

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
TRAVEL EXPENSE AUTHORIZATION**

Name SCOTT DESQUOTTE
 Department KEY LARGO VOL. FIRE DEPT., INC.
 Destination DELRAY BEACH

Request Date: _____
 Title UPPER KEYS HONOR GUARD COMMANDER
 Mode of Transportation Used POV

Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of District 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
 Fuel: _____ \$0.00

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

3/11/2016	HOMESTEAD, FL	BOYNTON BCH FL	94	\$50.00	Other: _____
-----------	---------------	----------------	----	---------	--------------

3/13/2016	BOYNTON BCH FL	HOMESTEAD, FL	94		LUGGAGE FEE _____
-----------	----------------	---------------	----	--	-------------------

TOTAL MILEAGE			188		
REIMBURSEMENT @ IRS rate			\$101.52		

TOTAL ESTIMATED TRANSPORTATION COSTS **\$151.52**

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

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

DATE	3/11/2016	3/12/2016	3/13/2016						
	FRIDAY	SATURDAY	SUNDAY						TOTAL
ITEMS									
Lodging rate max.	67.50	67.50							\$135.00
per diem rate max	\$44.25	59.00	44.25						\$147.50
TOTAL	\$111.75	\$ 126.50	\$44.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$282.50

GRAND TOTAL \$434.02

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
TRAVEL EXPENSE AUTHORIZATION**

Name THOMAS MIRABELLA Request Date: _____
 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 District 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
			Fuel:	\$0.00
	MILEAGE REIMBURSEMENT-PRIVATE AUTO		taxi fare if needed	
DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS
3/11/2016	KEY LARGO, FL	BOYNTON BCH FL	120	\$50.00
3/13/2016	BOYNTON BCH FL	KEY LARGO, FL	120	
TOTAL MILEAGE			240	
REIMBURSEMENT @ IRS rate			\$129.60	
TOTAL ESTIMATED TRANSPORTATION COSTS				\$179.60

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

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

DATE	3/11/2016	3/12/2016	3/13/2016						
	FRIDAY	SATURDAY	SUNDAY						TOTAL
ITEMS									
Lodging rate max.	67.50	67.50							\$135.00
per diem rate max	\$44.25	59.00	44.25						\$147.50
TOTAL	\$111.75	\$ 126.50	\$44.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$282.50
GRAND TOTAL									\$462.10

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
TRAVEL EXPENSE AUTHORIZATION**

Name LEONARDO MORENO
 Department KEY LARGO VOL. FIRE DEPT., INC.
 Destination DELRAY BEACH
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of District business.

Request Date: _____
 Title UPPER KEYS HONOR GUARD COMMANDER
 Mode of Transportation Used POV

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>
			Fuel:	<u>\$0.00</u>
	MILEAGE REIMBURSEMENT-PRIVATE AUTO		taxi fare if needed	
DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS
3/11/2016	MIAMI, FL	BOYNTON BCH FL	79	\$50.00
3/13/2016	BOYNTON BCH FL	MIAMI, FL	79	
TOTAL MILEAGE			158	
REIMBURSEMENT @ IRS rate			\$85.32	
TOTAL ESTIMATED TRANSPORTATION COSTS				\$135.32

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

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

DATE	3/11/2016	3/12/2016	3/13/2016						
	FRIDAY	SATURDAY	SUNDAY						TOTAL
ITEMS									
Lodging rate max.	67.50	67.50							\$135.00
per diem rate max	\$44.25	59.00	44.25						\$147.50
TOTAL	\$111.75	\$ 126.50	\$44.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$282.50
GRAND TOTAL									\$417.82

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
TRAVEL EXPENSE AUTHORIZATION**

Name ERIC NEITZER
 Department KEY LARGO VOL. FIRE DEPT., INC.
 Destination DELRAY BEACH
 Vacation Combined with Trip? Yes No If so, meal and hotel expenses cease upon termination of District business.

Request Date: _____
 Title UPPER KEYS HONOR GUARD COMMANDER
 Mode of Transportation Used POV

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
			Fuel:	\$0.00
	MILEAGE REIMBURSEMENT-PRIVATE AUTO		taxi fare if needed	
DATE	FROM	TO	MILES	AIRPORT PARKING & TOLLS
3/11/2016	KEY LARGO, FL	BOYNTON BCH FL	120	\$50.00
3/13/2016	BOYNTON BCH FL	KEY LARGO, FL	120	
TOTAL MILEAGE			240	
REIMBURSEMENT @ IRS rate			\$129.60	
TOTAL ESTIMATED TRANSPORTATION COSTS				\$179.60

ESTIMATED LODGING, MEALS AND OTHER EXPENSES

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

DATE	3/11/2016	3/12/2016	3/13/2016						
	FRIDAY	SATURDAY	SUNDAY						
ITEMS									TOTAL
Lodging rate max.	67.50	67.50							\$135.00
per diem rate max	\$44.25	59.00	44.25						\$147.50
TOTAL	\$111.75	\$ 126.50	\$44.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$282.50
GRAND TOTAL									\$462.10



Standard Mileage Rates

Tax Professionals Topics

- [Basic Tools for Tax Pros](#)
- [News & Events](#)
- [Circular 230 Tax Pros](#)
- [Code, Regs & Guidance](#)
- [e-Services for Tax Pros](#)
- [Appeals](#)
- [Tax Professionals Home](#)

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

FY 2016 Per Diem Rates for Boca Raton / Delray Beach / Jupiter 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 **Boca Raton / Delray Beach / Jupiter Florida**

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)													
		2015			2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)	
Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	\$101	\$101	\$101	\$175	\$175	\$175	\$175	\$101	\$101	\$101	\$101	\$101	\$101	\$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.