



**CITY OF DANIA BEACH
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Louise Stilson DEPARTMENT: City Clerk's Office
 LOCATION: St. Augustine, Florida TRIP/TRAINING DATE: June 8-11, 2014
 PURPOSE: FACC Summer Academy

Overnight Out of State Air Travel

TRAVEL EXPENSES ESTIMATED: (Policy #2002-10-1)

| | |
|---|--------------------|
| REGISTRATION (attach conference brochure) | \$ 300.00 |
| LODGING (# of nights <u>3</u>) | 417.00 |
| MEALS (per diem) | 176.40 |
| OTHER INCIDENTAL EXPENSES: | |
| AIRFARE | - |
| GAS/TOLLS (round trip) | 341.60 |
| OTHER TRANSPORTATION | - |
| SUPPLIES/MATERIALS | - |
| TOTAL ESTIMATED EXPENSES: | \$ 1,235.00 |

This seminar is required for: Certification General Training
 License Other

Note any overnight or out of state travel events attended in the last 12 months:

June 2013 FACC Summer Conference - Orlando Florida

Employee Signature: Louise Stilson 4-10-14

Louise Stilson 4-10-14
Department Director

TRAVEL AUTHORIZATION:
MMA 4/11/14
Finance Director

[Signature]
City Manager

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

| | Check Payee: | Amount: | Date: | RECONCILIATION | |
|-------------------|---------------------------|--------------------|-------------|----------------|-------------|
| | | | | Actual | Differences |
| Registration: | FACC | \$ 300.00 | Credit Card | | |
| Lodging: | World Golf Village Resort | 417.00 | Credit Card | | |
| Transportation: | Louise Stilson | 341.60 | | | |
| Traveler: | Louise Stilson | 176.40 | | | |
| Others: | | - | | | |
| Account #: | 001-1601-512-55-10 | \$ 1,235.00 | | | |

Name: Louise Stilson
Location: St. Augustine, Florida
Purpose: 2014 FACC Summer Academy

M&IE
 IRS Pub 1542 \$56.00 (obtain from Per diem form on City's Intranet)

| | 6/8/2014* | 6/9/2014 | 6/10/2014 | 6/11/2014* | Total Est Exps |
|----------------|-----------|----------|-----------|------------|----------------|
| Meal Provided: | | | | | |
| Per Diem | \$ 42.00 | \$36.40 | \$56.00 | \$ 42.00 | \$ 176.40 |
| Lodging | 139.00 | 139.00 | 139.00 | | 417.00 |
| Gas / Tolls | | | | | 341.60 |
| Conf Fees | | | | | 300.00 |
| Airfare | | | | | - |
| | | | | | \$ 1,235.00 |

*** Travel day**









per diem reductions

Breakfast (B) 15% \$8.40
 Lunch (L) 35% \$19.60
 Dinner (D) 50% \$28.00



**Directions to World Golf Village Renaissance
St. Augustine Resort**
500 S Legacy Trail, St Augustine, FL 32092
305 mi – about 4 hours 20 mins

 100 W Dania Beach Blvd, Dania Beach, FL 33004

- | | | |
|--|---|---------------------------|
| | 1. Head west on W Dania Beach Blvd toward NW 3rd Ave | go 180 ft total 180 ft |
|  | 2. Take the 1st left onto SW 3rd Ave | go 0.2 mi total 0.3 mi |
|  | 3. Turn right onto Stirling Rd About 2 mins | go 0.9 mi total 1.2 mi |
|  | 4. Slight right to merge onto I-95 N toward W Palm Beach About 4 hours 12 mins | go 301 mi total 302 mi |
|  | 5. Take exit 323 for International Golf Pkwy | go 0.3 mi total 303 mi |
|  | 6. Keep left at the fork, follow signs for World Golf Village | go 364 ft total 303 mi |
|  | 7. Turn left onto 9 Mile Rd/International Golf Pkwy | go 0.5 mi total 303 mi |
|  | 8. Turn right onto World Golf Village About 2 mins | go 1.2 mi total 304 mi |
| | 9. Continue onto N Legacy Trail | go 184 ft total 305 mi |
|  | 10. Turn right onto S Legacy Trail Destination will be on the left About 2 mins | go 0.8 mi total 305 mi |

 **World Golf Village Renaissance St. Augustine Resort**
500 S Legacy Trail, St Augustine, FL 32092

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2014 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.



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2014 Standard Mileage Rates

IR-2013-95, Dec. 6, 2013

WASHINGTON — The Internal Revenue Service today issued the 2014 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2014, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56 cents per mile for business miles driven
- 23.5 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

The business, medical, and moving expense rates decrease one-half cent from the 2013 rates. The charitable rate is based on statute.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements for a taxpayer to use a standard mileage rate to calculate the amount of a deductible business, moving, medical, or charitable expense are in Rev. Proc. 2010-51. [Notice 2013-80](#) contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 06-Dec-2013



U.S. General Services Administration

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FY 2014 Per Diem Rates for St. Augustine, Florida

(October 2013 - September 2014)

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Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the [National Association of Counties \(NACCO\) website \(a non-federal website\)](#).

The following rates apply for **St. Augustine , Florida**

| Primary Destination* (1) | Max lodging by Month (excluding taxes) | | | | | | | | | | | | Meals & Inc. Exp.** | |
|--------------------------|--|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------------|----|
| | 2013 | 2014 | | | | | | | | | | | | |
| County (2, 3) | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | | |
| St. Augustine | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 56 |
| St. Johns | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | 102 | |

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

CONTACTS

- Additional Contacts for
- Travel Management Policy

NEED MORE INFORMATION?

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- [Rates in Foreign Countries \(Set by State Dept.\)](#)

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