LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

Traveler's Name/Title: Commissioner Bill Proctor — Traveler's Title: District 1 Commissioner

Department Name: County Commission — Division Name: BOCC

Destination: Hollywood, Florida

Purpose of Trip: 75th Annual Conference & Educational Exposition to Florida Association of Counties

Departure Date: 6/22/2004 Time: 11:55am Return Date: 6/25/2004 Time:

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. 06/22	WED. 06/23	THURS. 06/24	FRI. 06/25	SAT _/_
Lodging:	139		$ 417.00			139	139	139		
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$ 9.00		$ 9.00			9				
Lunch Standard or	$ 14.00		$ 42.00			14	14		14	
Dinner Standard or	$ 24.00		$ 96.00			24	24	24	24	
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at $21.50 Per Quarter of each Day			$ 147.00	$ -	$ 47.00	$ 85.00	$ 62.00	$ 62.00	$ 38.00	$ -
Common Carrier (airfare)										
Rental Car - rental fee			$ 330.00							
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:			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			$ 1,129.00							

Account number(s) to be charged for trip:

Account Number:	Amount:
001-101-54000-511	1129.00

If a check is requested for an advance or prepayment, complete the following section. (NOTE: The Purchasing Card may also be used for this pupose 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	$47.0
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: Bill Proctor — Date: 5/28/2004

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

Department Director's Signature: _____ Date: _____

County Administrator's Signature: _____ Date: _____

TR001OCT12003