

DATE: **01/24/22**

1. TRAVELER'S NAME: Curtis Johnson Jr.
 2. DEPARTURE DATE: 3/16/2022
 3. RETURN DATE: 3/18/2022
 4. DESTINATION: Kissimmee, Florida
 5. CODE CHARGE: 001-1000-511-4030
 6. AMT BUDGETED: _____

DEPARTMENT: City Commission
 DEPARTURE TIME: 5:00 p.m.
 RETURN TIME: 3:00 p.m.
 PURPOSE: FBC-LEO

7. BALANCE AVAILABLE: **\$14,618.96**

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: Order #		175.00		
* HOTEL BILL: Confirmation #		387.00		
BAGGAGE ALLOWANCE (\$5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.585 224			131.04	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES				
* MISC. EXPENSES				
MEALS				
2 BREAKFAST @ \$8.00			16.00	
LUNCH @ \$8.00				
1 DINNER @ \$20.00			20.00	
SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			2.52	
15% GRATUITIES			5.40	

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.

TOTALS		562.00	179.96	\$741.96
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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:

