LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

Traveler's Name/Title: Cliff Thaell — Traveler's Title: Commissioner

Department Name: BOCC — Division Name:

Destination: Orlando, Florida

Purpose of Trip: To Attend FAC, FLS, FSBA Joint Officers Meeting

Date: 1/15/2004 Time: 2:30 PM Return Date: 1/16/2004 Time: 7:00 PM

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. _/_	WED. _/_	THURS. 12/18	FRI. _/_	SAT _/_
Lodging:	$120.00		$ 120.00					$120.00		
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$6 or ___		$ 10.00						$10.00	
Lunch Standard or	$9 or ___		$ 16.00						$16.00	
Dinner Standard or	$16 or ___		$ 50.00					$25.00	$25.00	
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)	$380.00		$ 380.00							
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									
# 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			$ 576.00							

Account number(s) to be charged for trip:

Account Number:	Amount:
001-107-54000-511	$576.00

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:

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	$47.0
Breakfast	$6.00	$7.00	$8.00	$9.00	$9.0
Lunch	$9.00	$11.00	$12.00	$12.00	$14.0
Dinner	$16.00	$17.00	$19.00	$22.00	$24.0

Attachment # ___ Page ___ of ___

APPROVAL SIGNATURES

Traveler's Signature: Cliff Thaell — Date: 1/20/04

Supervisor/Division Director's Signature: — Date:

Department Director's Signature: — Date:

County Administrator: — Date:

TR001OCT12003