

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE REPORT

Name Ronnie Fell
 Department KLVAC
 Destination EMS EXPO in Las Vegas

Date 8/16/2011
 Title _____
 Mode of Transportation Used _____

Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

AIR FARE:	\$422.40
LUGGAGE FEE:	\$0.00
AIR PORT SHUTTLE:	\$0.00

RENTAL CAR: Rental Charge: _____

 Fuel: _____

MILEAGE REIMBURSEMENT-PRIVATE AUTO				PARKING & TOLLS
DATE	FROM	TO	MILES	
TOTAL MILEAGE			0	\$0.00
REIMBURSEMENT @ .51 cents per mile			0	

Provide map (i.e. "MapQuest") or other documentation showing mileage

TOTAL TRANSPORTATION REIMBURSEMENT \$422.40

LODGING, MEALS AND OTHER EXPENSES

DATE								
DEPARTURE TIME	8/28/2011	8/29/2011	8/30/2011	8/31/2011	9/1/2011			
RETURN TIME								
	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
ITEMS								
Lodging	64.37	55.97	78.37	78.37				\$ 277.08
per diem rate	49.50	66.00	66.00	66.00	49.50			\$ 297.00
REGISTRATION								\$ 495.00
								\$ -
								\$ -
								\$ -
TOTAL	\$ 113.87	\$ 121.97	\$ 144.37	\$ 144.37	\$ 49.50	\$ -	\$ -	\$ 1,069.08

I hereby certify that the above is a true and correct statement of travel expenses incurred in the conduct of District business and no expenses are of a personal nature

GRAND TOTAL \$ 1,491.48

Signature: Ronnie Fell Date: 8/15/2011

 Traveler

Department Head Approval

Signature: _____ Date: _____
 Signature: _____ Date: _____

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses: _____
 Less: Amounts Prepaid by District _____
 Amount Due Traveler: _____

Account No. _____
 Date Received: _____
 Approved for Payment _____ Date _____
 Finance

