CFL REPORT | SOURCE RECORD EXCERPT

February 23, 2024 voucher (excerpt above signatures)

The City of Daytona Beach, Florida

TRAVEL EXPENSE VOUCHER

1. A/C Rec. # ____ Dept./Div. # ____ PO # ____ Vendor # ____ Date
2. Name of Traveler Phebe Fuqua Destination Orlando, FL / GAI CONSULTING
3. Purpose of Trip FRA - Training Class - Budgeting Funding Reporting.
4. Method of Travel. Personal Vehicle
5. DEPARTURE RETURN

Date: 2/23/24 9 am 2/23/24 Time 5pm

City Manager/Designee Pr ____ Date 2-23-24

(All prepaic on line 1)

Lodging	$ 199.00
Air Fare	$
Registration	$ 495
Advance	$
Other (specify)	$
12. Total Prepaids (Line7 thru 11) (also record on Line 19)	$ 694.00

ACTUAL TRAVEL EXPENSES

13. TRANSPORTATION
    - Air Fare $
    - Private vehicle mileage to destination and return 114.8mi X .67 = $ 76.92
    - Vicinity mileage (business only) * = $
    - Car Rental $
    - Gas and Oil (City vehicles and rentals only) $

    Total Transportation $ 76.92
14. LODGING (do not include other charges to your room or additional charges for spouse or guest) Total Lodging $ 199.00
15. MEALS (do not include tips). NOTE: the per diem method can **not** be used in conjunction with the full documentation method of reimbursement on any trip. Do **not** include additional charges for spouse or guest.
    Day 1 ____ 2 ____ 3 ____ Total Meals $ -0-
16. INCIDENTALS - As applicable
    - Tips: Restaurant (not to exceed 15% of meals) $ Hotel $ $ -0-
    - Taxi $
    - Phone Calls $
    - Parking and Tolls $
    - Other (specify) $

    Total Incidentals $ -0-
17. REGISTRATION FEES Total Registration $ 495.00
18. TOTAL ACTUAL TRAVEL EXPENSES (Line 13 thru 17) $ 770.92
19. Total Prepaids (same as Line 12) $ (694.00)
20. Amount due Traveler (City)-(Line 18 minus Line 19) $ 76.92

Source: City of Daytona Beach, PRR-2026-2526. Signatures/payment details omitted.

CFL REPORT | SOURCE RECORD EXCERPT

March 22, 2024 voucher (excerpt above signatures)

The City of Daytona Beach, Florida

TRAVEL EXPENSE VOUCHER

1. A/C Rec. # ____ Dept./Div. # ____ PO # ____ Vendor # ____ Date
2. Name of Traveler Phebe Fuqua Destination Orlando FL. / GAI Consultants office
3. Purpose of Trip FRA - Training Class - Operations + Capacity · Buildings
4. Method of Travel. Personal Vehicle
5. DEPARTURE RETURN

Date: 3/22/24 Time 9 AM Date 3/22/24 Time 5pm

City Manager/Designee Pr ____ Date 3-13-24

(All prepaid on line 1)

Lodging	$ 238.00
Air Fare	$
Registration	$ 495
Advance	$
Other (specify)	$
12. Total Prepaids (Line7 thru 11) (also record on Line 19)	$ 733.00

ACTUAL TRAVEL EXPENSES

13. TRANSPORTATION
    - Air Fare $
    - Private vehicle mileage to destination and return 114.8 Mi x .67 = $ 76.92
    - Vicinity mileage (business only) * = $
    - Car Rental $
    - Gas and Oil (City vehicles and rentals only) $

    Total Transportation $ 76.92
14. LODGING (do not include other charges to your room or additional charges for spouse or guest) Total Lodging $ 238.00
15. MEALS (do not include tips). NOTE: the per diem method can not be used in conjunction with the full documentation method of reimbursement on any trip. Do not include additional charges for spouse or guest.

    Day 1 11.36 2 3 Total Meals $ 71.36
16. INCIDENTALS - As applicable
    - Tips: Restaurant (not to exceed 15% of meals) $ Hotel $ $ 10.00
    - Taxi $
    - Phone Calls $
    - Parking and Tolls $ 32.00
    - Other (specify) Event parking $ 10.00

    Total Incidentals $ 200.28
17. REGISTRATION FEES Total Registration $ 495.00
18. TOTAL ACTUAL TRAVEL EXPENSES (Line 13 thru 17) $ 933.28
19. Total Prepaids (same as Line 12) $ (733.00)
20. Amount due Traveler (City)-(Line 18 minus Line 19) $ 200.28

Source: City of Daytona Beach, PRR-2026-2526. Signatures/payment details omitted.

CFL REPORT | SOURCE RECORD EXCERPT

June 7, 2024 voucher (excerpt above signatures)

The City of Daytona Beach, Florida

TRAVEL EXPENSE VOUCHER

1. A/C Rec. #_____ Dept./Div. #_____ PO #_____ Vendor #_____ Date
2. Name of Traveler Phebe Fugua Destination Orlando, FL/GAI Consultants office
3. Purpose of Trip FRA training - Planning Strategically for Redevelopment.
4. Method of Travel. Personal vehicle
5. DEPARTURE RETURN

Date: 6/7/24 7/24 Time 5pm

City Manager/Designee Pr Date 2-13-24

(All prepaids should be charged to the Account Receivable # shown on line 1)

Lodging $ 228.63

Air Fare $ _____

Registration $ 495

Advance $ _____

11. Other (specify) $ _____
12. Total Prepaids (Line7 thru 11) (also record on Line 19) $ 723.00

ACTUAL TRAVEL EXPENSES

13. TRANSPORTATION

Air Fare $ _____

Private vehicle mileage to destination and return 114.80 mi x .67 = $ 76.92

Vicinity mileage (business only) _____ * = $ _____

Car Rental $ _____

Gas and Oil (City vehicles and rentals only) $ _____

Total Transportation $ 76.92

14. LODGING (do not include other charges to your room or additional charges for spouse or guest) Total Lodging $ 228.63
15. MEALS (do not include tips). NOTE: the per diem method can not be used in conjunction with the full documentation method of reimbursement on any trip. Do not include additional charges for spouse or guest.

Day 1 _____ 2 _____ 3 34.61 Total Meals $ 34.61

16. INCIDENTALS - As applicable

Tips: Restaurant (not to exceed 15% of meals) $ Hotel $ $ 5.00

Taxi $ _____

Phone Calls $ _____

Parking and Tolls $ _____

Other (specify) _____ $ _____

Total Incidentals $ 345.16

17. REGISTRATION FEES Total Registration $ 495.00
18. TOTAL ACTUAL TRAVEL EXPENSES (Line 13 thru 17) $ 840.16
19. Total Prepaids (same as Line 12) $ (723.00)
20. Amount due Traveler (City)-(Line 18 minus Line 19) $ 117.16

Source: City of Daytona Beach, PRR-2026-2526. Signatures/payment details omitted.

KRES
CHOP HOUSE

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Kres Restaurant
Orlando FL 32801
Tel. (407) 447-7950
Order 3590 Cust. 2

03/21/24 9:22 PM
Table 61 Server 112 BRANDON C

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1 LOBSTER BISQUE	15.00
1 SALMON	40.00
WELL	
1 AU GRATIN	12.00
Taxable:	67.00
Sub-total:	67.00
Tax:	4.36
Total Due:	**71.36**

**** Open Daily Mon - Thursday 11:30-11pm Friday 11:30-11pm
Saturday 5pm-11pm Sunday 5pm - 10pm ****