

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

Name ANDREW BOHL  
 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 City business.

Request Date 3/5/2014  
 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  
 ( \$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

3/14/2014	KEY LARGO	BOYNTON BCH FL	120	
3/16/2014	BOYNTON BCH FL	KEY LARGO	120	

Other: \_\_\_\_\_  
 LUGGAGE FEE \_\_\_\_\_

TOTAL MILEAGE			240	
REIMBURSEMENT @ 55.5 cents per mile			\$134.40	
TOTAL ESTIMATED TRANSPORTATION COSTS				<u>\$134.40</u>

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	3/14/2014	3/15/2014	3/16/2014							TOTAL
	FRIDAY	SATURDAY	SUNDAY							
ITEMS										
Lodging rate max.										\$0.00
per diem rate max	\$53.25	71.00	53.25							\$177.50
Other (Specify):										\$ -
										\$ -
										\$ -
<b>TOTAL</b>	\$53.25	\$ 71.00	\$53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$177.50</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 1 traveler, DONALD C **GRAND TOTAL** \$311.90  
 Department Head Approval

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

**FINANCE DEPARTMENT USE ONLY**

Total Travel Expenses Approved: \$311.90 Account No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance

PLEASE NOTE: ANDY BOHL WILL NOT NEED LODGING EXPENSES BECAUSE THEY APPEAR ON MONTILLO DESQUOTTES TRAVEL REQUEST. THEY WILL BE SHARING A ROOM. ANDY BOHL WILL BE DRIVING HIMSELF SO HE WILL NEED MILEAGE EXPENSES.

## KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

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

Request Date 3/5/2014  
 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 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 _____	
	AIRPORT PARKING & TOLLS			
DATE	FROM	TO	MILES	
3/14/2014	KEY LARGO	BOYNTON BCH FL	120	
3/16/2014	BOYNTON BCH FL	KEY LARGO	120	
TOTAL MILEAGE				240
REIMBURSEMENT @ 55.5 cents per mile				<u>\$134.40</u>
<b>TOTAL ESTIMATED TRANSPORTATION COSTS</b>				<b><u>\$134.40</u></b>

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	3/14/2014	3/15/2014	3/16/2014							
	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):										\$ -
										\$ -
										\$ -
<b>TOTAL</b>	<b>\$162.25</b>	<b>\$ 180.00</b>	<b>\$53.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$395.50</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										<b>1 traveler, DONALD C</b>
										<b>GRAND TOTAL</b>
										<b>\$529.90</b>

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

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

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

### FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$529.90 Account No. \_\_\_\_\_

Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
Finance

PLEASE NOTE THAT MONTILLO DESQUOTTE WILL BE DRIVING AND CARPOOLING WITH THOMAS MIRABELLA.  
 MONTILLO DESQUOTTE AND ANDY BOHL WILL BE SHARING A ROOM.

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

Name THOMAS MIRABELLA  
 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 City business.

Request Date 3/5/2014  
 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>
	(\$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
3/14/2014	KEY LARGO	BOYNTON BCH FL		
3/16/2014	BOYNTON BCH FL	KEY LARGO		
				Other: LUGGAGE FEE
				Note: Attach mapquest or similar for mileage documentation purposes.
TOTAL MILEAGE				
REIMBURSEMENT @ 55.5 cents per mile			<u>\$0.00</u>	
<b>TOTAL ESTIMATED TRANSPORTATION COSTS</b>				<b><u>\$0.00</u></b>

**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	3/14/2014	3/15/2014	3/16/2014							
	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):										\$ -
										\$ -
										\$ -
<b>TOTAL</b>	\$162.25	\$ 180.00	\$53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$395.50</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 were incurred for the personal use of the traveler.

1 traveler, **DONALD C**  
 Department Head Approval

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

**FINANCE DEPARTMENT USE ONLY**

Total Travel Expenses Approved: \$395.50 Account No. \_\_\_\_\_

Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance

THOMAS MIRABELLA IS SHARING A ROOM WITH LEONARDO MORENO. ROOM CHARGES ARE SHOWING UP ON THOMAS' TRAVEL REQUEST. THOMAS DOES NOT HAVE MILEAGE EXPENSE BECAUSE HE IS CAR POOLING WITH MONTILLO DESQUOTTE.

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

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 City business.

Request Date 3/5/2014  
 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>			
( \$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	Other: _____
3/14/2014	KEY LARGO	BOYNTON BCH FL	120		LUGGAGE FEE _____
3/16/2014	BOYNTON BCH FL	KEY LARGO	120		
TOTAL MILEAGE			240	Note: Attach mapquest or similar for mileage documentation purposes.	
REIMBURSEMENT @ 55.5 cents per mile			\$134.40	TOTAL ESTIMATED TRANSPORTATION COSTS <u>\$134.40</u>	

**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	3/14/2014	3/15/2014	3/16/2014							TOTAL
	FRIDAY	SATURDAY	SUNDAY							
ITEMS										
Lodging rate max.										
per diem rate max	\$53.25	71.00	53.25							\$177.50
Other (Specify):										\$ -
										\$ -
										\$ -
<b>TOTAL</b>	\$53.25	\$ 71.00	\$53.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$177.50</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 **1 traveler, DONALD C** **GRAND TOTAL \$311.90**  
 Department Head Approval  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE DEPARTMENT USE ONLY**

Total Travel Expenses Approved: \$311.90 Account No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
 Finance

Leonardo Moreno is sharing a room with Thomas Mirabella and therefore, does not have hotel expenses because they appear on Thomas Mirabella's travel request. Leonardo Moreno will be driving himself from home (he does not live in the Keys) therefore, he will have mileage exp

## KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL EXPENSE VOUCHER

Name ERIC NEITZER  
 Department KEY LARGO VOL. FIRE DEPT., INC.  
 Destination DELRAY BEACH

Request Date 3/5/2014  
 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 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				AIRPORT PARKING & TOLLS	taxi fare if needed
DATE	FROM	TO	MILES		

3/14/2014	KEY LARGO	BOYNTON BCH FL	120		
3/16/2014	BOYNTON BCH FL	KEY LARGO	120		

Other: \_\_\_\_\_  
 LUGGAGE FEE \_\_\_\_\_

	TOTAL MILEAGE	240			
	REIMBURSEMENT @ 55.5 cents per mile	\$134.40			
<b>TOTAL ESTIMATED TRANSPORTATION COSTS</b>					<b>\$134.40</b>

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	3/14/2014	3/15/2014	3/16/2014						
	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):									\$ -
<b>TOTAL</b>	<b>\$162.25</b>	<b>\$ 180.00</b>	<b>\$53.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$395.50</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 **1 traveler, DONALD C** **GRAND TOTAL** **\$529.90**

Department Head Approval

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

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

### FINANCE DEPARTMENT USE ONLY

Total Travel Expenses Approved: \$529.90 Account No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_  
Finance

Eric Neitzer will have his own room since everyone else is sharing a room and he is the 5th traveler. He will also be driving himself. Therefore, I has lodging and mileage expense.