TRAVEL REQUEST REPORT

Traveler's Name/Title: SAL TOZZI / AIDE
Traveler's Title: AIDE
Department Name: BOCC
Division Name: BOCC
Destination: SANGRAS MARRIOTT
Purpose of Trip: CONFERENCE
Departure Date: 9-27 Time: 5PM Return Date: 9-30-05 Time: 10 PM.

ITEM	Rate	Check If P-Card Used	TOTAL	SUN. /	MON. /	TUES 9/28	WED 9/28	THURS 9/29	FRI. /	SAT /
Lodging:			$ 417.00			139.00	139.00	139.00		
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 $22.75 Per Quarter of each Day	$22.75		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
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)	$0.405									
# of Vicinity Miles at Destination: (Allowable for official business, but must be requested separately)	$0.405									
Registration:			239.00							
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			$656.00							

Account number(s) to be charged for trip:

Account Number:	Amount:

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
239.00	000-106-[illegible]	0000 9134	FL. INST OF GOV'T	325 [illegible]	

Attach appropriate page from GSA Schedule reflecting specific City rate utilizing. If City traveling to does no 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

APPROVAL SIGNATURES

Traveler's Signature: [signature] Date: 9-8-05
Supervisor Division Director's Signature: [signature] Date: 9-8-05
Department Director's Signature: Date:
County Administrator's Signature: Date:

TR001OCT12004

Attachment # 1
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