

City of North Miami, Florida
TRAVEL REQUEST

32

Date: January 17, 2017

Name of Traveler: Marc Jeudy

Department: Office of the Mayor and Council

Destination: Arcahie, Haiti

Mode of Transportation: Air
(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: January 19, 2017

To: January 22, 2017

Purpose of Trip: Four Day Mission Trip for Sister Cities Project 2017

<u>ESTIMATED COST</u>		Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Registration	\$0.00	Attach written documentation supporting this travel
Transportation	\$381.96	
Meals	\$0.00	Information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Lodging	\$297.00	Travel was included in budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other – Local Transportation		
Other		* (Explain answer no)
Total Costs	\$678.96	
Less Prepaid Expenses		
Advance to Traveler	\$0.00	
		Signature <u>Marc Jeudy</u> Traveler

Meal Detail

Date				1/19/2017	1/20/2017	1/21/2017	1/22/2017	Total
Breakfast – 15%								
Lunch – 30%								
Dinner – 55%								
Total								

COMMENTS

\$111.00 per day

APPROVED

Account No. 001-01-400002-511-305-000

Voucher No: _____ Date: _____

DEPARTMENT HEAD

DATE

RISK MANAGEMENT ADMINISTRATOR

DATE

BUDGET DIRECTOR

DATE

CITY MANAGER

DATE

2-28-17

1-19-17

RECEIVED
MAR 01 2017
John L. 4060m
CITY OF NORTH MIAMI
ACCOUNTS PAYABLE