# 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: Ro Research County's Role in Urban Revitalization, Chattanooga TN

**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. _/_ | WED. 10/5 | THURS. 02/03 | FRI. 02/04 | SAT _/_ |
|---|---|---|---|---|---|---|---|---|---|---|
| Lodging: | $115.09 | | $ 115.09 | | | | | $115.09 | | |
| Meal Allowance for Meals NOT Included in Registration Fee (attach agenda): | | | | | | | | | | |
| Breakfast Standard or | $ 6.00 | | $ 6.00 | | | | | | $6.00 | |
| Lunch Standard or | $ 9.00 | | $ 18.00 | | | | | $9.00 | $9.00 | |
| Dinner Standard or | $ 16.00 | | $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) | $273.30 | | $273.30 | | | | | | | |
| 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 | | | $ 50.00 | | | | | | | |
| Parking | | | | | | | | | | |
| Communications – (only calls/faxes for county related business may be reimbursed) | | | $ 30.00 | | | | | | | |
| Other Miscellaneous Allowed by Policy | | | | | | | | | | |
| **TOTAL ESTIMATED EXPENSES** | | | **$ 508.39** | | | | | | | |

**Account number(s) to be charged for trip:**

| Account Number: | Amount: |
|---|---|
| 001-107-54000-511 | $508.39 |
| | |
| | |
| | |

**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 | $ |
|---|---|---|---|---|---|
| Breakfast | $6.00 | $7.00 | $8.00 | $9.00 | |
| Lunch | $9.00 | $11.00 | $12.00 | $12.00 | $ |
| Dinner | $16.00 | $17.00 | $19.00 | $22.00 | $. |

Attachment # 1
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## APPROVAL SIGNATURES

Traveler's Signature: Cliff Thaell — Date: 1/19/05

Supervisor/Division Director's Signature: — Date:

Department Director's Signature: — Date:

County Administrator: — Date:

TR001OCT12003