## **TEMPORARY DUTY AUTHORIZATION (TDA-1)**

The School Board of Broward County, Florida

Applicant: Date: D	Applicant: Nora Rupert Date		10/15/19			
The applicant requests temporary duty assignment for the following period  Depart on: 1/20, 20 20, Return on 1/23, 20 20 Total work days requested 4.0  **INCLIDE ALL TRAVEL DAYS**  I. PURPOSE OF TRIP: (Complete A or B and C)  A. Conference/Convention of (Name of Sponsor): Rally to Tally / Broward Days  Meeting in (City and State): Taliahassee, Florida  B. Other School Board business (specify):  Meeting in (City and State): Taliahassee, Florida  B. Other School Board business (specify):  Meeting in (City and State): Taliahassee, Florida  B. Other School Board business (specify):  Meeting in (City and State): Legislative Advocacy for Broward Schools  II. ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE FILLED IN**  ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)  TRANSPORTATION:  Alriplane (if ticket is to be charged to the School Board, enter travel agency name   \$ 197.96   here):  Alriplane (if ticket is to be charged to the School Board, enter travel agency name   \$ 197.96   here):  Taxin, limousine, tolls, etc. (paid receipts must be imprinted with company logo) (cannot accept copies, credit card or bank statements)  PER DIEM: toolging & Meals - * Current rate as published in the annual memorandum from the Treasurer's Office*	Personnel Number	P00053364	School/Department 95	01		
Depart on:   1/20 , 20	Position: School Board	i Member				
I. PURPOSE OF TRIP: (Complete A or B and C)  A. Conference/Convention of (Name of Sponsor): Rally to Tally / Broward Days  Meeting in (City and State): Tallahassee, Florida  B. Other School Board business (specify): Meeting in (City and State):  C. Briefly describe benefits accruing to School Board: Legislative Advocacy for Broward Schools  II. ESTIMATED TRAIVEL EXPENSE: "IF SUBMITTING TRAIVEL VOUCHER SECTION IN MUST BE FILLED IN"  ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATES, TAXES, ETC.)  TRANSPORTATION: Airplane (if ticket is to be charged to the School Board, enter travel agency name here) Arental Car review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL S. 140.29 Private Car Mileage ( 0.00 miles x 0.58 cents per mile): Rate effective 1/1/19 S. "Current rate as published in the annual memorandum from the Treasurer's Office."  Tax, limousine, tolls, etc. (pold receipts must be imprinted with company logo) (cannot accept copies, credit card or bank statements)  PER DIEM! Lodging & Meals - "Current rate as published in the annual memorandum from the Treasurer's Office* x days requested  OR  HOTEL: \$ 269.00 per day x 3 days requested  OR  HOTEL: \$ 269.00 per day x 3 days requested  OR  HOTEL: \$ 269.00 per day x 3 days requested  OR  MEALS: "Current rate as published in the annual memorandum from the Treasurer's Office* \$ 118.00  MISCELLANEOUS: Registration: PER POLICY 4208 - INDIVIDUAL MEMBERSHIPS ARE NOT REIMBURSABLE  Other: (specify)  TOTAL ESTIMATED EXPENSES: \$ 1,263.25  TRAVEL ADVANCE REQUEST (explain):  III. TRAVEL EXPENSES WILL BE CHARGED AS FOLLOWS:  Name of Cost Center being charged internal Account Fund being charged, if applicable  IS A SUBSTITUTE REQUIRED DURING ABSENCE? NO YES  IV. AUTHORIZATION (for signature requirements, see School Board Policy 4007)  Applicant: Date:	The applicant requests to	emporary duty assignment for the	e following period			
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butc. 10 11	Chief Operating Officer/A	ssociate/Assistant/Area/Deputy				
	Superintendent:	THE WAR		Date:	10-18-19	
	Additional Approval: Form #4082 Rev. 1/19			Date:		