

TRAVEL ID#:

T 16148

City of Naples, Florida  
Travel Report FormName of  
Traveler:

KELLY LEE

Department

COMMUNITY SERVICES

Purpose of Travel

FRPA STATE CONFERENCE

Destination  
(City and State)

ORLANDO, FL

Departure Date  
and Time

SUNDAY, 8/28/16; Depart at 1:00 pm

Return Date and  
Time

THURSDAY, 9/01/16; Return by 6:00 pm

Account(s) to be charged:

001.0925.572.540000

Instructions: Complete first column with estimated costs prior to travel and submit to Finance for pre-audit prior to committing any travel funds.

Complete second two columns with actual amounts after travel. Submit to Finance within 7 days of return.

		Estimated Costs	To be reimbursed	City Credit Card or Check
<b>Registration Fee</b>	Florida Recreation & Park Association Annual Conference	\$325.00 ✓		325-
<b>Lodging</b>	\$69.67 Per Night X 4 Nights* *Will be sharing a room with 2 other City Employees. Name of Establishment: The Caribe Royale Orlando Hotel	\$278.68		278.68
<b>Meals</b> Receipts required, reimbursement not to exceed the amounts shown	Breakfast: \$ 6 per day X 4 Days = \$ 24.00 Lunch: \$11 per day X 3 Days = \$ 33.00 Dinner: \$19 per day X 4 Days = \$ 76.00 TOTAL = \$133.00 Note: meals are paid on a reimbursement basis, subject to maximum allowances.	\$133.00 ✓	\$133.00	
<b>Transportation</b>	City Car (Estimate gas) miles/ Mpg @ \$ gal *Riding with other employees in city vehicle X Private Owned Vehicle (POV) \$ .445/mile X 386 miles = \$171.77 Other (explain) P/T employment req'd employee to use private vehicle	\$171.77	\$171.77	
<b>Incidental Expenses</b> (such as taxi, tolls, parking, telephone)	Please Specify: - see attached email			
<b>TOTAL</b>		\$908.45	304.77	603.68
		Less Travel Advance	133.00	
		Balance Due City/Employee (circle)	171.77	

Requested by (Employee)

K Lee

RML

Date

Approved and Funds Certified (Department  
Director)

Donna Boyles

Date

7/20/16

Pre-audited by Finance

Donna Boyles

Date

7.22.16

City Manager Approval (required for  
Directors, or Out of State or over \$1000)

Date

Forward form to Finance for assignment of Travel ID number. Finance will return Form to traveler.

**POST TRAVEL CERTIFICATION** After travel, complete grey columns, attach original receipts, obtain appropriate signatures below, and forward to Finance Department. If reimbursement is required, attach payment authorization with explanation. City Travel is governed by Chapter 2 of the City Code. Employee is to certify that all travel was in compliance with Chapter 2 of the City Code

Employee certification:

Date:

9/15/16

Department final approval:

Date:

9/16/16

Audited by Finance:

Donna Boyles

Date:

9.19.16

