

REGISTRATION INFORMATION
2022 Legislative Conference

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION
Embassy Suites Lake Buena Vista
4955 Kynngs Heath Road
Kissimmee, FL 34746
407-597-4000

DATE: **09/20/22**

1. TRAVELER'S NAME: Linda Hudson
2. DEPARTURE DATE: 11/30/2022
3. RETURN DATE: 12/2/2022
4. DESTINATION: Kissimmee, FL
5. CODE CHARGE: 001-1000-512-40-20
6. AMT BUDGETED: 15,000.00

DEPARTMENT: City Commission
DEPARTURE TIME: 11:00 a.m.
RETURN TIME: 12:00 p.m.
PURPOSE: FLC 2022 Legislative Conference

7. BALANCE AVAILABLE: **\$6,000.00**

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.

* REGISTRATION FEE:
* HOTEL BILL: Confirmation # 82671479
BAGGAGE ALLOWANCE (\$5 PER PERSON)
* COMMUNICATION:

* FARES: AIR FARE
* TAXI, BUS
* CAR RENTAL
* MILEAGE @ 0.58 226
* GASOLINE EXPENSE
* TOLL ROAD FEES OR PARKING FEES
* MISC. EXPENSES

MEALS
BREAKFAST @ \$8.00
3 LUNCH @ \$8.00
1 DINNER @ \$20.00
SPECIAL LUNCHEON/BANQUET
7% STATE TAX
15% GRATUITIES

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
275.00			
356.39			
		5.00	
		131.08	
		0.00	
		24.00	
		20.00	
		0.00	
		3.08	
		6.60	

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	631.39	0.00	189.76	
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ADVANCE CASH RECEIVED: _____
REFUND DUE CITY: _____
REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: Linda W. Cox
DEPARTMENT SUPERVISOR

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

CITY MANAGER
(220 WITH CITY MANAGER SIGNATURE ACCEPTED)