



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext

Control #

Request Date:

Name:	Steven Whidden		Destination:	Sheraton Sand Key Resort Clearwater Beach, F	
Department/Division:	Parks Maint & Facilities		Departure	10/23/2024	Return 10/25/2024
Account To Be Charged:	001-4525-519-55-01		Date of:	10/23/2024	10/25/2024
Account To Be Charged:			Time of:	4:00 PM	4:00 PM
			Estimated Cost:	before mileage reimbursement \$1,252.00	
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY					
Attendance to the Florida Design Build Conference in Clearwater Beach, FL from October 23rd through October 25th 2024.					
Date Approved By Council: _____					
Transportation: boldface or circle choice(s) POV - Estimated Mileage City Vehicle XX					
Common Carrier (complete below)					
PREPAID EXPENSES		VENDOR/ADDRESS		EXPLANATION	AMOUNT
Registration					
Due Date		Fl. Design-Build Conference			
Hand Carry Y N					\$245.00
Lodging					
Due Date		Sheraton Sand Key Resort		Rate \$249.00	
Hand Carry Y N		1160 Gulf Blvd		# Nights 3	
		Clearwater Beach, FL 33767			\$747.00
Common Carrier (if applicable)					
Due Date					
Hand Carry Y N					\$0.00
Other Expenses					
Due Date		parking			
Hand Carry Y N					\$75.00
Other Expenses					
Due Date					
Hand Carry Y N					\$0.00
PER DIEM ADVANCE: Advanced or Upon Return (circle one)					
Refer to www.gsa.gov for rates - <u>attach proof of rate</u>					
(Lodging prepaid - receipt required)					
Breakfast	3	@	\$20.00	=	\$60.00
Lunch	2	@	\$22.00	=	\$44.00
Dinner	2	@	\$33.00	=	\$66.00
Incidentals	3	@	\$5.00	=	\$15.00
					\$185.00

TRAVEL APPROVALS

Department Head

Date

Finance

Date

(if applicable)

City Manager

Date