

# 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: Arnold Gaines  
 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

**MEALS**

2 BREAKFAST @ \$8.00  
2 LUNCH @ \$8.00  
2 DINNER @ \$20.00  
 \_\_\_\_\_ SPECIAL LUNCHEON/BANQUET  
 7% STATE TAX  
 15% GRATUITIES

	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				
<b>MEALS</b>				
<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	
<b>TOTALS</b>	<b>694.00</b>	<b>0.00</b>	<b>280.14</b>	

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	
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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)