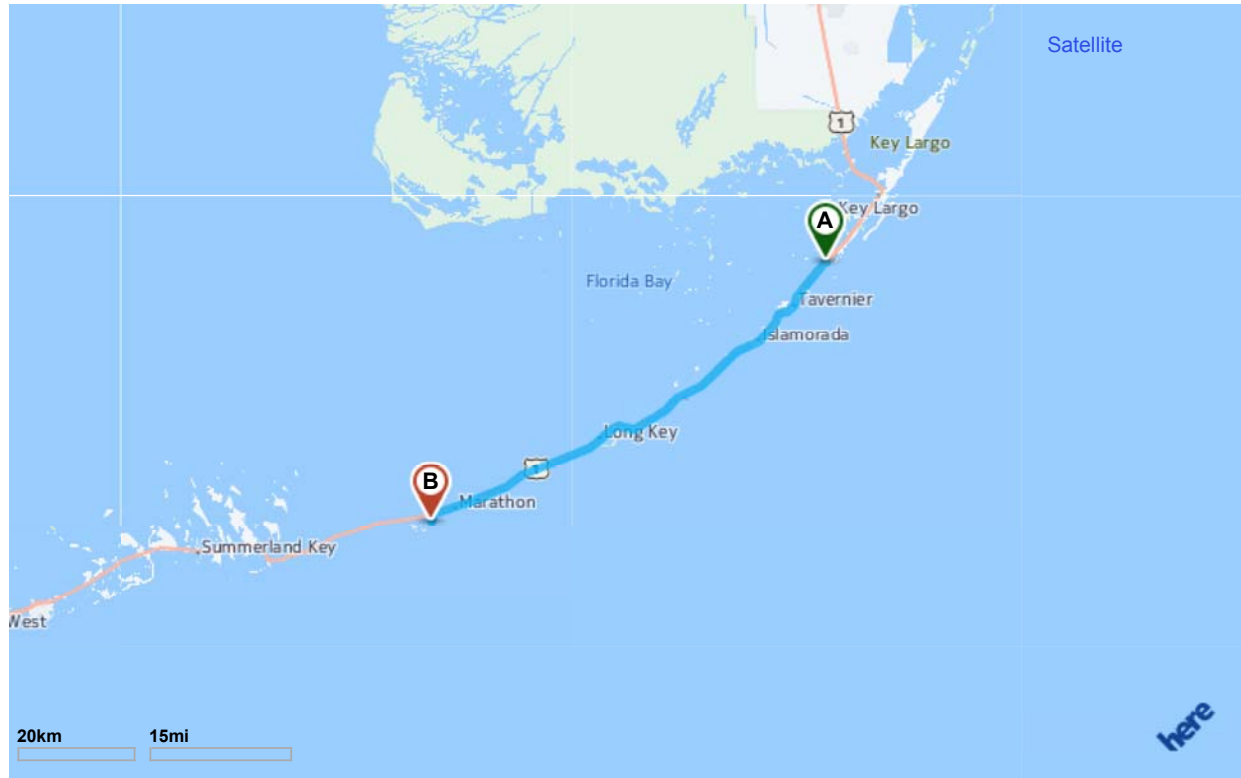


- A** 2nd Ave, Key Largo, FL 33037
- B** Marathon High School, 350 Sombrero Beach Rd, Marathon, FL 33050

Enter notes here
255

Total Distance: 48.71 mi — Total Time: 1:18 h

Map Layout



A 2nd Ave, Key Largo, FL 33037

[Expand All](#)

- Head toward Overseas Hwy on 2nd Ave Go for 413 ft [Hide](#)
- Turn left onto Overseas Hwy (US-1) Go for 47.7 mi [Hide](#)
- Turn left onto Sombrero Beach Rd (CR-931) Go for 1.0 mi [Hide](#)
- Arrive at Sombrero Beach Rd (CR-931). [Hide](#)



Tax Professionals Topics

- [Basic Tools for Tax Pros](#)
- [News & Events](#)
- [Circular 230 Tax Pros](#)
- [Code, Regs & Guidance](#)
- [e-Services for Tax Pros](#)
- [Appeals](#)
- [Tax Professionals Home](#)

Standard Mileage Rates

The following table summarizes the *optional* standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Applicable Period	Rates (in cents per mile)	Source
2015	Business	57.5
	Charitable	14
	Medical and moving	23
2014	Business	56
	Charitable	14
	Medical and moving	23.5
2013	Business	56.5
	Charitable	14
	Medical and moving	24
2012	Business	55.5
	Charitable	14
	Medical and moving	23
July 1 - December 31, 2011	Business	55.5
	Charitable	14
	Medical and moving	23.5
January 1 - June 30, 2011	Business	51
	Charitable	14
	Medical and moving	19
2010	Business	50
	Charitable	14
	Medical and moving	16.5
2009	Business	55
	Charitable	14
	Medical and moving	24

Earlier Years

2008: [IR-2008-82](#)
[IR-2007-192](#)

2007: [IR-2006-168](#)

2006: [IR-2005-138](#)

2005: [IR-2004-139](#)
[Pub. L. 109-73](#)
[IR-2005-99](#)

2004: [IR-2003-121](#)

2003: [Rev. Proc. 2002-61](#)

2002: [Rev. Proc. 2001-54](#)

2001: [Rev. Proc. 2000-48](#), 2000-2 C.B. 570

2000: [Rev. Proc. 99-38](#), 1999-2 C.B. 525

1999: [Announcement 99-7](#), 1999-1 C.B. 306
[Rev. Proc. 98-63](#), 1998-2 C.B. 818

1998: [Rev. Proc. 97-58](#), 1997-2 C.B. 587

1997: [Rev. Proc. 96-63](#), 1996-2 C.B. 420

Page Last Reviewed or Updated: 11-Dec-2014