

**SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
OUT-OF-COUNTY TRAVEL REQUEST FORM
PRE-APPROVAL FORM FOR ESTIMATED EXPENSES IN ADVANCE OF ACTUAL TRAVEL**

**FOR TRAVEL DURING
CALENDAR YEAR
2023**

brevard Name: Matthew Susin Title: Board Member		Employee ID: 100 31093	Employee's Home Base (site number and name): Site Number: 9000 Site Name: School Board	Travel Method: <input type="checkbox"/> Car Pool <input type="checkbox"/> County Vehicle <input checked="" type="checkbox"/> Personal Vehicle <input type="checkbox"/> Rental Vehicle <input type="checkbox"/> Airline <input type="checkbox"/> Other:
Purpose of Trip: Representing District 4 <i>Enter One: Prof Dev, Representing District, Presenting Info, Student Event, LOD, or Other</i>			Trip: From: 11/28/23 4:30 PM To: 12/01/23 2pm	
Name and Location of Conference or Event: 2023 FSBA/FADSS 78th Annual Joint Conference Tampa, FL.				

ESTIMATED EXPENSES AND FUNDING SOURCE

SELECT ONE: These expenses will be paid entirely by the District. These expenses will be paid/reimbursed in whole or in part by another entity.

Total Miles	280.00 (round trip total with personal vehicle)	Est. Mileage (at \$0.655 per mile)	\$ 183.40
Lodging	\$ 597	Taxi	\$ -
Per Diem	\$ -	Registration	\$ 375.00
Airfare	\$ -	Tolls/Parking	\$ -
Car Rental	\$ -	Breakfast	\$ -
		Lunch	\$ -
		Dinner	\$ -
		Other	\$ -
Total Est. Expenses			\$ 972
Total Est. Mileage and Est. Expenses			\$ 1155.40

Fund	Site #	Project	Function	Object	Program	Available Budget
100	9000	011131	7100	332	000	\$ 2,315.00
						\$ -

Less: Est. Amt Paid/Reimb by Other Entities (enter as a positive amt) \$ -

Less: Est. Pcard/PO Amt Paid by Brevard Schools (enter as a positive amt) \$ 972

TOTAL EST. REIMB DUE TO EMPLOYEE \$ 183.40

Describe the benefit the District will receive from your attendance at this event:

Conditions: This route has tolls via I-4 W. Trip 45 min. 140 miles.

I certify that the above is a true and correct statement of estimated travel expenses incurred in the conduct of School Board business for a public purpose authorized by law; that travel is based on the most economical method of travel and lodging; and that actual expenditures to be paid or reimbursed by another entity have been disclosed on this form.

Traveler's Signature <i>Matthew Susin</i>	Date 11/24/23	Approver's Signature <i>Mark Randell Ed.D.</i>	Date 11/24/23
Print or Type - Traveler's Name Matthew Susin, Chairman		Print or Type - Approver's Name AND Title Mark Randell Ed.D., Superintendent	