

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
TRAVEL REQUEST 2016**

Name Daniel Gaytan Request Date 1/14/2016  
 Department KEY LARGO VOL. FIRE DEPT., INC. Title Volunteer Firefighter  
 Destination ORLAND FIRE CONFERENCE 2016 Mode of Transportation Used Shared rental vehicle.  
 Vacation Combined with Trip?  Yes  No If so, meal and hotel expenses cease upon termination of City business.  
 Purpose of Travel: ORLAND FIRE CONFERENCE 2016

**ESTIMATED TRANSPORTATION COSTS**

AIR FARE: \$0.00 RENTAL CAR: Rental Charge: \_\_\_\_\_  
 Fuel: \_\_\_\_\_  
 MILEAGE REIMBURSEMENT-PRIVATE AUTO taxi fare if needed \_\_\_\_\_  
 AIRPORT PARKING & TOLLS \_\_\_\_\_  
 Other: HOTEL & CONF. PARKING \_\_\_\_\_  
 Note: Attach mapquest or similar for mileage documentation purposes.  
 TOTAL MILEAGE 0  
 REIMBURSEMENT @ 55.5 cents per mile \_\_\_\_\_  
**TOTAL ESTIMATED TRANSPORTATION COSTS \$0.00**

**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	SUN.	MON.	TUES.	2/24/2016 WED.	2/25/2016 THURS.	2/26/2016 FRI.	2/27/2016 SAT.	2/28/2016 SUN.	TOTAL
ITEMS									
Lodging rate max.				54.50	54.50	54.50	54.50		\$218.00
per diem rate max				\$44.25	\$59.00	\$59.00	\$59.00	\$44.25	\$265.50
REGISTRATION									\$ 295.00
									\$ -
									\$ -
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$98.75</b>	<b>\$113.50</b>	<b>\$113.50</b>	<b>\$113.50</b>	<b>\$44.25</b>	<b>\$778.50</b>

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, **DAVID GAF** **GRAND TOTAL \$778.50**  
 Department Head Approval  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE DEPARTMENT USE ONLY**

Total Travel Expenses Approved: \$778.50 Account No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance

This travel request represents 1 traveler per diem, lodging and registration expenses.  
 All travel expenses appear on Edwin Barnes travel request.

## KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE REQUEST 2016

Name EDWIN BARNES Request Date 1/14/2016  
 Department KEY LARGO VOL. FIRE DEPT., INC. Title VOLUNTEER FIREFIGHTER  
 Destination ORLANDO FIRE CONFERENCE, 2016 Mode of Transportation Used RENTAL VEHICLE  
 Vacation Combined with Trip?  Yes  No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: ORLAND FIRE CONFERENCE 2016

### ESTIMATED TRANSPORTATION COSTS

AIR FARE: <u>\$0.00</u>	RENTAL CAR: Rental Charge: <u>\$600.00</u>	Fuel: <u>\$270.00</u>			
MILEAGE REIMBURSEMENT-PRIVATE AUTO		taxi fare if needed _____			
DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS	Other: <u>\$50.00</u>
2/26/2015	MIAMI, FL	ORLANDO, FL		\$52.00	HOTEL & CONF. PARKING _____
3/1/2015	ORLANDO, FLORIDA	MIAMI, FL			
TOTAL MILEAGE <u>0</u>				Note: Attach mapquest or similar for mileage documentation purposes.	
REIMBURSEMENT @ 55.5 cents per mile _____				TOTAL ESTIMATED TRANSPORTATION COSTS <u>\$972.00</u>	

### ESTIMATED LODGING, MEALS AND OTHER EXPENSES GSA rates - 1st and last day @ 75% of M&IE

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per diem rate max				\$44.25	\$59.00	\$59.00	\$59.00	\$44.25	\$265.50
REGISTRATION									\$ 295.00
TOTAL	\$0.00	\$ -	\$0.00	\$98.75	\$113.50	\$113.50	\$113.50	\$44.25	<b>\$778.50</b>
<b>GRAND TOTAL</b>									<b>\$1,750.50</b>

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Department Head Approval  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$1,750.50 Account No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Approved for Payment: \_\_\_\_\_ Finance Date \_\_\_\_\_

This travel request represents 1 traveler per diem, lodging and registration expenses and the full rental vehicle, fuel, tolls, and parking expenses all 4 travelers for the 5 day duration of the conference.

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
TRAVEL REQUEST 2016**

Name CURTIS TUCKER Request Date 1/14/2016  
 Department KEY LARGO VOL. FIRE DEPT., INC. Title Volunteer Firefighter  
 Destination ORLAND FIRE CONFERENCE 2016 Mode of Transportation Used Shared rental vehicle.  
 Vacation Combined with Trip?  Yes  No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: ORLAND FIRE CONFERENCE 2016

**ESTIMATED TRANSPORTATION COSTS**

AIR FARE: \_\_\_\_\_ \$0.00 RENTAL CAR: \_\_\_\_\_ Rental Charge: \_\_\_\_\_  
 Fuel: \_\_\_\_\_  
 taxi fare if needed \_\_\_\_\_

DATE	MILEAGE REIMBURSEMENT-PRIVATE AUTO			AIRPORT PARKING & TOLLS	Other: HOTEL & CONF. PARKING
	FROM	TO	MILES		
		MIAMI, FL			
TOTAL MILEAGE			0	Note: Attach mapquest or similar for mileage documentation purposes.	
REIMBURSEMENT @ 55.5 cents per mile					TOTAL ESTIMATED TRANSPORTATION COSTS
					\$0.00

**ESTIMATED LODGING, MEALS AND OTHER EXPENSES  
GSA rates - 1st and last day @ 75% of M&IE**

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REGISTRATION									\$ 295.00
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<b>TOTAL</b>	\$0.00	\$ -	\$0.00	\$98.75	\$113.50	\$113.50	\$113.50	\$44.25	<b>\$778.50</b>

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Traveler \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE DEPARTMENT USE ONLY**

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**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
TRAVEL REQUEST 2016**

Name Thomas Mirabella Request Date 1/14/2016  
 Department KEY LARGO VOL. FIRE DEPT., INC. Title Volunteer Firefighter  
 Destination ORLAND FIRE CONFERENCE 2016 Mode of Transportation Used Shared rental vehicle.  
 Vacation Combined with Trip?  Yes  No If so, meal and hotel expenses cease upon termination of City business.

Purpose of Travel: ORLAND FIRE CONFERENCE 2016

**ESTIMATED TRANSPORTATION COSTS**

AIR FARE: \_\_\_\_\_ \$0.00 RENTAL CAR: \_\_\_\_\_ Rental Charge: \_\_\_\_\_  
 Fuel: \_\_\_\_\_  
 MILEAGE REIMBURSEMENT-PRIVATE AUTO \_\_\_\_\_ taxi fare if needed \_\_\_\_\_  
 AIRPORT PARKING & TOLLS \_\_\_\_\_  
 DATE FROM TO MILES  
 \_\_\_\_\_  
 \_\_\_\_\_ MIAMI, FL \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 TOTAL MILEAGE 0 Note: Attach mapquest or similar for mileage documentation purposes  
 REIMBURSEMENT @ 55.5 cents per mile \_\_\_\_\_  
 TOTAL ESTIMATED TRANSPORTATION COSTS \$0.00

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**LINDA NEWMAN**

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**From:** David <dgarrido@keylargofire.com>  
**Sent:** Monday, January 18, 2016 6:23 PM  
**To:** mirabellathomas@gmail.com; 'Daniel Gaytan'; 'Curtis Tucker'; edwinb5x8@aol.com  
**Cc:** 'Chris Jones'; 'Sergio Garcia'; dbock@keylargofire.com; 'Linda Newman'  
**Subject:** Orlando Fire Conference

Congratulations. Thomas Mirabella, Daniel Gaytan, Curtis Tucker, and Edwin Barnes

For having the most shifts for 2015 you have been selected to attend the Orlando Fire conference 2016. I am submitting your names to the District. Thank you guys for your hard work and dedication to this department.

Captain 24-B David Garrido

Key Largo Fire Department  
1 East Drive  
Key Largo, FL 33037  
Phone (305) 451-2700  
Fax (305) 451-9560



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REGISTRATION

# ORLANDO FIRE CONFERENCE



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- [HOT PROGRAM](#)
- [ACCOMMODATIONS](#)
- [FIRE UP THE NIGHT](#)
- [CONTACT](#)



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Lorem pellenesque habitant morbi tristique. Estibulum erat wisi, condimentum, commodo ornare sit wisi. Aenean fermentum, elit eget tincidunt condimentum. Vestibulum erat wisi condimentum sed, commodo vitae, ornare sit amet, wisi. Aenean fermentum, elit eget tincidunt condimentum.



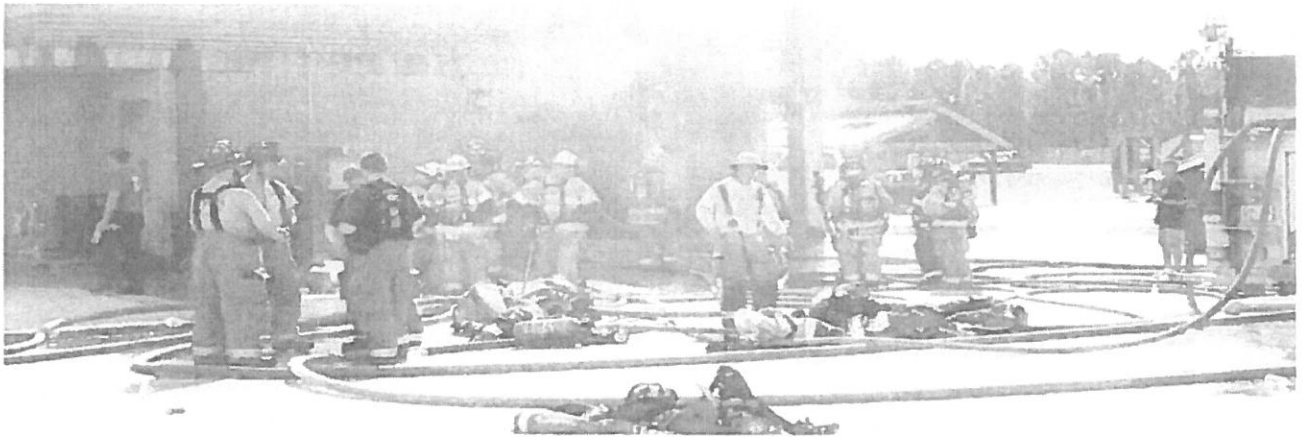
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sit amet, wisi. Aenean fermentum, elit eget  
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## 2016 Orlando Fire Conference - February 25, 26, & 27

### Registration is now open.

The Orlando Fire Conference is a training symposium that features presentations and hands-on-training opportunities for all members of the fire service. It is hosted in partnership with the City of Orlando Fire Department and the Central Florida Fire Academy. Its mission is to equip firefighters to be better prepared and help them stay alive.

The OFC will present one day of lectures followed by two days on intense hands-on-training. The conference will conclude with "Fire Up The Night," an evening block party to include a fire truck pulling competition, stage bands and a roll call of all Florida Firefighter bagpipe band

## 2016 Program Details

**General Session Seminar \$50, February 25, 0900-1700**  
**Holiday Inn & Suites, 5905 S Kirkman Rd**

0900-1700 Speakers TBA

**Hands-On-Training \$295, February 26 - 27, 0800-1700**  
 Price includes admission to the February 27 General Session, locations TBA. lunch provided.

- First Due Engine with Live Fire, 8 hrs
- Vertical Fire Attack with Live Fire, 8 hrs
- ESCAPE (Engine Survival Class and Personal Escape), 8 hrs
- First Due Truck with Live Fire, 8 hrs
- ACES (Air Consumption and Emergency Survival) 16 hrs
- Truck Fundamentals, 8 hrs
- Survival, 8 hrs
- Vent, Enter, Search, 8 hrs
- Heavy Rescue, 8 hrs
- Advanced Auto Extrication, 8 hrs
- Officer Academy Workshop, 8 hrs

### February 27: Fire Up The Night Block Party

All events will be located at Wall Street Plaza, at the corner of Wall Street and Court Avenue. Downtown Orlando.

- 8:00PM Pumper Pull Competition
- 9:00PM Pipes & Drums Roll Call
- 10:00PM Stage bands

## Sponsors







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# FY 2016 Per Diem Rates for Orlando 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 **Orlando 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		
Orlando	Orange	\$127	\$127	\$127	\$127	\$127	\$127	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$59

## 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.

## FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

<b>Total</b>	<b>Continental Breakfast/ Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>IE</b>
<b>\$51</b>	\$11	\$12	\$23	\$5
<b>\$54</b>	\$12	\$13	\$24	\$5
<b>\$59</b>	\$13	\$15	\$26	\$5
<b>\$64</b>	\$15	\$16	\$28	\$5
<b>\$69</b>	\$16	\$17	\$31	\$5
<b>\$74</b>	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<b>Total</b>	<b>First &amp; Last Day of Travel</b>
\$51	<b>\$38.25</b>
\$54	<b>\$40.50</b>
\$59	<b>\$44.25</b>
\$64	<b>\$48.00</b>
\$69	<b>\$51.75</b>
\$74	<b>\$55.50</b>

**Looking for the foreign and outside the continental United States (OCONUS) breakdown chart?** Visit FTR Appendix B. (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

1/19/2016

Automatic  
Transmission

Unlimited Mileage

Limited Mileage

Air Conditioning

Rental Cars and Car Rentals in Budget - 97300 Overseas Hwy from Expedia



Ford Taurus LTD or similar

per week  
\$341 total

AVIS

5 2 4 \* A/C

Pick-up

Drop-off

Reserve



Premium Pickup Regular Cab

Great Deal

\$350

per week  
\$391 total

Ram 1500 Quad Cab or similar

4 4 \* A/C

Pick-up

Drop-off

Reserve

enterprise



Premium SUV

Great Deal

\$500

per week  
\$556 total

Ford Expedition EL or similar

7 5 4 \* A/C

Pick-up

Drop-off

Reserve

Budget



Premium SUV

\$501

per week  
\$557 total

Chevrolet Suburban or similar

7 5 4 \* A/C

Pick-up

Drop-off

Reserve

AVIS



Premium

\$510

per week  
\$574 total

Nissan Maxima or similar

5 2 2/4 \* A/C

Pick-up

Drop-off

Reserve

Tariffy



Premium SUV

\$800

per week  
\$875 total

Chevy Suburban or similar

8 5 \* A/C

Pick-up

Drop-off

Reserve

enterprise

Largo, Largo,  
Florida, Florida  
USA, USA



AVIS

**Premium** **\$300**  
Ford Taurus per week  
LTD or similar \$341 total

5 2 4 A/C

Automatic transmission **Reserve** Unlimited mileage

Pick-up 0.01 mi off 0.01 mi

97300 97300  
Overseas Overseas

Hwy, Hwy,  
Key Key  
Largo, Largo,  
Florida, Florida,  
USA, USA



enterprise

**Premium** **Great Deal**  
**Pickup** **\$350**  
**Regular Cab** per week  
Ram 1500 \$391 total

Quad Cab or similar

4 4 A/C

Automatic transmission Unlimited mileage

Pick-up 2.81 mi off 2.81 mi

100149 100149  
Overseas Overseas

Highway, Highway,  
Key Key  
Largo, Largo,  
Florida, Florida,  
USA, USA



Budget

**Premium SUV** **Great Deal**  
Ford **\$500**  
Expedition EL per week  
or similar \$556 total

7 5 4 A/C

Automatic transmission **Reserve** Unlimited mileage

Automatic transmission Unlimited mileage

Pick-up 0.00 mi off 0.00 mi  
97300 97300  
Overseas Overseas  
Hwy Hwy  
Key Key  
Largo Largo  
Florida Florida  
USA USA



**Premium SUV \$501**  
Chevrolet per week  
Suburban or \$557 total  
similar

7 5 4 A/C

**Reserve**

Automatic transmission Unlimited mileage

Pick-up 0.01 mi off 0.01 mi  
97300 97300  
Overseas Overseas  
Hwy Hwy  
Key Key  
Largo Largo  
Florida Florida  
USA USA



**Premium \$510**  
Nissan per week  
Maxima or \$574 total  
similar

5 2 2/4  
A/C

**Reserve**

Automatic transmission Unlimited mileage

Pick-up 5.39 mi off 5.39 mi  
91831 91831  
Overseas Overseas  
Highway Highway  
Flowerfield Flowerfield  
Florida Florida  
USA USA



**Premium SUV \$500**



## RESERVATION ACKNOWLEDGEMENT

3528 Torrance Blvd., Suite 114, Torrance, CA 90503  
Toll-free: 888.763.7236 Tel: 310.906.3847 Fax: 310.906.3857  
www.preferred1.com email: reservations@preferred1.com

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### Orlando Fire Conference 2016

**Today's Date:** January 19, 2016

**Reservation #:** OF1600312750

**Status:** NEW

**Hotel Confirmation #:** TBD

*Hotel confirmation #'s will be emailed from our office approximately 2 weeks prior to your confirmed arrival date.*

**Hotel:** Holiday Inn Hotel & Suites

**Check-In:** 3:00

**Check-Out:** 11:00

**Address:** Main Gate to Universal Studios, 5905 Kirk  
Orlando, FL 32819  
www.hiuniversal.com

**Hotel Cancellation Policy:** 72 hours prior to arrival

**Room Type:** Double/Double(Double)

*Room types cannot be guaranteed. The hotel will make every effort to accommodate your request.*

**Room Rate (per night):** \$109.00

**Room Tax:** 12.50%

**Guest 1:** Curtis Tucker

**Arr:** 02/24/2016

**Dep:** 02/28/2016

**Guest 2:** Daniel Gaytan

**Arr:** 02/24/2016

**Dep:** 02/28/2016

**Special Requests:** Double/Double Beds

**Guaranteed By:** Discover

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To view or make changes to your reservation, please access the Online Housing link found under the Hotel/Travel tab on the conference website. Or, you can call our reservations department directly at

The credit card used to guarantee this reservation will not be charged in advance. If you need to cancel your reservation, please make sure it is done prior to the hotel's cancellation policy to avoid a no-show charge.