

TRAVEL STATEMENT



REGISTRATION INFORMATION

Florida League of Cities
 2023 FLC Annual Conference

HOTEL INFORMATION

Hilton Orlando
 6001 Destination Parkway
 Orlando Florida 38219 407-313-4300

DATE: 10/3/23

1. TRAVELER'S NAME: Curtis Johnson
 2. DEPARTURE DATE: 11/29/23
 3. RETURN DATE: 12/1/23
 4. DESTINATION: Orlando Florida
 5. CODE CHARGE: 001-1000-512-40-20
 6. AMT BUDGETED: \$ 15,000.00
 7. BALANCE AVAILABLE: \$ 9,614.43

DEPARTMENT: City Commission
 DEPARTURE TIME: 8 am
 RETURN TIME: 1 pm
 PURPOSE: FLC Annual Conference

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 # _____
 BAGGAGE ALLOWANCE (\$5 PER PERSON)
 * COMMUNICATION:
 * FARES: AIR FARE
 * TAXI, BUS
 * CAR RENTAL
 * MILEAGE 0.655 224.40
 * GASOLINE EXPENSE
 * TOLL ROAD FEES OR PARKING FEES
 * MISC. EXPENSES

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
* REGISTRATION FEE:	300.00			
* HOTEL BILL: Confirmation # _____	389.00			
BAGGAGE ALLOWANCE (\$5 PER PERSON)	5.00			
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE 0.655 <u>224.40</u>			146.98	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES			45.32	
* MISC. EXPENSES				
MEALS				
<u>2</u> BREAKFAST @ \$8.00			16.00	
<u>2</u> LUNCH @ \$8.00			16.00	
<u>2</u> DINNER @ \$20.00			40.00	
___ SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			5.04	
15% GRATUITIES			10.80	
TOTALS	694.00	0.00	280.14	

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 694.00 0.00 280.14

ADVANCE CASH RECEIVED: _____
 REFUND DUE CITY: _____
 REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: _____
 DEPARTMENT SUPERVISOR

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

* RECEIPT REQUIRED
 REV 3/7 JDR CITY MANAGER
 (220 WITH CITY MANAGER'S SIGNATURE ACCEPTED)