

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL AUTHORIZATION REQUEST

Name of Traveler Vicky Fay Department District Board

Destination Key West, Florida Mode of Transportation Personal Vehicle
(If least expensive mode not chosen, provide justification below)

Dates of District Travel: From: July 25, 2016 To: July 27, 2016

Will vacation be combined with trip? Yes No

Estimated Costs

Registration	\$ 90.00	
Transportation	105.08	mileage to and from training
Meals (at Per Diem rates)	103.50	75% per diem - first and last days of travel
Lodging	187.88	
Other	50.00	Parking
TOTAL	\$ 536.46	

Purpose of Trip:

Attendance at a records management training class on July 26, 2016 in Key West, Florida

Department Head Approval

District Board Approval

_____ Date

_____ Date

_____ Date

FLORIDA STATE ARCHIVES
500 S BRONOUGH ST
TALLAHASSEE,, FL 323996

05/21/2015 10:49:04
MID: 000000003662232 TID: 05577335

CREDIT CARD

MC SALE

CARD #	XXXXXXXXXXXX7516
INVOICE	0002
SEQ #:	0002
Batch #:	000098
Approval Code:	13945P
Entry Method:	Manual
Mode:	Online
Avs Code:	YYY
SALE AMOUNT	\$90.00

CUSTOMER COPY


Jennifer Johnson

From: Vicky Fay <vickyfay@terranova.net>
Sent: Friday, May 13, 2016 9:34 AM
To: Jennifer Johnson
Subject: KLFR&EMS: Travel Request Clerk Jul 25, 2016 Confirmation #3245184322

Follow Up Flag: Follow up
Flag Status: Flagged


Hi Jenn,
Here is the confirmation – the \$\$\$ are on the second page.
Thanks,
Vicky

From: Hilton Garden Inn Confirmed [mailto:hiltongardeninn@res.hilton.com]
Sent: Thursday, May 12, 2016 8:41 PM
To: vickyfay@terranova.net
Subject: Your Jul 25, 2016 Confirmation #3245184322



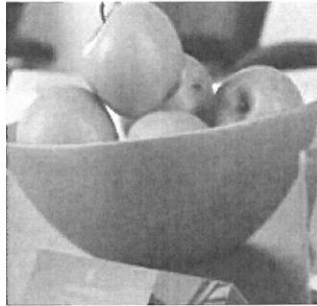
RESERVE PLAN STAY EXPLORE

✓ ● ● ●

Hilton Garden Inn Key West / The Keys Collection 3850 North Roosevelt Boulevard, Key West, FL 33040 T: 1 305-320-0920	Jul. 25, 2016 – Jul. 27, 2016 Confirmation Number: 3245184322	 UPDATE
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Vicky Fay,
see you on Jul 25, 2016





FIND US
Maps & Directions



DIG INTO
Dining



FOR YOUR
Convenience



Your Room Information:

2 QUEEN BEDS,
Non-Smoking Confirmed

Rooms: 1

Guests: 2 Adults

Check In: Jul 25 3:00 PM

Check Out: Jul 27 11:00 AM

Your Rate Information:

GOVERNMENT

Rate per night : 167.00 USD

Total for Stay per Room

Rate: 334.00 USD

Taxes: 41.75 USD

Total: 375.75 USD

Total for Stay : 375.75 USD

**HILTON
HHONORS**



Vicky Fay,
372010027

645970

FY 2016 Per Diem Rates for Key West 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 Key West 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		
Key West	Monroe	\$200	\$200	\$265	\$265	\$307	\$307	\$307	\$194	\$194	\$194	\$194	\$194	\$194	\$69

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.



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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.

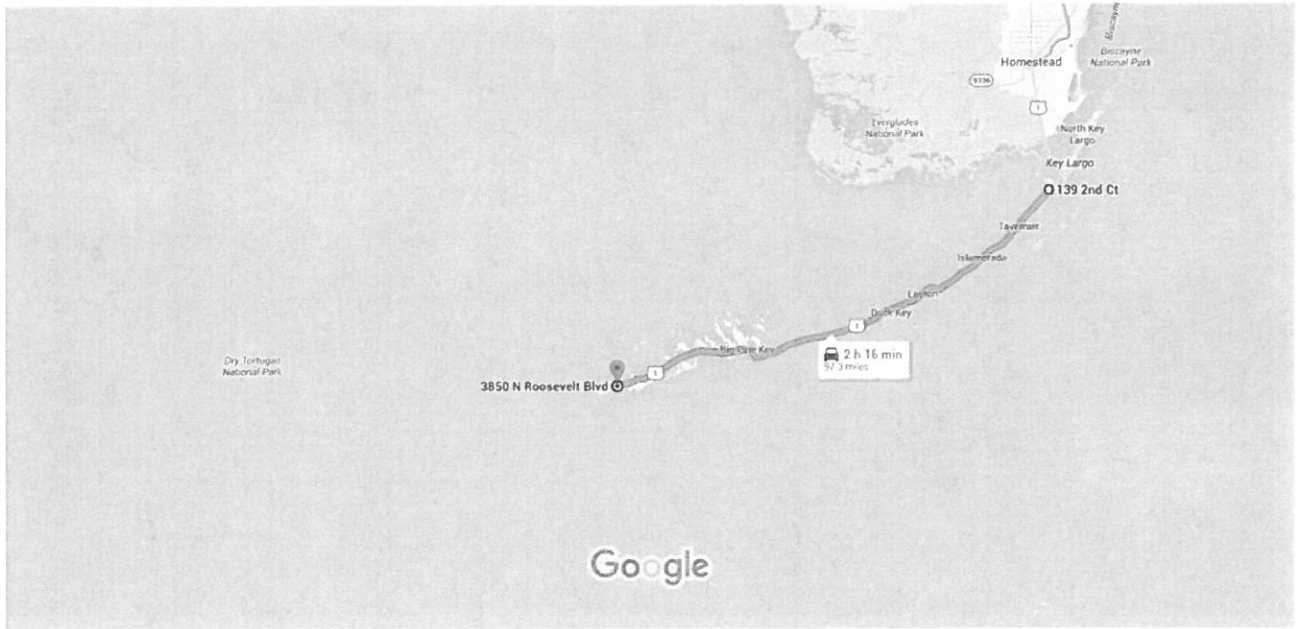
Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55.5	14	23	IRB-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	14	19	IR-2010-119
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

Page Last Reviewed or Updated: 29-Dec-2015

Google Maps

139 2nd Ct, Key Largo, FL 33037 to
3850 N Roosevelt Blvd, Key West, FL

Drive 97.3 miles, 2 h 16 min



Map data ©2016 Google, INEGI 10 mi

via US-1 S
2 h 3 min without traffic

2 h 16 min
97.3 miles

Google Maps