LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

Traveler's Name/Title: Jane G. Sauls — Traveler's Title: Leon County Commissioner, District II

Department Name: BOCC — Division Name: BCC

Destination: Sarasota, FL

Purpose of Trip: Florida Association of Counties Legislative Conference - (Chairman of Public Safety Committee)

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

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. _/_	WED. 12/1	THURS. 12/2	FRI. 12/3	SAT _/_
Lodging:		xx	$ 140.00				70	70		
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$ 9.00		$ -							
Lunch Standard or	$ 12.00		$ 24.00				12		12	
Dinner Standard or	$ 22.00		$ 44.00				22	22		
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at $21.50 Per Quarter of each Day				$ -	$ -					$ -
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		212..25							
# of Vicinity Miles at Destination: (Allowable for official business, but must be requested separately)	$0.375									
Registration:		xx	225							
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			$ 645.25							

Account number(s) to be charged for trip:

Account Number:	Amount: $645.25
001-102-5400-511	

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

Attachment # / Page / of /

Attach appropriate page from GSA Schedule reflecting specific City rate utilizing. If City traveling to does not appear on schedule, the standard rate will apply.

GSA Daily Costs	$31.00	$35.00	$39.00	$43.00	$47.00	$51.00
Breakfast	$6.00	$7.00	$8.00	$9.00	$9.00	$10.00
Lunch	$9.00	$11.00	$12.00	$12.00	$14.00	$15.00
Dinner	$16.00	$17.00	$19.00	$22.00	$24.00	$26.00

APPROVAL SIGNATURES

Traveler's Signature: Jane D. Sauls — Date: 11/23/04

Supervisor/Division Director's Signature: — Date:

Department Director's Signature: — Date

County Administrator's Signature: — Date

TR001OCT12003