



**City of Lauderhill
Public Officer
Travel Authorization Form (2024)**

TRAVELER DETAILS:

Traveler: _____

Position: _____

TRAVEL DETAILS:

Leave Date: _____

Return Date: _____

Destination (Event location): _____

City: _____

State: _____

Purpose of Travel (Be specific.): _____

Conference Seminar Training Meeting Other: _____

Name of Travel Event (Do not use abbreviations.): _____

TRAVEL COSTS:

Please submit copies of all check requests relating to conference registration, accommodations, transportation, and per diem with this travel advance form. Upon return, receipts for items not covered by the per diem and gas and tolls must be submitted to the City Clerk with the City's Travel Expense Reimbursement Form for Public Officers.

1. Event Registration:

Event registration fees will be paid in advance by City credit card or check made payable to vendor, provided that attendance at the event serves a direct City purpose.

Cost: \$ _____

2. Hotel Accommodations:

Actual expenses for lodging will be paid in advance by City credit card or check made payable to the hotel.

Cost: \$ _____

3. Transportation Allowance:

Rental vehicles will only be reimbursed when approved in advance by the City. Mileage will only be reimbursed if a personal vehicle is used for business reasons that serve a public purpose and so long as no family or friends are transported in the vehicle.

Airlines and/or Train Fare:

Airline ticket cost will be paid in advance. Taxi, bus, or limousine fares to and from the airport, bus, or train terminal will be reimbursed when documented by receipts. Rental vehicles will only be reimbursed when approved in advance by the City.

Cost: \$ _____



City of Lauderhill Public Officer Travel Authorization Form (2024)

Personal Vehicle:

Personal vehicles are to be used by public officers. When using a personal vehicle to accommodate friends or family, the public officer shall only be reimbursed for the actual costs of fuel, tolls and parking only when substantiated by receipts. When traveling in a personal vehicle for business reasons that serve a public purpose outside of the tri-county area or overnight, the public officer shall be reimbursed at \$.67 (per [IRS Standard Mileage Rates](#) for business purposes) plus parking and tolls when substantiated by receipts. In order to be reimbursed for mileage you must show proof of ownership of the vehicle (i.e. vehicle title, vehicle registration, etc.)

Cost: \$ _____

City Vehicle:

Public officers are not permitted to use city vehicles under any circumstances.

4. Per Diem:

Public officers shall receive a daily per diem in the amount of \$66.00 for all days relating to the overnight stay at an approved conference or convention. The per diem shall cover the cost of all meals, gratuities, tips, and baggage handling. The employee shall receive \$5.00 for all days of the conference for non-incidentals expenses for a total of \$71.00 per day. The public officer shall receive \$62.50 for each travel day. Receipts are not required for these expenses.

Cost: \$ _____

TOTAL COST:

Account: _____

Total Cost: \$ _____



City of Lauderhill Public Officer Travel Authorization Form (2024)

ALL CHECK REQUESTS ASSOCIATED WITH THIS TRAVEL AUTHORIZATION FORM MUST BE ATTACHED.

REQUIRED SIGNATURES:

The expenses to be incurred by the traveler will be necessary travel expenses in the performance of official duties and are verified by this written declaration that I represent to be true and correct as to every material matter. I understand that a willing misrepresentation as to a material matter is a misdemeanor of the second degree punishable by up to 60 days in jail and up to a \$500 fine pursuant to [Fla. Stat. 166.021 \(9\)\(c\)](#).

I have read and agree to abide by the aforementioned.

Traveler Signature: _____

Date: _____

Reviewed

City Clerk Signature: _____

Date: _____

Funds Available

Funds Not Available

Finance Director Signature: _____

Date: _____