

## KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL AUTHORIZATION REQUEST

Name of Traveler Bob Thomas Department District Board

Destination Tallahassee, FL Mode of Transportation Personal Vehicle & Air & Rental Car  
*(If least expensive mode not chosen, provide justification below)*

Dates of District Travel: From: Sunday, January 24, 2016 To: Friday, January 29, 2016

Will vacation be combined with trip?  Yes  No

### Estimated Costs

Registration	\$ 1,200.00	
Transportation	868.68	airfare, rental car, mileage to and from airport
Meals (at Per Diem rates)	297.00	
Lodging	1,010.00	
Other	200.00	Parking & Tolls & Baggage
Less: Scholarship Received	(1,200.00)	
<b>TOTAL</b>	<b>2,375.68</b>	

Purpose of Trip:

Attendance at the Florida Association of Special District/ Florida State University, Reubin O'D. Schools of Public Administration and Policy- Certified District Manager (CDM) Program.

Department Head Approval

District Board Approval

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Date

# FASD

Robert Thomas, Commissioner  
Key Largo Fire Rescue and EMS District  
PO Box 372-415  
Key Largo, Florida 33037

Dear Robert:

This letter is to inform you of your acceptance into the FASD/FSU, Reubin O'D. Askew Schools of Public Administration and Policy – Certified District Manager (CDM) Program.

The program will be conducted during the week of the FASD's January Board/General Membership Meeting – Legislative Day, being held in Tallahassee, Florida. The course will be held starting on Monday, January 25<sup>th</sup>, Tuesday, January 26<sup>th</sup>, Thursday, January 28<sup>th</sup>, and Friday, January 29<sup>th</sup>, from 8:00AM to 5:00PM each day. You must attend all 4 days of the course, in order to be eligible to complete the necessary project requirements; there will be NO exceptions. Wednesday, January 27<sup>th</sup>, you will be required to attend the General Membership Meeting at the Governor's Club in downtown Tallahassee, registration starts at 10:30AM, at the Club and then will you will be accompanying the group to the Capital to visit with the different political personnel from your area. There will also be a Social Hour, that evening at the Lewis, Longman and Walker offices. All information, locations and schedules are on the FASD web site. The class itself and the Board meeting will all be conducted at The Marriott Courtyard Tallahassee Capital – 1018 Apalachee Parkway, Tallahassee, rates are \$179/night plus tax.

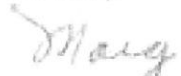
You will receive a participant's notebook and project guidelines, on the 1<sup>st</sup> day of class. You will be sitting in class all day so prepare by wearing comfortable clothing for the situation.

I will be contacting everyone by Tuesday, January 5<sup>th</sup>, to inform all applicants who will be receiving scholarships. If I do not make contact with you by the 7<sup>th</sup>, please plan on sending a check for \$1,200 from your District (if you are members), non-members are \$1,500, from your District – to me at the address listed – this will secure your position in the class. I must receive your check no later than January 18<sup>th</sup>, or call me to make further arrangements.

I am looking forward to meeting you at the meeting and wishing you "Good luck", with your participation in the course.

If you have any questions, please feel free to call me at 239-472-5525.

Sincerely,

  
Mary Hedoff, CDM

FASD Board Member  
Chair, CDM Steering Committee



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## Standard Mileage Rates

The following table summarizes the *optional* standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2016	54	14	19	<a href="#">IR-2015-137</a>
2015	57.5	14	23	<a href="#">IR-2014-114</a>
2014	56	14	23.5	<a href="#">IR-2013-95</a>
2013	56.5	14	24	<a href="#">IR-2012-95</a>
2012	55.5	14	23	<a href="#">IRB-2012-02</a>
July 1 - Dec. 31, 2011	55.5	14	23.5	<a href="#">IR-2011-69</a>
Jan. 1 - June 30, 2011	51	14	19	<a href="#">IR-2010-119</a>
2010	50	14	16.5	<a href="#">IR-2009-111</a>
2009	55	14	24	<a href="#">IR-2008-131</a>
July 1 - Dec. 31, 2008	58.5	14	27	<a href="#">IR-2008-82</a>
Jan. 1 - June 30, 2008	50.5	14	19	<a href="#">IR-2007-192</a>
2007	48.5	14	20	<a href="#">IR-2006-168</a>
2006	44.5	14	18	<a href="#">IR-2005-138</a>
2005	40.5	14	15	<a href="#">IR-2004-139</a> <a href="#">Pub. L. 109-73</a> <a href="#">IR-2005-99</a>
2004	37.5	14	14	<a href="#">IR-2003-121</a>
2003	36	14	12	<a href="#">Rev. Proc. 2002-61</a>
2002	36.5	14	13	<a href="#">Rev. Proc. 2001-54</a>
2001	34.5	14	12	<a href="#">Rev. Proc. 2000-48</a> <a href="#">2000-2 C.B. 570</a>
2000	32.5	14	10	<a href="#">Rev. Proc. 99-38</a> <a href="#">1999-2 C.B. 525</a>
1999	31	14	10	<a href="#">Announcement 99-7</a> <a href="#">1999-1 C.B. 306</a> <a href="#">Rev. Proc. 98-63</a> <a href="#">1998-2 C.B. 818</a>
1998	32.5	14	10	<a href="#">Rev. Proc. 97-58</a> <a href="#">1997-2 C.B. 587</a>
1997	31.5	12	10	<a href="#">Rev. Proc. 96-63</a> <a href="#">1996-2 C.B. 420</a>

# FY 2016 Per Diem Rates for Tallahassee Florida

**(October 2015 - September 2016)**

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

The following rates apply for **Tallahassee Florida**

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)	
		2015			2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Tallahassee	Leon	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$54

## Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.

Map & Directions

Map Only

Directions Only

Print

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Ad

**YAHOO!**  
MAPS

**A** 104 Coral Way, Key Largo, FL 33037-4032

**B** Miami International Airport, Miami, FL 33122

Enter notes here

255

Total Distance: 63.6 mi— Total Time: 1:31 h

Map Layout



**A** 104 Coral Way, Key Largo, FL 33037-4032

Expand All

Head toward Ocean Dr on Coral Way

Go for 0.1 mi

Hide

Turn left onto Gayton Pl

Go for 282 ft

Hide

Turn right onto Ocean Dr


Go for 246 ft

Hide







Turn right onto Overseas Hwy (US-1)

Go for 30.2 mi

Hide

-  Take ramp onto SR-821 (Florida's Tpk N) toward Florida's Turnpike North/Orlando/Miami Intl Airport Go for 17.3 mi [Hide](#)

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-  Take left exit 17 toward SR-874/SR-826/Miami onto SR-874-TOLL (Don Shula Expy) Go for 7.4 mi [Hide](#)
-  Continue on SR-826 Go for 3.0 mi [Hide](#)
-  Take the exit toward SR-836-TOLL E Go for 1.0 mi [Hide](#)
-  Continue on SR-836-TOLL Go for 2.9 mi [Hide](#)
-  Take the left exit toward SR-953 N/Le Jeune Rd/Airport/Rental Car Center/Miami Int'l Airport Go for 1.6 mi [Hide](#)
-  Keep right toward Arrivals/Departures Go for 203 ft [Hide](#)
- Arrive at your destination. [Hide](#)

 **Miami International Airport, Miami, FL 33122** [Expand All](#)

When using any driving directions or map, it is a good idea to double check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning