

**Title:** Travel Policy

**Policy Number:** 150.03

**Effective Date:** January 1, 1990

**Revised Date:**

### Purpose

The purpose of this policy is to ensure uniformity, efficiency and guidelines in the payment and/or reimbursement of authorized travel and/or conference expenses for employees and other authorized travelers of the City of Pompano Beach ("City"). This policy governs expenses incurred during City travel, as well as, expenses incurred locally in connection with City business.

### Policy

It is the policy of the City of Pompano Beach to:

- Incur, or reimburse, travel expenses that are:
  - reasonable and necessary;
  - for a City business purpose which serves the best interest of the City; and
  - properly documented, approved and submitted.

### Definitions

- Common Carrier: Enterprise that provides transportation to the general public for a fee. Examples include the following: commercial airline, bus, ride-share, sub-way, train, or rental car companies.
- Final Travel Form: Travel Form that includes all final expenses of a traveler's trip.
- GSA.gov (General Services Administration): Website providing federal government guidelines for per diem rates for meal allowances, adjusted by the cost of living for local regions within the USA. (using <https://www.gsa.gov/travel/plan-book/per-diem-rates>.)
- Headquarters: Headquarters will be the traveler's principal place of reporting to work.
- Incidental Expenses: Includes fees and tips given to porters, baggage carriers and hotel staff.
- Local Area: City-related travel within the Tri-County (Broward, Palm Beach and Miami-Dade County) area.
- Lodging: City approved property available to the general public for use for overnight stay for a fee. Examples include: hotels, motels, dormitories, regulated home-sharing accommodations (like Airbnb's).
- Mileage: Mileage will be calculated at the lesser of the traveler's home to the event and the traveler's headquarters to the event. Traveler is to provide both calculations.

- Miscellaneous Expenses: Lesser travel-related expenses incurred for which receipts are to be provided, including tolls, ground transportation, parking.
- Most Economical Class of Transportation: The travel class having the lowest available fare.
- Prepaid Expenses: Disbursement payable to vendors for registration, airfare and lodging in advance of travel.
- Pre-Travel Form: Travel Form with estimated travel costs for a specific traveler and trip.
- Receipt: Original, legible, itemized document detailing the items purchased. Must include the name of the organization from whom the purchase was made and the date of purchase. Hand written receipts must be signed and dated by the seller. If the name of the organization is not pre-printed on the receipt, the traveler is responsible for putting the name of the business on the receipt.
- Travel Advance: Disbursement made payable to traveler prior to completion of a travel arrangement.
- Travel Form: Form listing the traveler's name, travel dates and purpose completed prior to the beginning of travel. Pre-Travel section of the Travel Form is required to be completed, and approved, prior to travel, then is updated upon completion of the Travel.
- Travel Packet: Packet that includes the Travel Form authorizing the travel and documents supporting the cost of travel before and after travel. Packet includes the cost of registration, transportation, lodging, meals and miscellaneous expenses.
- Travel Period: The period of time required to accomplish travel to and from the intended destination to complete the intended purpose of the travel arrangement.
- Traveler: An employee, or other person authorized by the City Manager, or his/her designee, when performing authorized travel for the City.

#### General Guidelines

1. Travelers traveling outside the Local Area and/or incurring expenses other than registration, must complete the Pre-Travel section of the Travel Form.
2. Automobile insurance is required of City travelers using a personal vehicle for City travel. A traveler's personal insurance will be used first, and then the City insurance will follow up with any additionally required coverage.
3. Individuals traveling on official City business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of City business must be pre-approved by the City Manager, or his/her designee. Travelers will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.
4. The following travel requests require the approval of the City Manager, or his/her designee:
  - a. Any travel outside of the state of Florida.
  - b. Use of car/vehicle rental.

## 5. Payments

- a. P-Cards may be used for reservations and payment of allowable travel expenses. Travelers that are not P-Card holders may request a card holder within the department to secure and pay for expenses on the traveler's behalf.
- b. Receipts are required for all reimbursable expenses and are to be attached to the Travel Form.

## 6. Allowable P-Card Charges (Paid Before Travel Dates)

- a. Registration Fees
- b. Hotel/Lodging
- c. Transportation by Common Carrier
- d. Baggage, Common Carrier Fees
- e. Parking Fees

## 7. Restricted/Not Allowable P-Card Charges (Expenses During Travel)

- a. Meals (see Guidelines – Meals for Overnight Travel (Per Diem))
- b. Alcohol
- c. Fuel, if using personal vehicle (see Mileage Reimbursement guidelines)
- d. Hotel/Lodging Incidental Expenses (movies, mini-bar, room service, phone calls, cleaning, any other personal services)

Guidelines – Transportation

## 1. Mode of Transportation

- a. Method of transportation will be in the best interest of the City, as approved by the Department Head.
- b. It is preferred that air transportation is used for out-of-state travel. Use of a personal vehicle will be permitted upon approval of the Department Head.

## 2. Miscellaneous Transportation Expenses

- a. Travelers may be reimbursed the actual cost for miscellaneous transportation expenses, including bus, ride-share, taxi, tolls.
- b. Receipts agreeing to the amount requested must accompany reimbursement request.
- c. Gratuities are limited to 20% of the cost of the service on ride-shares and taxis.
- d. The City will not be responsible for any fines incurred while operating a personal vehicle.

## 3. Vehicle Use – Local Area

- a. The City strongly encourages all employees to use City vehicles for City-related travel when reasonably possible.
- b. City-related Local Area is within the following three counties: Broward, Palm Beach and Miami-Dade.
- c. Employees receiving a car allowance are ineligible for reimbursement for Local Area.
- d. Mileage reimbursement for the employee's use of a private vehicle is allowed using the City's published mileage reimbursement rate.
- e. Mileage reimbursement is the amount prescribed by the Internal Revenue Service when an employee's personal vehicle is used for City-related travel, or when an employee's personal vehicle is used in the performance of a task for a business need of the City. All mileage shall be computed on the basis of the most current available map. Examples of maps include MapQuest and Google Maps.
- f. Fuel reimbursement is allowed for fuel purchased for City-owned vehicle and vehicle rentals approved by the City Manager or his/her designee. The fuel receipt needs to indicate the itemized amount and type of fuel purchased.

## 4. Vehicle Use – Outside Local Area

- a. The City strongly encourages all employees to use City vehicles for City-related travel when reasonably possible.

- b. Mileage reimbursement is the amount prescribed by the Internal Revenue Service when an employee's personal vehicle is used for City-related travel, or when an employee's personal vehicle is used in the performance of a task for a business need of the City. All mileage shall be computed on the basis of the most current available map. Examples of maps include MapQuest and Google Maps.
- c. Copy of mileage calculation is to be included in the Travel Packet.
- d. Fuel reimbursement is allowed for fuel purchased for City-owned vehicle and vehicle rentals approved by the City Manager, or his/her designee. The fuel receipt needs to indicate the itemized amount and type of fuel purchased.

#### Guidelines – Lodging

- 1. Specific dates of lodging must be listed and substantiated by an itemized receipt from a commercial lodging establishment.
- 2. Reimbursement/Payment for Overnight Lodging requires the approval of the City Manager, or his/her designee.
- 3. Only charges for room and taxes will be reimbursed, up to the maximum reimbursable rate, as is set forth herein.
- 4. Employees are encouraged to pay for lodging with the City's P-Card so that the City's tax-exempt status can be utilized.
- 5. Tips for room service, other hotel services, and additional personal expenses are not separately reimbursable unless previously authorized by the City Manager, or his/her designee. The US General Services Administration guideline provides a daily per diem for these types of expenditures.
- 6. Travelers sharing a room with a non-City individual (including family members) are responsible for reporting and requesting reimbursement of lodging expense at single occupancy rates.
- 7. The City normally pays for lodging the night prior to the beginning of a conference or meeting that begins before 10:00 am.
- 8. The City normally pays for lodging the last night of a conference or meeting that ends after 4:00 pm.

#### Guidelines – Meals

- 1. Local Area (Actual Receipts)
  - a. Employees will not be reimbursed for actual expenses for lunch while they are away from the City on official business during a normal workday before and after the lunch period, including attendance at conferences or training seminars.
  - b. Meal expenses may be claimed if incurred for the purpose of advancing a City business relationship, are within the bounds of good taste, moderation and legal requirements, and are within reasonable limits, as approved by the City Manager, or his/her designee.
  - c. Reimbursement for meals shall be based on actual costs of the meal plus a gratuity not to exceed 20% of the listed value of the meal.
  - d. An itemized receipt listing the business purpose, those in attendance and the items purchased, will be required for reimbursement of meal costs.
  - e. The City does not pay for the purchase of alcohol.
- 2. Overnight Travel (Per Diem)
  - a. When traveling for official City business out of the Local (Tri-County) Area, travelers will be reimbursed for meals and incidentals using the Domestic Maximum Per Diem Rates for the destination city as published by the US General Services Administration (GSA.gov).
  - b. Domestic Maximum Per Diem Rates are available at the following website:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- c. Traveler will be eligible to the following per diem rates as detailed by GSA.gov.
  - i. Breakfast
  - ii. Lunch
  - iii. Dinner
  - iv. Incidental Expenses
  - v. First & Last Day of Travel rates (75% of the daily rate)
- d. Employee traveling outside of the Local Area on City-related business, returning on the same day (no overnight stay) is eligible to claim a per diem for the day under the first day of travel per diem rate.
- e. Any meals provided to the traveler during the overnight/out of area travel shall reduce the Per Diem rate for the meal provided.
- f. A copy of the GSA.gov per diem rates for the destination area is to be attached to the Travel Form.
- g. Receipts are not required for per diem expenditures. The need for receipts is replaced by the use of the Per Diem rates.
- h. If registration includes meals that the traveler elects not to have, any additional meals are at the traveler's personal expense.

#### Guidelines – Completing Travel Form before Travel

- 1. The Pre-Travel section of the Travel Form should be completed for the traveler and approved by a Department Manager prior to the beginning of any travel arrangement.
- 2. Travel Form to be used in conjunction with requesting travel approval and reimbursement is available on the City's shared drive in Forms. <S:\FORMS\Travel Expense>.
- 3. Each employee trip requires a separate Travel Form.
  - a. One Travel Form is to be completed for each employee that is traveling
  - b. Multiple trips are not to be combined in a single Travel Form or Travel Packet.
  - c. Money due the employee or the City will not be "rolled over" to the employee's next expense report.
- 4. The Travel Packet should include the following:
  - a. Travel Form completed with Pre-Travel expenditures and approved by the traveler's department head
  - b. Registration form
  - c. Copy of agenda
  - d. Cost of lodging
  - e. Mileage with supporting documentation for the calculation
    - i. Examples include Google Maps and Mapquest
  - f. Copy of per diem rates for event's location using the US General Services Administration guidelines.
    - i. See <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
  - g. Notation from event host regarding meals included in the registration cost
  - h. Add Comments at the bottom of the Travel Form for additional detail, for example:
    - i. Per Diem not included as the meal is included in the registration
    - ii. Itemized detail of Miscellaneous Expenses
- 5. The following travel-related expenditures may be paid in advance of the travel, after approval of the Pre-Travel section of the Travel Form:
  - a. Registration
  - b. Lodging
  - c. Transportation
    - i. Common Carrier
    - ii. Mileage

- e. Per Diem
    - i. Per Diem rates to be calculated using the US General Services Administration guidelines for meals and incidental expenses
    - ii. See <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
    - iii. Per Diem rates for the first and last day of travel are calculated at the reduced rates as indicated on GSA.gov
    - iv. Per diem to be reduced for any meals included in the event registration cost
  - f. In the Additional Comments section of the Travel Form
    - i. Note any meals included in the registration
    - ii. Note any known Miscellaneous Expenses, for example parking and tolls
  - g. Complete the P-Card and Check columns for amounts
  - h. Confirm that the Total Pre-Travel and Final amounts are the same amount
8. Department is to send a copy of the approved Travel Packet to the Finance Department
9. Finance Department will process pre-travel expenditures, for example, per diem and mileage
10. Department is to maintain the original Travel Packet to be updated by the traveler upon completion of the travel

#### Guidelines – Completing Travel Form after Travel

1. Update the Travel Form
  - a. Upon completion of the travel, the traveler is to update the Travel Form used for the Pre-Travel with final travel costs
    - i. Update the Final Adj's column of the Travel Form with the updated travel costs.
    - ii. For example,
      1. adding final costs for parking
      2. adding final costs for fuel
      3. reducing final costs for car rental for which a credit was applied
    - iii. Provide description of any Miscellaneous Expenses included in the travel in the Additional Comments section of the Travel Form
  - b. Confirm the Total Pre-Travel plus Total Final Adj's equal Total Final
  - c. If the Total Final is **greater** than Total Pre-Travel, a Balance due to Employee shall be reflected on the Travel Form
  - d. If the Total Final is **less** than Total Pre-Travel, a Refund due to City shall be reflected on the Travel Form
    - i. If the Travel Form reflects that a Refund is due to City, traveler must include the amount due to the City with the Travel Package
  - e. The Final Travel Form must be completed and approved by the department head, then sent with original receipts to Finance for payment processing within 15 calendar days of travel completion
  - f. Failure to submit the complete approved Travel Package on a timely basis may result in the City not honoring the request for reimbursement
2. The Travel Packet should include the following:
  - a. The Final Travel Form, approved by the traveler and traveler's department head.
  - b. Original itemized receipts supporting each item, except for meals, on the travel form
  - c. Copy of the per diem meals and incidentals rates for the destination as indicated on the GSA.gov website
  - d. Traveler's payment to the City if a Refund due to City (Total Final is **less** than Total Pre-Travel)
  - e. Traveler should keep a copy of the Final Travel Packet (Final Travel Form and receipts) for their records

3. Travel Documentation for P-Card File
  - a. Cardholder must provide the following supporting documents for all travel related transactions
    - i. A copy of the approved Travel Form;
    - ii. The receipt or invoice for the Registration Fee;
    - iii. Copy of the confirmed airline reservation receipt
    - iv. Hotel folio reflecting paid-in-full status
    - v. Car rental receipt, reflecting paid-in-full status
    - vi. Copy of conference/meeting agenda, noting any meals included in the registration
    - vii. Copy of any additional documentation required by the City, stating the purpose of the travel
    - viii. Use of the City's P-Card for travel-related items is a privilege which is covered by the policy guidelines listed at [S://Form/Travel Expenses/Travel Policies-Current](#). Abuse, or purchase of prohibited items, can subject the employee to disciplinary action.

**Guidelines – Miscellaneous Travel Items**

1. Combined Business and Personal Travel
  - a. Travelers will not be reimbursed for any additional expenses incurred as a result of a trip lengthened due to personal travel/time
2. Entertainment Expenses (disallowed)
  - a. Entertainment expenses are not eligible for reimbursement. This includes, and is not limited to, the following: amusements, theaters, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event, which is being attended on behalf of the City and in the furtherance of City business.

This Administrative Policy is to be maintained and updated by the Finance Department.



CITY OF POMPANO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME

DEPARTMENT/DIVISION

TRAVEL DATE END (MM/DD/YYYY)

TRAVEL DATE START (MM/DD/YYYY)

PURPOSE OF TRAVEL

PLACE OF CONFERENCE, SEMINAR OR MEETING

METHOD OF TRAVEL

OUT OF STATE TRAVEL? 

No

Response of **Yes** requires City Manager approval.

CHARGE TO ACCOUNT					
				40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		No
Date								TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee								0.00					0.00		0.00	0.00
Lodging _____ nights @ \$ _____/night								0.00					0.00		0.00	0.00
Common Carrier, flight only								0.00					0.00		0.00	0.00
Common Carrier, addl fees								0.00					0.00		0.00	0.00
Per Diem: <a href="#">per www.gsa.gov</a>								0.00					0.00		0.00	0.00
Breakfast								0.00					0.00		0.00	0.00
Lunch								0.00					0.00		0.00	0.00
Dinner								0.00					0.00		0.00	0.00
Incidentals (gratuity)								0.00					0.00		0.00	0.00
Car Rental								0.00					0.00		0.00	0.00
Fuel								0.00					0.00		0.00	0.00
Private Vehicle (round trip) _____ miles @ \$ _____/mile								0.00					0.00		0.00	0.00
Miscellaneous Expenses (tolls, ground transportation, parking)								0.00					0.00		0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Subtotal (amount paid Pre-Travel and P-Card during Travel)

\$ -

Total amount of Final travel expenses

Balance due to Employee or (Refund Due to City)

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:	Amounts	Misc Exp includes:	Amounts

POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature _____ Date _____
Approved by: _____	
Travel Form #:	Traveler's Dept Head _____ Date _____

Total PreTravel - Sum of Pretravel pyrrt types (P-Card, Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

\$ -	\$ -
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City of Pompano Beach  
Travel Policy - Per Diem Look-Up

Per Diem rates are to be used on the Travel Form as part of PRE TRAVEL.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Provide the travel information for the Search

Year of travel

City, State or Zipcode

Click Find Rates

Scroll down to Meals & Incidentals rates and breakdown

Print a copy of the Meals & Incidentals rates and breakdown by clicking on the printer icon

Include a copy of the printed Meals & Incidental rates and breakdown in the  
PRE TRAVEL Packet that is to be approved by the Dept Head.

The screenshot shows the GSA U.S. General Services Administration website. The breadcrumb trail is Home > Travel > Plan & Book > Per Diem Rates. The left sidebar lists various links under 'Per Diem Rates', including Overview, FY 2024 Per Diem Highlights, FAQ, Per Diem Files, M&IE Breakdown, Factors Influencing Lodging Rates, Per Diem Boundaries, Fire Safe Hotels, and Per Diem Contacts. The main content area features a blue banner for 'FY 2024 Per Diem Rates Now Available' with a note that these rates are not default until October 1, 2023. Below the banner, a section titled 'Search by City, State or ZIP' contains three input fields: 'For Fiscal Year' (set to 2023), 'State' (set to Florida), and 'City' (set to Orlando). A red box highlights these three fields. Below them is an 'OR' section with a 'ZIP' field. A red arrow points from the 'Find Rates' button at the bottom to the 'City' field.

gsa.gov/travel/plan-book/per-diem-rates

Bank\_Chase

GSA U.S. General Services Administration

Per Diem Lookup

Buy Through Us Sell To Government Real Estate Policy & Regulations Small Business Travel Technology

Home > Travel > Plan & Book > Per Diem Rates

**Per Diem Rates**

Overview

FY 2024 Per Diem Highlights

FAQ

Per Diem Files

M&IE Breakdown

Factors Influencing Lodging Rates

Per Diem Boundaries

Fire Safe Hotels

Per Diem Contacts

**FY 2024 Per Diem Rates Now Available**

Please note! The FY 2024 rates are NOT the default rates until October 1, 2023.

You must follow these instructions to view the FY 2024 rates. Select FY 2024 from the drop-down box above the "Search By City, State, or ZIP Code" or "Search by State" map. Otherwise, the search box only returns current FY 2023 rates.

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

**Search by City, State or ZIP**

For Fiscal Year:

2023 (Current Fiscal Year)

Florida

Orlando

OR

ZIP

**Find Rates**

Sample Per Diem Rate Sheet for Orlando in FY 2024

9/20/23, 12:00 PM

FY 2024 Per Diem Rates for Orlando, Florida

GSA

U.S. General Services Administration

FY 2024 Per Diem Rates for Orlando, Florida

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMPANO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME  
Tiffany Satchell

DEPARTMENT/DIVISION  
Finance/Accounting

TRAVEL DATE START (MM/DD/YYYY)  
10/23/2023

TRAVEL DATE END (MM/DD/YYYY)  
10/26/2023

PURPOSE OF TRAVEL  
accounting conference

PLACE OF CONFERENCE, SEMINAR OR MEETING  
Orlando, FL

METHOD OF TRAVEL  
personal car

OUT OF STATE TRAVEL? No

Response of Yes requires City Manager approval.

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		No
Date		10/23/23	10/24/23	10/25/23	10/26/23			TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee		300.00						300.00	300.00				300.00		0.00	300.00
Lodging _3_nights @ \$___175.00___/night		175.00	175.00	175.00				525.00	525.00				525.00		0.00	525.00
Common Carrier, flight only								0.00					0.00		0.00	0.00
Common Carrier, addl fees								0.00					0.00		0.00	0.00
Per Diem: per www.gsa.gov Breakfast		12.00	16.00	16.00	12.00			56.00			56.00		56.00		0.00	56.00
Lunch		12.75		17.00	12.75			42.50			42.50		42.50		0.00	42.50
Dinner		23.25	31.00	31.00	23.25			108.50			108.50		108.50		0.00	108.50
Incidentals (gratuity)		3.75	5.00	5.00	3.75			17.50			17.50		17.50		0.00	17.50
Car Rental								0.00					0.00		0.00	0.00
Fuel								0.00					0.00		0.00	0.00
Private Vehicle (round trip) _800_miles @ \$ 0.6550_/mile		524.00						524.00			524.00		524.00		0.00	524.00
Miscellaneous Expenses (tolls, ground transportation, parking)								0.00					0.00		0.00	0.00
TOTAL	0.00	1,050.75	227.00	244.00	51.75	0.00	0.00	1,573.50	825.00	0.00	748.50	0.00	1,573.50	0.00	0.00	1,573.50

Is Travel  
Final?

Total PreTravel - Sum of Pretravel pyrrnt types (P-Card + Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Subtotal (amount paid Pre-Travel and P-Card during Travel)	\$ 1,573.50
Total amount of Final travel expenses	
Balance due to Employee or (Refund Due to City)	

\$ -	\$ -
------	------

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments	Amounts	Misc Exp includes:	Amounts
Registration includes:			
10/24/2023 Lunch	\$ 17.00		

POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature _____ Date _____
Approved by: _____	
Travel Form #:	Traveler's Dept Head _____ Date _____

Scenario:

Instate travel with personal vehicle.

Registration includes 1 meal.

Final has tolls added.

9/20/23, 12:00 PM

FY 2024 Per Diem Rates for Orlando, Florida

GSA

U.S. General Services Administration

FY 2024 Per Diem Rates for Orlando, Florida

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

Incidental expenses.

Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMpano BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME

Tiffany Satchell

DEPARTMENT/DIVISION

Finance/Accounting

TRAVEL DATE START (MM/DD/YYYY)

10/23/2023

TRAVEL DATE END (MM/DD/YYYY)

10/26/2023

PURPOSE OF TRAVEL

accounting conference

PLACE OF CONFERENCE, SEMINAR OR MEETING

Orlando, FL

METHOD OF TRAVEL

personal car

OUT OF STATE TRAVEL?

No

Response of Yes requires City Manager approval.

CHARGE TO ACCOUNT

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES

Employee Signature (above)

Date

Dept Head Signature (above)

Date

Audited By (above)

Date

Finance Director (above)

Date

City Manager (above)

Date

DESCRIPTION

Day of Week

Date

Registration Fee

Lodging

\_3\_nights @ \$\_\_175.00\_\_/\_night

Common Carrier, flight only

Common Carrier, addl fees

Per Diem: per www.gsa.gov

Breakfast

Lunch

Dinner

Incidentals (gratuity)

Car Rental

Fuel

Private Vehicle (round trip)

\_800\_miles @ \$\_0.6550\_/mile

Miscellaneous Expenses

(tolls, ground transportation, parking)

TOTAL

Subtotal (amount paid Pre-Travel and P-Card during Travel)

Total amount of Final travel expenses

Balance due to Employee or (Refund Due to City)

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:

Amounts

10/24/2023 Lunch \$ 17.00

Misc Exp includes:

Amounts

Tolls (receipts in Travel Packet) \$ 10.00

Is Travel  
Final?

Total PreTravel -  
Sum of Pretravel pyrrnt types  
(P-Card, Direct Pay, Advance)

Proof  
(Pre)

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

\$ 1,573.50

\$ 1,583.50

\$10

\$ -

\$ -

Final Travel -  
Subtotal + During Travel

Proof  
(Final)

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

POST TRAVEL SIGNATURES

FINANCE DEPARTMENT USE ONLY

Audited by:

Approved by:

Travel Form #:

\* Payee/Employee Signature

Date

Traveler's Dept Head

Date

Scenario:

Instate travel with personal vehicle.

Registration includes 1 meal.

Final has tolls added.

9/20/23, 12:00 PM

FY 2024 Per Diem Rates for Orlando, Florida

GSA

U.S. General Services Administration

FY 2024 Per Diem Rates for Orlando, Florida

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

Incidental expenses.

Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMPANO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME  
Tiffany Satchell

DEPARTMENT/DIVISION  
Finance/Accounting

TRAVEL DATE END (MM/DD/YYYY)  
1/19/2024

TRAVEL DATE START (MM/DD/YYYY)  
1/14/2024

PURPOSE OF TRAVEL  
accounting conference

PLACE OF CONFERENCE, SEMINAR OR MEETING  
Chicago, IL

METHOD OF TRAVEL  
airline

OUT OF STATE TRAVEL? Yes, CM approval required

Response of Yes requires City Manager approval.

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		No
Date	01/14/24	01/15/24	01/16/24	01/17/24	01/18/24	01/19/24		TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee	640.00							640.00	640.00				640.00		0.00	640.00
Lodging _5_nights @ \$__225.00__/_night	225.00	225.00	225.00	225.00	225.00			1,125.00	1,125.00				1,125.00		0.00	1,125.00
Common Carrier, flight only	400.00							400.00	400.00				400.00		0.00	400.00
Common Carrier, addl fees Per Diem: per www.gsa.gov	30.00							30.00	30.00				30.00		0.00	30.00
Breakfast	13.50	18.00	18.00	18.00	18.00	13.50		99.00			99.00		99.00		0.00	99.00
Lunch	15.00	20.00	20.00		20.00	15.00		90.00			90.00		90.00		0.00	90.00
Dinner	27.00		36.00	36.00	36.00	27.00		162.00			162.00		162.00		0.00	162.00
Incidentals (gratuity)	3.75	5.00	5.00	5.00	5.00	3.75		27.50			27.50		27.50		0.00	27.50
Car Rental	250.00							250.00	250.00				250.00		0.00	250.00
Fuel								0.00					0.00		0.00	0.00
Private Vehicle (round trip) _0_miles @ \$_0.6550_/mile								0.00					0.00		0.00	0.00
Miscellaneous Expenses (tolls, ground transportation, parking)								0.00					0.00		0.00	0.00
TOTAL	1,604.25	268.00	304.00	284.00	304.00	59.25	0.00	2,823.50	2,445.00	0.00	378.50	0.00	2,823.50	0.00	0.00	2,823.50

Is Travel  
Final?

Total PreTravel - Sum of Pretravel pyrrnt types (P-Card, Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Subtotal (amount paid Pre-Travel and P-Card during Travel) \$ 2,823.50

Total amount of Final travel expenses

Balance due to Employee or (Refund Due to City)

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:	Amounts	Misc Exp includes:	Amounts
1/15/2024 Dinner	\$ 36.00		
1/17/2024 Lunch	\$ 20.00		


POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature _____ Date _____
Approved by: _____	
Travel Form #:	Traveler's Dept Head _____ Date _____

- Scenario:
- Out-of-state travel with flight and baggage fees.
  - Car rental
  - Registration includes 2 meals.

Final has adjustment for credit on car rental, fuel for the rental and parking.

9/25/23, 4:25 PM

FY 2024 Per Diem Rates for chicago, Illinois

 U.S. General Services Administration

## FY 2024 Per Diem Rates for chicago, Illinois

### Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Chicago	Cook / Lake	\$79	\$18	\$20	\$36	\$5	\$59.25

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.





CITY OF POMPAÑO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME  
Tiffany Satchell

DEPARTMENT/DIVISION  
Finance/Accounting

TRAVEL DATE START (MM/DD/YYYY)  
1/14/2024

TRAVEL DATE END (MM/DD/YYYY)  
1/19/2024

PURPOSE OF TRAVEL  
accounting conference

PLACE OF CONFERENCE, SEMINAR OR MEETING  
Chicago, IL

METHOD OF TRAVEL  
airline

OUT OF STATE TRAVEL? Yes, CM approval required

Response of Yes requires City Manager approval.

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		Yes
Date	01/14/24	01/15/24	01/16/24	01/17/24	01/18/24	01/19/24		TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee	640.00							640.00	640.00				640.00		0.00	640.00
Lodging _5_nights @ \$__225.00__/_night	225.00	225.00	225.00	225.00	225.00			1,125.00	1,125.00				1,125.00		0.00	1,125.00
Common Carrier, flight only	400.00							400.00	400.00				400.00		0.00	400.00
Common Carrier, addl fees Per Diem: per www.gsa.gov	30.00							30.00	30.00				30.00		0.00	30.00
Breakfast	13.50	18.00	18.00	18.00	18.00	13.50		99.00			99.00		99.00		0.00	99.00
Lunch	15.00	20.00	20.00		20.00	15.00		90.00			90.00		90.00		0.00	90.00
Dinner	27.00		36.00	36.00	36.00	27.00		162.00			162.00		162.00		0.00	162.00
Incidentals (gratuity)	3.75	5.00	5.00	5.00	5.00	3.75		27.50			27.50		27.50		0.00	27.50
Car Rental	250.00							250.00	250.00			(50.00)	200.00		0.00	200.00
Fuel								0.00					0.00	57.00	57.00	57.00
Private Vehicle (round trip) _0_miles @ \$_0.6550_/mile								0.00					0.00		0.00	0.00
Miscellaneous Expenses (tolls, ground transportation, parking)								0.00					0.00	60.00	60.00	60.00
TOTAL	1,604.25	268.00	304.00	284.00	304.00	59.25	0.00	2,823.50	2,445.00	0.00	378.50	(50.00)	2,773.50	117.00	117.00	2,890.50

Is Travel  
Final?

Subtotal (amount paid Pre-Travel and P-Card during Travel)

\$ 2,773.50
\$ 2,890.50

Total amount of Final travel expenses

Balance due to Employee or (Refund Due to City)

\$117
-------

Total PreTravel - Sum of Pretravel pyrrnt types (P-Card + Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:	Amounts	Misc Exp includes:	Amounts
1/15/2024 Dinner	\$ 36.00	Parking for rented car in Chicago	\$ 40.00
1/17/2024 Lunch	\$ 20.00	Parking @ airport (FLL)	\$ 20.00
_____		_____	
_____		_____	

POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature Date
Approved by: _____	
Travel Form #:	
	Traveler's Dept Head Date


- Scenario:
- Out-of-state travel with flight and baggage fees.
  - Car rental
  - Registration includes 2 meals.

Final has adjustment for credit on car rental, fuel for the rental and parking.

\*Requested car was unavailable at the car rental agency.  
Rental agency gave a lower rate for the substitution.

9/25/23, 4:25 PM

FY 2024 Per Diem Rates for chicago, Illinois

 U.S. General Services Administration

## FY 2024 Per Diem Rates for chicago, Illinois

### Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Chicago	Cook / Lake	\$79	\$18	\$20	\$36	\$5	\$59.25

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMPAÑO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME

Tiffany Satchell

DEPARTMENT/DIVISION

Finance/Accounting

TRAVEL DATE END (MM/DD/YYYY)

11/13/2023

TRAVEL DATE START (MM/DD/YYYY)

11/12/2023

PURPOSE OF TRAVEL

accounting conference

PLACE OF CONFERENCE, SEMINAR OR MEETING

Orlando, FL

METHOD OF TRAVEL

personal car

OUT OF STATE TRAVEL?

No

Response of Yes requires City Manager approval.

CHARGE TO ACCOUNT

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES

Employee Signature (above)

Date

Dept Head Signature (above)

Date

Audited By (above)

Date

Finance Director (above)

Date

City Manager (above)

Date

DESCRIPTION

Day of Week

Date

Registration Fee

Lodging

\_2\_ nights @ \$ \_\_200.00\_\_ /night

Common Carrier, flight only

Common Carrier, addl fees

Per Diem: per www.gsa.gov

Breakfast

Lunch

Dinner

Incidentals (gratuity)

Car Rental

Fuel

Private Vehicle (round trip)

\_800\_ miles @ \$ \_0.6550\_ /mile

Miscellaneous Expenses

(tolls, ground transportation, parking)

TOTAL

Subtotal (amount paid Pre-Travel and P-Card during Travel)

Total amount of Final travel expenses

Balance due to Employee or (Refund Due to City)

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:

Amounts

Misc Exp includes:

Amounts

1/15/2024 Dinner \$ 36.00

1/17/2024 Lunch \$ 20.00

Is Travel  
Final?

Total PreTravel - Sum of Pretravel pyrrt types (P-Card, Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

\$ 1,027.50

\$ - \$ -

POST TRAVEL SIGNATURES

FINANCE DEPARTMENT USE ONLY

Audited by:

Approved by:

Travel Form #:

\* Payee/Employee Signature

Date

Traveler's Dept Head

Date

Scenario:

Instate travel with personal car.

2 night hotel stay.

Final includes Parking and Tolls.

9/20/23, 12:00 PM

FY 2024 Per Diem Rates for Orlando, Florida

GSA

U.S. General Services Administration

FY 2024 Per Diem Rates for Orlando, Florida

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMPANO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME  
Tiffany Satchell

DEPARTMENT/DIVISION  
Finance/Accounting

TRAVEL DATE START (MM/DD/YYYY)  
11/12/2023

TRAVEL DATE END (MM/DD/YYYY)  
11/13/2023

PURPOSE OF TRAVEL  
accounting conference

PLACE OF CONFERENCE, SEMINAR OR MEETING  
Orlando, FL

METHOD OF TRAVEL  
personal car

OUT OF STATE TRAVEL? No

Response of Yes requires City Manager approval.

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		Yes
Date	11/12/23	11/13/23						TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee	0.00							0.00					0.00		0.00	0.00
Lodging _2_ nights @ \$ __200.00__ /night	200.00	200.00						400.00	400.00				400.00		0.00	400.00
Common Carrier, flight only								0.00					0.00		0.00	0.00
Common Carrier, addl fees								0.00					0.00		0.00	0.00
Per Diem: per www.gsa.gov																
Breakfast	12.00	12.00						24.00			24.00		24.00		0.00	24.00
Lunch	12.75	12.75						25.50			25.50		25.50		0.00	25.50
Dinner	23.25	23.25						46.50			46.50		46.50		0.00	46.50
Incidentals (gratuity)	3.75	3.75						7.50			7.50		7.50		0.00	7.50
Car Rental								0.00					0.00		0.00	0.00
Fuel								0.00					0.00		0.00	0.00
Private Vehicle (round trip) _800_ miles @ \$ _0.6550_ /mile	524.00							524.00			524.00		524.00		0.00	524.00
Miscellaneous Expenses (tolls, ground transportation, parking)								0.00					0.00	55.00	55.00	55.00
TOTAL	775.75	251.75	0.00	0.00	0.00	0.00	0.00	1,027.50	400.00	0.00	627.50	0.00	1,027.50	55.00	55.00	1,082.50

Is Travel  
Final?

Subtotal (amount paid Pre-Travel and P-Card during Travel)	\$ 1,027.50
Total amount of Final travel expenses	\$ 1,082.50
Balance due to Employee or (Refund Due to City)	\$55

Total PreTravel - Sum of Pretravel pyrrt types (P-Card, Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:	Amounts	Misc Exp includes:	Amounts
1/15/2024 Dinner	\$ 36.00	Parking	\$ 25.00
1/17/2024 Lunch	\$ 20.00	Tolls	\$ 30.00

POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature _____ Date _____
Approved by: _____	
Travel Form #:	Traveler's Dept Head _____ Date _____

Scenario:

- Instate travel with personal car.
- 2 night hotel stay.

Final includes Parking and Tolls.

9/20/23, 12:00 PM

FY 2024 Per Diem Rates for Orlando, Florida

GSA

U.S. General Services Administration

FY 2024 Per Diem Rates for Orlando, Florida

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMPAÑO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME  
Tiffany Satchell

DEPARTMENT/DIVISION  
Finance/Accounting

TRAVEL DATE END (MM/DD/YYYY)  
11/7/2023

TRAVEL DATE START (MM/DD/YYYY)  
11/7/2023

PURPOSE OF TRAVEL  
committee meeting

PLACE OF CONFERENCE, SEMINAR OR MEETING  
Tampa, FL

METHOD OF TRAVEL  
City Vehicle

OUT OF STATE TRAVEL? No

Response of Yes requires City Manager approval.

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		No
Date			11/07/23					TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee								0.00					0.00		0.00	0.00
Lodging								0.00					0.00		0.00	0.00
_2_nights @ \$__200.00__/_night								0.00					0.00		0.00	0.00
Common Carrier, flight only								0.00					0.00		0.00	0.00
Common Carrier, addl fees								0.00					0.00		0.00	0.00
Per Diem: per www.gsa.gov								12.00			12.00		12.00		0.00	12.00
Breakfast			12.00					12.00					12.00		0.00	12.75
Lunch			12.75					12.75					12.75		0.00	23.25
Dinner			23.25					23.25			23.25		23.25		0.00	3.75
Incidentals (gratuity)			3.75					3.75			3.75		3.75		0.00	0.00
Car Rental								0.00					0.00		0.00	0.00
Fuel								0.00					0.00		0.00	0.00
Private Vehicle (round trip)								0.00					0.00		0.00	0.00
_800_miles @ \$_0.6550_/mile								0.00					0.00		0.00	0.00
Miscellaneous Expenses								0.00					0.00		0.00	0.00
(tolls, ground transportation, parking)								0.00					0.00		0.00	0.00
TOTAL	0.00	0.00	51.75	0.00	0.00	0.00	0.00	51.75	0.00	0.00	51.75	0.00	51.75	0.00	0.00	51.75

Is Travel  
Final?

Total PreTravel - Sum of Pretravel pyrrnt types (P-Card, Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Subtotal (amount paid Pre-Travel and P-Card during Travel) \$ 51.75

Total amount of Final travel expenses

Balance due to Employee or (Refund Due to City)

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:	Amounts	Misc Exp includes:	Amounts

POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature _____ Date _____
Approved by: _____	
Travel Form #:	Traveler's Dept Head _____ Date _____

Scenario:  
Instate travel with City vehicle, no overnight stay.

Final has Fuel, Tolls and Parking added.

9/25/23, 6:17 PM

FY 2024 Per Diem Rates for Tampa, Florida

GSA

U.S. General Services Administration

FY 2024 Per Diem Rates for Tampa, Florida

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Tampa / St. Petersburg	Pinellas / Hillsborough	\$145	\$145	\$145	\$192	\$192	\$192	\$192	\$145	\$145	\$145	\$145	\$145

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.





CITY OF POMpano BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME  
Tiffany Satchell

DEPARTMENT/DIVISION  
Finance/Accounting

TRAVEL DATE START (MM/DD/YYYY)  
11/7/2023

TRAVEL DATE END (MM/DD/YYYY)  
11/7/2023

PURPOSE OF TRAVEL  
committee meeting

PLACE OF CONFERENCE, SEMINAR OR MEETING  
Tampa, FL

METHOD OF TRAVEL  
City Vechicle

OUT OF STATE TRAVEL? No

Response of Yes requires City Manager approval.

CHARGE TO ACCOUNT					
001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		Yes
			11/07/23					TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee								0.00					0.00		0.00	0.00
Lodging								0.00					0.00		0.00	0.00
_2_nights @ \$__200.00__/_night								0.00					0.00		0.00	0.00
Common Carrier, flight only								0.00					0.00		0.00	0.00
Common Carrier, addl fees								0.00					0.00		0.00	0.00
Per Diem: per www.gsa.gov																
Breakfast			12.00					12.00			12.00		12.00		0.00	12.00
Lunch			12.75					12.75			12.75		12.75		0.00	12.75
Dinner			23.25					23.25			23.25		23.25		0.00	23.25
Incidentals (gratuity)			3.75					3.75			3.75		3.75		0.00	3.75
Car Rental								0.00					0.00		0.00	0.00
Fuel								0.00					0.00	60.00	60.00	60.00
Private Vehicle (round trip)																
_800_miles @ \$_0.6550_/mile								0.00					0.00		0.00	0.00
Miscellaneous Expenses																
(tolls, ground transportation, parking)								0.00					0.00	15.00	15.00	15.00
TOTAL	0.00	0.00	51.75	0.00	0.00	0.00	0.00	51.75	0.00	0.00	51.75	0.00	51.75	75.00	75.00	126.75

Is Travel  
Final?

Total PreTravel - Sum of Pretravel pymnt types (P-Card, Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Subtotal (amount paid Pre-Travel and P-Card during Travel)	\$ 51.75
Total amount of Final travel expenses	\$ 126.75
Balance due to Employee or (Refund Due to City)	\$75

\$ -	\$ -
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\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:	Amounts	Misc Exp includes:	Amounts
		Tolls	\$ 5.00
		Parking	\$ 10.00

POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature _____ Date _____
Approved by: _____	
Travel Form #:	Traveler's Dept Head _____ Date _____

Scenario:  
Instate travel with City vehicle, no overnight stay.

Final has Fuel, Tolls and Parking added.

9/25/23, 6:17 PM

FY 2024 Per Diem Rates for Tampa, Florida

GSA

U.S. General Services Administration

FY 2024 Per Diem Rates for Tampa, Florida

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Tampa / St. Petersburg	Pinellas / Hillsborough	\$145	\$145	\$145	\$192	\$192	\$192	\$192	\$145	\$145	\$145	\$145	\$145

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMPANO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME

Tiffany Satchell

DEPARTMENT/DIVISION

Finance/Accounting

TRAVEL DATE END (MM/DD/YYYY)

12/21/2023

TRAVEL DATE START (MM/DD/YYYY)

12/20/2023

PURPOSE OF TRAVEL

committee meeting

PLACE OF CONFERENCE, SEMINAR OR MEETING

Tampa, FL

METHOD OF TRAVEL

personal car

OUT OF STATE TRAVEL?

No

Response of **Yes** requires City Manager approval.

CHARGE TO ACCOUNT

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES

Employee Signature (above)

Date

Dept Head Signature (above)

Date

Audited By (above)

Date

Finance Director (above)

Date

City Manager (above)

Date

DESCRIPTION

Day of Week

Date

Registration Fee

Lodging

\_1\_nights @ \$\_\_\_200.00\_\_\_/night

Common Carrier, flight only

Common Carrier, addl fees

Per Diem: [per www.gsa.gov](#)

Breakfast

Lunch

Dinner

Incidentals (gratuity)

Car Rental

Fuel

Private Vehicle (round trip)

\_476\_miles @ \$\_0.6550\_/mile

Miscellaneous Expenses

(tolls, ground transportation, parking)

TOTAL

Subtotal (amount paid Pre-Travel and P-Card during Travel)

Total amount of Final travel expenses

Balance due to Employee or (**Refund Due to City**)

\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:

Amounts

Misc Exp includes:

Amounts

Is Travel  
Final?

Total PreTravel -  
Sum of Pretravel pyrrnt types  
(P-Card, Direct Pay, Advance)

Final Travel -  
Subtotal + During Travel

Proof  
(Pre)

Proof  
(Final)

\$ 615.28

\$ -

\$ -

POST TRAVEL SIGNATURES

FINANCE DEPARTMENT USE ONLY

Audited by:

Approved by:

Travel Form #:

\* Payee/Employee Signature

Date

Traveler's Dept Head

Date

Scenario:  
Instate travel with personal vehicle, 1 night hotel stay

Final has changes in mode of transportation  
City vehicle became available after employee received payment for mileage  
Traveler to repay \$191.78

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FY 2024 Per Diem Rates for Tampa, Florida

GSA

U.S. General Services Administration

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Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Tampa / St. Petersburg	Pinellas / Hillsborough	\$145	\$145	\$145	\$192	\$192	\$192	\$192	\$145	\$145	\$145	\$145	\$145

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.



CITY OF POMPANO BEACH  
TRAVEL FORM

TRAVEL FORM # \_\_\_\_\_

EMPLOYEE NAME  
Tiffany Satchell

DEPARTMENT/DIVISION  
Finance/Accounting

TRAVEL DATE START (MM/DD/YYYY)  
12/20/2023

TRAVEL DATE END (MM/DD/YYYY)  
12/21/2023

PURPOSE OF TRAVEL  
committee meeting

PLACE OF CONFERENCE, SEMINAR OR MEETING  
Tampa, FL

METHOD OF TRAVEL  
personal car City Vehicle

OUT OF STATE TRAVEL? No

Response of Yes requires City Manager approval.

001	13	10	513	40	10
Fund	Dept	Div	Sub	Elem	Obj

PRE TRAVEL APPROVAL SIGNATURES	
Employee Signature (above)	Date
Dept Head Signature (above)	Date
Audited By (above)	Date
Finance Director (above)	Date
City Manager (above)	Date

DESCRIPTION

Day of Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		PRETRAVEL			DURING TRAVEL		DURING TRAVEL		Yes
Date				12/20/23	12/21/23			TOTAL PRETRAVEL	P-CARD	DIRECT PAY TO VENDOR	TRAVEL ADVANCE	P-CARD	SUBTOTAL	OUT OF POCKET	DURING TRAVEL	FINAL TRAVEL
Registration Fee								0.00					0.00		0.00	0.00
Lodging _1_nights @ \$___200.00___/night				200.00				200.00	200.00				200.00		0.00	200.00
Common Carrier, flight only								0.00					0.00		0.00	0.00
Common Carrier, addl fees								0.00					0.00		0.00	0.00
Per Diem: per www.gsa.gov Breakfast				12.00	12.00			24.00			24.00		24.00		0.00	24.00
Lunch				12.75	12.75			25.50			25.50		25.50		0.00	25.50
Dinner				23.25	23.25			46.50			46.50		46.50		0.00	46.50
Incidentals (gratuity)				3.75	3.75			7.50			7.50		7.50		0.00	7.50
Car Rental								0.00					0.00		0.00	0.00
Fuel								0.00					0.00	120.00	120.00	120.00
Private Vehicle (round trip) _476_miles @ \$_0.6550_/mile				311.78				311.78			311.78		311.78	(311.78)	(311.78)	0.00
Miscellaneous Expenses (tolls, ground transportation, parking)								0.00					0.00		0.00	0.00
TOTAL	0.00	0.00	0.00	563.53	51.75	0.00	0.00	615.28	200.00	0.00	415.28	0.00	615.28	(191.78)	(191.78)	423.50

Is Travel  
Final?

Total PreTravel - Sum of Pretravel pyrrnt types (P-Card + Direct Pay, Advance)	Final Travel - Subtotal + During Travel
Proof (Pre)	Proof (Final)
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00

Subtotal (amount paid Pre-Travel and P-Card during Travel)

\$	615.28
\$	423.50

Total amount of Final travel expenses

Balance due to Employee or (Refund Due to City)

(\$191.78)
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\$ -	\$ -
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\* I certify that this travel expense is true and correct in every respect and that these expenses were incurred in the performance of my official duties.

Additional Comments

Registration includes:	Amounts	Misc Exp includes:	Amounts
_____		_____	
_____		_____	
_____		_____	
_____		_____	

POST TRAVEL SIGNATURES	
FINANCE DEPARTMENT USE ONLY	
Audited by: _____	* Payee/Employee Signature _____ Date _____
Approved by: _____	
Travel Form #:	
Traveler's Dept Head _____ Date _____	

Scenario:  
Instate travel with personal vehicle, 1 night hotel stay

Final has changes in mode of transportation  
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Traveler to repay \$191.78

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Tampa / St. Petersburg	Pinellas / Hillsborough	\$145	\$145	\$145	\$192	\$192	\$192	\$192	\$145	\$145	\$145	\$145	\$145

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.