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 2022

Traveler's Name and Title:
Name: Matt Susin
Title: Board Member

Employee ID: 100 31093

Employee's Home Base (site number and name):
Site Number: 9000
Site Name: Board Office

Travel Method:
- ☐ Car Pool
- ☐ County Vehicle
- ☑ Personal Vehicle
- ☐ Rental Vehicle
- ☐ Airline
- ☐ Other:

Purpose of Trip: Professional Development
Enter One; Prof Dev, Representing District, Presenting Info, Student Event, LOD, or Other

Name and Location of Conference or Event:
FSBA/FADSS Annual Summer Conference
Tamps, FL

Trip:

	Dates	Times
From:	06/08/22	6:00 AM
To:	06/10/22	5:00 PM

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: 0.00 (round trip total with personal vehicle)

Est. Mileage (at $0.585 per mile): $ -

Lodging	$ 358.00	Taxi	$ -	Lunch	$ -
Per Diem	$ -	Registration	$ 275.00	Dinner	$ -
Airfare	$ -	Tolls/Parking	$ -	Other	$ -
Car Rental	$ -	Breakfast	$ -		

Total Est. Expenses: $ 633.00

Total Est. Mileage and Est. Expenses: $ 633.00

Fund	Site #	Project	Function	Object	Program	Available Budget
						$ -
						$ -

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): $ -

TOTAL EST. REIMB DUE TO EMPLOYEE: $ 633.00

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

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 — Date: 5/10/22

Matt Susin - Board Member
Print or Type - Traveler's Name

Misty Belford — Date: 5/10/22
Approver's Signature (Principal, Director, or above)

Misty Belford - Chairman
Print or Type - Approver's Name AND Title