

WKB
JAB

City of North Miami, Florida
TRAVEL REQUEST

Date: 07/01/2019

Name of Traveler: Councilwoman Mary Estimé-Irvin

Department: Mayor and Council Office

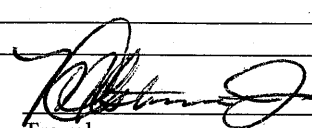
Destination: Orlando, FL

Mode of Transportation: City Car
(If least expensive mode not chosen provide justification below)

Dates of City Travel: From: August 14, 2019

To: August 18th, 2019

Purpose of Trip: Attending the 2019 Florida League of Cities 93rd Annual Conference

<u>ESTIMATED COST</u>		Will vacation be combined with trip? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Registration	\$550.00	Attach written documentation supporting this travel information on trip attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Transportation	\$City Car	
Meals	\$245.02 208.72	Travel was included in budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No *(Explain answer no)
Lodging -	\$704.00	
Other - Local Transportation	\$0	
Other- Valet	\$ 60.00	
Total Costs	\$1,559.02	
Less Prepaid Expenses	1350.30	
Advance to Traveler	\$305.02 208.72	
		Signature  Traveler

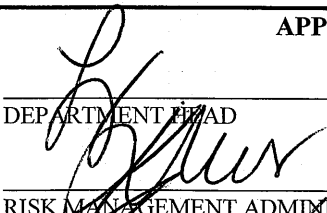
Meal Detail


Date	8/14/19	8/15/19	8/16/19	8/17/19	8/18/19		Total
Breakfast - 15%	\$7.42	\$9.90		\$9.90	\$7.42		\$34.64
Lunch - 30%	\$14.85	\$19.80	\$19.80	\$19.80			\$74.25
Dinner - 55%	\$27.23	\$36.30	\$36.30	\$36.30			\$136.13 99.93
Total	\$49.50	\$66.00	\$56.10	\$66.00 29.70	\$7.42		\$245.02 208.72


COMMENTS

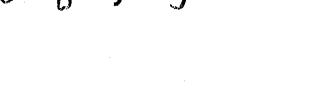
Account No. XXXXXXXXXX000
Voucher No: _____ Date: _____

APPROVED

DEPARTMENT HEAD  DATE 7/15/19

RISK MANAGEMENT ADMINISTRATOR  DATE 8/1/19

BUDGET DIRECTOR  DATE 7/8/19

CITY MANAGER  DATE _____