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: 04/29/04 Time: 8:00 AM **Return** Date: 4/30/04 Time: 4:00 PM

ITEM	Rate	Check If P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. /	WED. _/_	THURS. 4/29	FRI. 4/30	SAT _/_
Lodging:	$94.10		$ 94.10					$94.10		
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 ___		$ 18.00					$9.00	$9.00	
Dinner Standard or	$16 or ___		$ 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		$ 46.00					$ 31.00	$ 15.00	$ -
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	$ 248.10							

Account number(s) to be charged for trip:

Account Number:	Amount:
001-107-54000-511	$248.10

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 not appear on schedule, the standard rate will apply.

GSA Daily Costs	$31.00	$35.00	$39.00	$43.00	$47.00	$51.00
Breakfast	$6.00	$7.00	$8.00	$9.00	$9.00	$10.00
Lunch	$9.00	$11.00	$12.00	$12.00	$14.00	$15.00
Dinner	$16.00	$17.00	$19.00	$22.00	$24.00	$26.00

APPROVAL SIGNATURES

Traveler's Signature: Cliff Thaell Date: 5/17/04

Supervisor/Division Director's Signature: Date:

Department Director's Signature: Date:

County Administrator: Date:

TR001OCT12003