LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

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

Department Name: BOCC — Division Name:

Destination: Washington DC

Purpose of Trip: To meet with U.S. Legislative Delegation

Departure Date: 02/03/05 Time: 7:10 AM **Return** Date: 2/4/05 Time: 5:56 PM

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. _/_	MON. _/_	TUES. 01/04	WED. 01/05	THURS. _/_	FRI. 02/04	SAT _/_
Lodging:	$182.06		$ 182.06			$182.06				
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$ 10.00		$ -							
Lunch Standard or	$ 15.00		$30.00			$15.00	$15.00			
Dinner Standard or	$ 26.00		$26.00			$26.00				
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)			$0.00							
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			$ 58.50							
Public Transportation										
Parking										
Communications -- (only calls/faxes for county related business may be reimbursed)										
Other Miscellaneous Allowed by Policy										
TOTAL ESTIMATED EXPENSES			**$ 296.56**							

Account number(s) to be charged for trip:

Account Number:	Amount:
001-107-54000-511	$296.56

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:

Attach appropriate page from GSA Schedule reflecting specific City rate utilizing. If City traveling to does n 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	$24.00	$26.00

Attachment# ___ Page ___ of ___

APPROVAL SIGNATURES

Traveler's Signature: Cliff Thaell Date: 1/19/04

Supervisor/Division Director's Signature: Date:

Department Director's Signature: Date:

County Administrator: Date:

TR001OCT12003