LEON COUNTY, FLORIDA
TRAVEL REQUEST REPORT

Traveler's Name/Title: Bob Rackleff — Traveler's Title: Leon County Commissioner

Department Name: BOCC — Division Name:

Destination: Washington, DC

Purpose of Trip: National Assoc. of Counties (NACo) Legislative Conference

Departure Date: 3/4/2005 Time: 7:00 AM **Return** Date: 3/8/2005 Time: 7:00 PM

ITEM	Rate	Check if P-Card Used	TOTAL	SUN. 1/6	MON. 1/7	Tues. 1/8	WED.	THURS.	FRI. 1/4	SAT 1/5
Lodging:			$ 500.00	100.00	100.00	100			100	100
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):										
Breakfast Standard or	$6 or ___		$ -							
Lunch Standard or	$9 or ___		$ -							
Dinner Standard or	$16 or ___		$ -							
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)			$ 200.00							
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									
Conference Registration - Early Bird Rate		X	440.00							
Miscellaneous Expenses:										
Limousine/Taxi Fares			$ 20.00							
Public Transportation										
Parking			$ 20.00							
Communications – (only calls/faxes for county related business may be reimbursed)										
Other Miscellaneous Allowed by Policy										
TOTAL ESTIMATED EXPENSES			**$ 1,180.00**							

Account number(s) to be charged for trip:

Account Number:	Amount:
001 105 5400 511	$1,180

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
$700	001 105 5400 511	4888	Bob Rackleff		

Attach appropriate page from GSA Schedule reflecting specific City rate utilizing. If City traveling to does r schedule, the standard rate will apply.

GSA Daily Costs	$31.00	$35.00	$39.00	$43.00	$47.0
Breakfast	$6.00	$7.00	$8.00	$9.00	$9.0
Lunch	$9.00	$11.00	$12.00	$12.00	$14.0
Dinner	$16.00	$17.00	$19.00	$22.00	$24 0

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APPROVAL SIGNATURES

Traveler's Signature: Bob Rackleff/Kate Brady Date: 1-25-05

Supervisor/Division Director's Signature: ___ Date: ___

Department Director's Signature: ___ Date: ___

County Administrator: ___ Date: ___

TR001OCT12003