LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

Traveler's Name/Title: Rudy Maloy — Traveler's Title: Leon County Commissioner

Department Name: BOCC — Division Name:

Destination: Broward County, Florida

Purpose of Trip: Florida Association of Counties (FAC) Annual Conference

Departure Date: 6/22/2004 Time: 5:00 PM **Return** Date: 6/25/2004 Time: 6:00 PM

ITEM	Rate	Check if P-Card Used	TOTAL	SUN.	MON.	Tues.	WED. 6/23	THURS. 6/24	FRI. 6/25	SAT
Lodging:			$ 480.00			160	160	160	0	
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$6 or ___		$ 18.00			$0.00	$9.00	$9.00	$0.00	
Lunch Standard or	$9 or ___		$ 14.00			$0.00	$0.00	$0.00	$14.00	
Dinner Standard or	$16 or ___		$ 72.00			$24.00	$24.00	$24.00	$0.00	
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at $21.50 Per Quarter of each Day	$21.50						$ -	$ -		$ -
AIRFARE -			$ -							
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		$ 169.20							
# of Vicinity Miles at Destination: (Allowable for official business, but must be requested separately)	$0.375									
Registration Fee			235							
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			**$ 988.20**							

Account number(s) to be charged for trip:

Account Number:	Amount:
001 106 5400 511	480
Westin Diplomat (4 nights) secured with payment from Financing $235 Registration Fee paid for in advance with a check from Financing	

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:
$480	001 106 5400 511		Westin Diplomat Resort & Spa	3555 South Ocean Drive, Hollywood, FL 33019

Attach appropriate page from GSA Schedule reflecting specific City rate utilizing. If City traveling to does no 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	$24.00

APPROVAL SIGNATURES

Traveler's Signature: _____ Date: _____

Supervisor/Division Director's Signature: _____ Date: _____

Department Director's Signature: _____ Date: _____

County Administrator: _____ Date: _____

TR001OCT12003

Attachment # ___ / ___
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