LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

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

Department Name: BOCC — Division Name:

Destination: Chattanooga TN

Purpose of Trip: To participate in leadership tour of Chattanooga's Greenway Parks and Trails

Departure Date: 10/05/04 Time: 7:00 AM **Return** Date: 10/6/04 Time: 4:30 PM

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. _/_	WED. 10/5	THURS. 10/6	FRI. _/_	SAT _/_
Lodging:	$115.09		$ 115.09				$115.09			
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$ 6.00		$ 12.00				$6.00	$6.00		
Lunch Standard or	$ 9.00		$ 18.00				$9.00	$9.00		
Dinner Standard or	$ 16.00		$ 32.00				$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									$ -
Common Carrier (e.g. air, plane, bus)	$179.30		$ 179.30							
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	$ 356.39						

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 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

APPROVAL SIGNATURES

Traveler's Signature: [signature] Date: 9/1/04

Supervisor/Division Director's Signature: Date:

Department Director's Signature: Date:

County Administrator: Date:

TR001OCT12003

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