

DATE:

1. TRAVELER'S NAME: Curtis Johnson, Jr.
 2. DEPARTURE DATE: 8/12/2021
 3. RETURN DATE: 8/15/2021
 4. DESTINATION: Orlando, FL
 5. CODE CHARGE: _____
 6. AMT BUDGETED: _____

DEPARTMENT: City Commission
 DEPARTURE TIME: 11:00 a.m.
 RETURN TIME: 11:00 a.m.
 PURPOSE: FLC Annual Conference

7. BALANCE AVAILABLE:

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:	550.00			
* HOTEL BILL: Confirmation #		537.00		
BAGGAGE ALLOWANCE (\$5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.56 224			125.44	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES			28.00	
* MISC. EXPENSES				
MEALS				
0 BREAKFAST @ \$8.00			0.00	
1 LUNCH @ \$8.00			8.00	
2 DINNER @ \$20.00			40.00	
SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			3.12	
15% GRATUITIES			7.20	
TOTALS	550.00	537.00	216.76	\$1,303.76

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: _____
 REFUND DUE CITY: _____
 REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: _____
 DEPARTMENT SUPERVISOR

 CITY MANAGER
 (220 WITH CITY MANAGER
 SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED
 FOR THE FOLLOWING PERSONS:

* RECEIPT REQUIRED
 REV 1/21 DLN