REGISTRATION INFORMATION
2019 FLC Legislative Action Days
Doubletree by Hilton Tallahassee
101 S. Adams Street
Tallahassee, FL 32301
Tel: (850) 224 - 5000

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION
Governors Inn Tallahassee
209 S. Adams Street
Tallahassee, FL 32301
Tel: (850) 681-6855

DATE: **02/14/2019**

1. TRAVELER'S NAME: Linda Hudson
2. DEPARTURE DATE: 03/25/19
3. RETURN DATE: 03/27/19
4. DESTINATION: Tallahassee, FL
5. CODE CHARGE: **001-1000-511-40.30**
6. AMT BUDGETED: 7,500.00

7. BALANCE AVAILABLE:

DEPARTMENT: City Commission
DEPARTURE TIME: 9 a.m.
RETURN TIME: 5 p.m.
PURPOSE: 2019 FLC Legislative Action Days

Expenses must comply with City Code of Ord 1-158.
Per Diem Allowance $50.00 or $12.50 per quarter day.
Class A Travel 24-hour day.

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
* REGISTRATION FEE: N/A for this event				
* HOTEL BILL: Confirmation # 21000494	558.00			
BAGGAGE ALLOWANCE ($5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.58 731			423.98	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES				
* MISC. EXPENSES				
MEALS				
1 BREAKFAST @ $8.00			8.00	
1 LUNCH @ $8.00			8.00	
3 DINNER @ $20.00			60.00	
SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			5.32	
15% GRATUITIES			11.40	
TOTALS	558.00	0.00	521.70	

BREAKFAST = When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
LUNCH = When travel begins before 12:00 noon and extends beyond 2:00 p.m.
DINNER = When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

ADVANCE CASH RECEIVED: -423.98 No mileage needed SLC
REFUND DUE CITY:
REFUND DUE EMPLOYEE: $97.72

TRAVEL APPROVED BY:

DEPARTMENT SUPERVISOR

CITY MANAGER
(220 WITH CITY MANAGER SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

* RECEIPT REQUIRED
REV 1/19 DLN

Contingent upon City Commission approval
Total $655.72