LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

Traveler's Name/Title: Jane G. Sauls — Traveler's Title: Chairman & District II Commissioner

Department Name: BOCC — Division Name: County Commission

Destination: Amelia Island in Nassau County

Purpose of Trip: Florida Association of Counties 2004-05 Legislative Policy Meetings

Departure Date: Time: **Return** Date: Time:

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. _/_	WED. 9-23	THURS. _/_	FRI. _/_	SAT _/_
Lodging:		x	$ 139.20				139.2			
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$ 8.00		$ -							
Lunch Standard or	$ 12.00		$ -							
Dinner Standard or	$ 19.00		$ 19.00				19			
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at $21.50 Per Quarter of each Day	$21.50			$ -	$ -		$ 19.00	$ -	$ -	$ -
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	$ 122.24	$ 122.24							
# of Vicinity Miles at Destination: (Allowable for official business, but must be requested separately)	$0.375	$ 37.60	$ 37.60							
Registration:		0								
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			$ 318.04							

Account number(s) to be charged for trip:

Account Number:	Amount:
001-102-54000-511	318.04

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:

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.

Attachment # 1
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APPROVAL SIGNATURES

Traveler's Signature: Jane G. Sauls Date: 8-1-04

Supervisor/Division Director's Signature: Date:

Department Director's Signature: Date:

Administrator's Signature: Date:

CT12003