

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

EXPENSES FOR HOTEL FOR ANDY BOHL APPEAR ON MONTILLO DESQUOTTE'S VOUCHER SINCE THEY ARE SHARING A ROOM.

Name <u>ANDY BOHL</u>	Request Date <u>2/12/2015</u>
Department <u>KEY LARGO VOL. FIRE DEPT., INC.</u>	Title <u>UPPER KEYS HONOR GUARD COMMANDER</u>
Destination <u>DELRAY BEACH</u>	Mode of Transportation Used <u>POV</u>
Vacation Combined with Trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, meal and hotel expenses cease upon termination of City business.	

Purpose of Travel: DELRAY BEACH FLORIDA HONOR GUARD EVENT - ST. PATRICK'S DAY PARADE

ESTIMATED TRANSPORTATION COSTS

AIR FARE: <u>\$0.00</u>	RENTAL CAR: Rental Charge: <u>\$0.00</u>
(\$551.00 plus on thirs of travel insurance)	Fuel: <u>\$0.00</u>

MILEAGE REIMBURSEMENT-PRIVATE AUTO	taxi fare if needed
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DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	Other: LUGGAGE FEE
3/13/2015	KEY LARGO	BOYNTON BCH FL	120		
3/15/2015	BOYNTON BCH FL	KEY LARGO	120		

TOTAL MILEAGE	240	Note: Attach mapquest or similar for mileage documentation purposes.
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REIMBURSEMENT @ 55.5 cents per mile	\$138.00
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TOTAL ESTIMATED TRANSPORTATION COSTS \$138.00

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

GSA rates - 1st and last day @ 75% of M&IE

DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE. Note: First and last day of travel per diem rate is 75% of max. per diem rate.

DATE	3/13/2015	3/14/2015	3/15/2015							TOTAL
	FRIDAY	SATURDAY	SUNDAY							
ITEMS										
Lodging rate max.										\$0.00
per diem rate max	\$53.25	71.00	53.25							\$177.50
Other (Specify):										\$ -
										\$ -
										\$ -
TOTAL	\$53.25	\$ 71.00	\$53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$177.50

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 1 traveler, DONALD C **GRAND TOTAL \$315.50**

Department Head Approval

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

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: <u>\$315.50</u>	Account No. _____
Date Received: _____	Date _____
Approved for Payment _____	Finance _____

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

EXPENSES FOR HOTEL FOR MONTILLO DESQUOTTE AND ANDY BOHL APPEAR ON THIS VOUCHER - SHARING A ROOM.

Name MONTILLO DESQUOTTE Request Date 2/12/2015
 Department KEY LARGO VOL. FIRE DEPT., INC. Title UPPER KEYS HONOR GUARD COMMANDER
 Destination DELRAY BEACH Mode of Transportation Used POV
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: DELRAY BEACH FLORIDA HONOR GUARD EVENT - ST. PATRICK'S DAY PARADE

ESTIMATED TRANSPORTATION COSTS

AIR FARE: \$0.00 RENTAL CAR: Rental Charge: \$0.00
 (\$551.00 plus on thirs of travel insurance) Fuel: \$0.00

MILEAGE REIMBURSEMENT-PRIVATE AUTO taxi fare if needed
 DATE FROM TO MILES AIRPORT PARKING & TOLLS

3/13/2015	HOMESTEAD, FL	BOYNTON BCH FL	94		
3/15/2015	BOYNTON BCH FL	HOMESTEAD, FL	94		Other: LUGGAGE FEE

TOTAL MILEAGE 188
 REIMBURSEMENT @ 55.5 cents per mile \$108.10
 Note: Attach mapquest or similar for mileage documentation purposes.

TOTAL ESTIMATED TRANSPORATION COSTS \$108.10

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

GSA rates - 1st and last day @ 75% of M&IE

DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE. Note: First and last day of travel per diem rate is 75% of max. per diem rate.

DATE	3/13/2015	3/14/2015	3/15/2015							TOTAL
	FRIDAY	SATURDAY	SUNDAY							
ITEMS										
Lodging rate max.	109.00	109.00								\$218.00
per diem rate max	\$53.25	71.00	53.25							\$177.50
Other (Specify):										\$ -
										\$ -
										\$ -
TOTAL	\$162.25	\$ 180.00	\$53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$395.50

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 1 traveler, DONALD C **GRAND TOTAL \$503.60**

Department Head Approval

Signature: _____ Date: _____

Signature: _____ Date: _____

Traveler Signature: _____ Date: _____

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$503.60

Account No. _____

Date Received: _____
 Approved for Payment _____ Date _____
 Finance

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

EXPENSES FOR HOTEL FOR THOMAS MIRABELLA APPEAR ON LEONARDO MORENO'S VOUCHER SINCE THEY ARE SHARING A ROOM.

Name THOMAS MIRABELLA Request Date 2/12/2015
 Department KEY LARGO VOL. FIRE DEPT., INC. Title UPPER KEYS HONOR GUARD COMMANDER
 Destination DELRAY BEACH Mode of Transportation Used POV
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: DELRAY BEACH FLORIDA HONOR GUARD EVENT - ST. PATRICK'S DAY PARADE

ESTIMATED TRANSPORTATION COSTS

AIR FARE: \$0.00 RENTAL CAR: Rental Charge: \$0.00
 (\$551.00 plus on thirs of travel insurance) Fuel: \$0.00

MILEAGE REIMBURSEMENT-PRIVATE AUTO taxi fare if needed

DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	Other: LUGGAGE FEE
3/13/2015	KEY LARGO	BOYNTON BCH FL	120		
3/15/2015	BOYNTON BCH FL	KEY LARGO	120		
TOTAL MILEAGE			240		
REIMBURSEMENT @ 55.5 cents per mile			\$138.00		

Note: Attach mapquest or similar for mileage documentation purposes.

TOTAL ESTIMATED TRANSPORATION COSTS \$138.00

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

GSA rates - 1st and last day @ 75% of M&IE

DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE. Note: First and last day of travel per diem rate is 75% of max. per diem rate.

DATE	3/13/2015	3/14/2015	3/15/2015							TOTAL
	FRIDAY	SATURDAY	SUNDAY							
ITEMS										
Lodging rate max.										\$0.00
per diem rate max	\$53.25	71.00	53.25							\$177.50
Other (Specify):										\$ -
										\$ -
										\$ -
TOTAL	\$53.25	\$ 71.00	\$53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$177.50

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 1 traveler, DONALD C **GRAND TOTAL \$315.50**

Department Head Approval

Signature: _____ Date: _____

Signature: _____ Date: _____

Traveler Signature: _____ Date: _____

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$315.50

Account No. _____

Date Received: _____
 Approved for Payment _____ Date _____
 Finance

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

EXPENSES FOR HOTEL FOR LEONARDO MORENO AND THOMAS MIRABELLA APPEAR ON THIS VOUCHER - SHARING A ROOM.

Name LEONARDO MORENO Request Date 2/12/2015
 Department KEY LARGO VOL. FIRE DEPT., INC. Title UPPER KEYS HONOR GUARD COMMANDER
 Destination DELRAY BEACH Mode of Transportation Used POV
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: DELRAY BEACH FLORIDA HONOR GUARD EVENT - ST. PATRICK'S DAY PARADE

ESTIMATED TRANSPORTATION COSTS

AIR FARE:	<u>\$0.00</u>	RENTAL CAR:	Rental Charge:	<u>\$0.00</u>
	(\$551.00 plus on thirs of travel insurance)		Fuel:	<u>\$0.00</u>
	MILEAGE REIMBURSEMENT-PRIVATE AUTO		taxi fare if needed	
DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS
3/13/2015	MIAMI, FL	BOYNTON BCH FL	79	
3/15/2015	BOYNTON BCH FL	MIAMI, FL	79	
				Other: LUGGAGE FEE
TOTAL MILEAGE				159
REIMBURSEMENT @ 55.5 cents per mile				\$91.16
TOTAL ESTIMATED TRANSPORATION COSTS				\$91.16

Note: Attach mapquest or similar for mileage documentation purposes.

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

GSA rates - 1st and last day @ 75% of M&IE

DATE IN GREEN IS TRAVEL START DATE. DATE IN RED IS TRAVEL END DATE. *Note: First and last day of travel per diem rate is 75% of max. per diem rate.*

DATE	3/13/2015	3/14/2015	3/15/2015							
	FRIDAY	SATURDAY	SUNDAY							TOTAL
ITEMS										
Lodging rate max.	109.00	109.00								\$218.00
per diem rate max	\$53.25	71.00	53.25							\$177.50
Other (Specify):										\$ -
										\$ -
										\$ -
TOTAL	\$162.25	\$ 180.00	\$53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$395.50

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 1 traveler, DONALD C **GRAND TOTAL** \$486.66

Department Head Approval

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

FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$486.66 Account No. _____
 Date Received: _____
 Approved for Payment _____ Date _____
 Finance