

## Andrea Anderson

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**From:** Denise Grant  
**Sent:** Saturday, April 15, 2023 1:06 PM  
**To:** Andrea Anderson  
**Cc:** Nadia Chin; Stephanie A. Crooks  
**Subject:** Fwd: Hotel information

Andrea,

Please find the included hotel information re: the Tallahassee trip. Additionally, I drove to Tallahassee separately from the group, in order to accommodate my personal schedule. The mileage from City Hall to the hotel is 454.5 mi one way, totaling 909 mil per trip. Please include the per diem, which should cover 4 days (Monday to Thursday). See agenda below:

**City of Lauderdale Travel Expense Reimbursement Form**

Name: Denise D. Grant Dept: City Commission

Travel Dates: 3/26-3/29/23 Destination: Tallahassee

Purpose: Youth Empowerment Village

**Summary of Expenses:**

(Include only amounts not paid in advance; attach receipts where applicable)

Hotel: \$ N/A Dates: 3/26-3/29/23

Airfare: \$ N/A Dates: \_\_\_\_\_

Personal Vehicle:

Number of miles: 908 @ Mileage of .625 cents per mile  
= Total \$ 567.50

Gas (attach receipts):

\$ \_\_\_\_\_ Dates: \_\_\_\_\_

Tolls (attach receipts):

\$ \_\_\_\_\_ Dates: \_\_\_\_\_

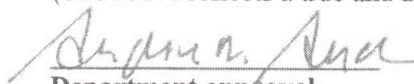
Other expenses, not covered by per diem (attach receipts):

\$ \_\_\_\_\_ Dates/Purpose: \_\_\_\_\_

**TOTAL EXPENDITURES/REIMBURSEMENT:** \$ 567.50

X   
**Signature of traveler**

(The above reflects a true and accurate accounting of travel expenses)

  
**Department approval**

\_\_\_\_\_  
**Finance approval**

Charge to account number: 001-106-04952