

TRAVEL ID#: T1797

City of Naples, Florida
Travel Report Form



Name of Traveler: Heather Shields Department: Community Services
 Purpose of Travel: FUFC Destination (City and State): Parks & Parkways
Urban Forestry Institute 2017 Orlando, FL
 Departure Date and Time: Wednesday, March 15 3pm Return Date and Time: Friday, March 17 8pm

Account(s) to be charged: 001.0913.572.54000.0

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 14 days of return.

	Estimated Total	To be reimbursed	City Credit Card or Check
Registration Fee	FUFC - Urban Forestry Institute \$160		160.00
Lodging	\$144 Per night X 2 nights (plus \$56 fee) Conference Parking \$17 per night Name of Establishment Wingate at Wyndham \$344		344.00
Meals Reimbursement not to exceed the amounts shown	Breakfast: \$5 per day X 2 Days = \$10 Lunch: \$11 per day X 2 Days = \$22 Dinner: \$19 per day X 2 Days = \$38 TOTAL \$70 Note: meals are paid on a reimbursement basis, subject to maximum allowances.	\$38	38.00 CK
Transportation	X City Car (Estimate gas) 360 miles / 14 Mpg @ \$1.25/gal Private Owned Vehicle (POV) .54 cents /mile X 25 miles (54 cents beginning Jan. 1, 2016) Fuel receipt reimbursement (25 miles / 25 MPG X \$1.25 /gallon (Reimbursement never more than fuel receipts nor more than 25 cents per mile) Other (explain)	\$25	18.28
Incidental Expenses (such as taxi, tolls, parking, telephone)	Please Specify: need receipts for these		
TOTAL		\$542 567.00	522.28
		Less Travel Advance	38.00
		Amount Due to (Circle One): City	560.28
		Employee	

Requested by (Employee): Heather Shields Date: 2/24/17
 Approved and Funds Certified (Department Director): [Signature] Date: 2/24/17
 Pre-audited by Finance: [Signature] Date: 2.27.17
 City Manager Approval (required for Directors, out-of-state travel, or more than 10 days travel in fiscal year): _____ Date: _____

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

POST TRAVEL CERTIFICATION After travel, complete "to be reimbursed" and "credit card or check" 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: Heather Shields Date: 3/21/17
 Department final approval: _____ Date: _____
 Audited by Finance: [Signature] Date: 3/21/17
[Signature] Date: 3.22.17



FLORIDA URBAN FORESTRY COUNCIL
 Post Office Box 547993
 Orlando, FL 32854-7993

NON-PROFIT ORG.
 U.S. POSTAGE
 - PAID -
 PERMIT #2717
 ORLANDO, FLORIDA

For more information or change of address, please contact the FUFC:

Phone: (407) 872-1738

Fax: (407) 872-8868

E-Mail: info@fufc.org

Website: www.fufc.org

CHANGE SERVICE REQUESTED

Address Update:

- Please change my address as noted on the right.
- I receive duplicates. Please delete my name at right.
- Please remove my name from your mailing list.



Valencia College -
 West Campus
 1800 S. Kirkman Rd., Orlando, FL 32811

Thursday to Friday
 March 16-17, 2017

Urban
 Forestry
 Institute
 2017