LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

Traveler's Name/Title: Cliff Thaell
Traveler's Title: Commissioner
Department Name: BOCC
Division Name:
Destination: Gainesville, Florida
Purpose of Trip: To Attend IFAS Extension Training Program

Departure Date: Time: Return Date: Time:

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. 12/16	WED. 12/17	THURS. 12/18	FRI. _/_	SAT _/_
Lodging:	$65.20		$ 130.40			$65.20	$65.20			
Meal Allowance for Meals NOT Included In Registration Fee (attach agenda):										
Breakfast Standard or	$6 or		$ 12.00				$6.00	$6.00		
Lunch Standard or	$9 or		$ 27.00			$9.00	$9.00	$9.00		
Dinner Standard or	$16 or		$ 32.00			$16.00	$16.00			
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at $21.50 Per Quarter of each Day	$21.50								$ -	$ -
Common Carrier (e.g. air, plane, bus)										
Rental Car - rental fee										
Fuel for Rental or County Owned Vehicle										
Use of Personal Vehicle:										
No. of miles per official DOT mileage map (attach documentation if calculated by other than DOT map)	$0.375	288 RT miles	$ 108.00							
# of Vicinity Miles at Destination: (Allowable for official business, but must be requested separately)	$0.375									
Registration:										
Miscellaneous Expenses:										
Limousine/Taxi Fares										
Public Transportation										
Parking										
Communications -- (only calls/faxes for county related business may be reimbursed)										
Other Miscellaneous Allowed by Policy										
TOTAL ESTIMATED EXPENSES			$ 309.40							

Account number(s) to be charged for trip:

Account Number:	Amount:
001-107-54000-511	$309.40

If a check is requested for an advance or prepayment, complete the following section. (NOTE: The Purchasing Card may also be used for this purpose in lieu of requesting checks.)

Amount	Account Number	Vendor Number	Payable To: Name:	Address:	Mail/Pickup

Attach appropriate page from GSA Schedule reflecting specific City rate utilizing. If City traveling to does schedule, the standard rate will apply.

GSA Daily Costs	$31.00	$35.00	$39.00	$43.00	$47
Breakfast	$6.00	$7.00	$8.00	$9.00	$9
Lunch	$9.00	$11.00	$12.00	$12.00	$14
Dinner	$16.00	$17.00	$19.00	$22.00	$24

APPROVAL SIGNATURES

Traveler's Signature: [signature] Date: 1/20/04
Supervisor/Division Director's Signature: Date:
Department Director's Signature: Date:
County Administrator: Date:

TR001OCT12003

Attachment # 1
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