

TRAVEL REQUEST/REIMBURSEMENT FORM
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME _____ TITLE _____
PRINT NAME TECH PROF MNGR OTHR

DEPARTMENT _____ DIVISION _____

PHONE # _____ ACCOUNT # _____ DATE _____

TRAVEL CONTACT _____ PHONE # _____

DESTINATION (City & State) _____

VACATION COMBINED WITH TRIP? YES NO WAS TRIP BUDGETED? YES NO

TITLE OF CONFERENCE/SEMINAR _____

PURPOSE OF TRIP: Business Training Conference/Convention
 Certification Lobbying

OUT OF STATE IN STATE IN PALM BEACH COUNTY

	ESTIMATED EXPENSES	ACTUAL EXPENSES
	Departure	Date: _____ Time: _____
Return	Date: _____ Time: _____	Date: _____ Time: _____
Registration Fee	\$ _____	\$ _____
Transportation:		
Airline	_____	_____
Private Vehicle (Attach Detail)		
Destination Miles		
.50.5 ¢ /mile	_____	_____
Vicinity Miles		
.50.5 ¢ /mile	_____	_____
County Vehicle:		
Vehicle # _____	_____	_____
Taxi	_____	_____
Car Rental (Attach Justification)	_____	_____
Lodging: _____ Days @ \$ _____ / Day	_____	_____
Meals:		
# _____ Breakfasts (\$6.00)	_____	_____
# _____ Lunches (\$12.00)	_____	_____
# _____ Dinners (\$22.00)	_____	_____
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr..	_____	_____
Miscellaneous:		
Parking	_____	_____
Tolls	_____	_____
Other	_____	_____
TOTAL ALL EXPENSES:	\$ _____	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ _____	
Less:		
Travel Advance		_____
Payments By County		_____
Payments By Other Entities		_____
Amount of Reimbursement <REFUND>		\$ _____

TRAVEL APPROVALS:

Traveler's: _____ Date _____

Approving Authority's: _____ Date _____

REIMBURSEMENT APPROVALS: *

Traveler's: _____ Date _____

Approving Authority's: _____ Date _____

*** CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.