LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

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

Department Name: BOCC — Division Name:

Destination: Hollywood, Florida

Purpose of Trip: To Attend Florida Association of Counties 2004 Annual Conference

Departure Date: 06/21/04 Time: 8:00 AM **Return** Date: 6/25/04 Time: 1:00 PM

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. 6/21	TUES. 6/22	WED. 6/23	THURS. 6/24	FRI. 6/25	SAT _/_
Lodging:	$160.00		$ 160.00		$160.00					
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$ 9.00		$ 9.00		$9.00					
Lunch Standard or	$ 14.00		$ 14.00		$14.00					
Dinner Standard or	$ 24.00		$ 24.00		$24.00					
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at $21.50 Per Quarter of each Day	$21.50				$ 47.00					$ -
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		$ 338.25							
# of Vicinity Miles at Destination: (Allowable for official business, but must be requested separately)	$0.375									
Registration:			$235.00							
Miscellaneous Expenses:										
Limousine/Taxi Fares										
Public Transportation										
Parking			$ 13.00							
Communications -- (only calls/faxes for county related business may be reimbursed)										
Other Miscellaneous Allowed by Policy										
TOTAL ESTIMATED EXPENSES			**$ 793.25**							

Account number(s) to be charged for trip: Account Number:	Amount:
001-107-54000-511	$793.25

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 schedule, the standard rate will apply.

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

Attachment # 1
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APPROVAL SIGNATURES

Traveler's Signature: [signature] Date: 7/2/04

Supervisor/Division Director's Signature: Date:

Department Director's Signature: Date:

County Administrator: Date:

TR001OCT12003