TEMPORARY DUTY AUTHORIZATION (TDA-1)

The School Board of Broward County, Florida

Applicant: ROBIN BARTLEMAN	Date 10/18/19
Personnel Number P00063922 School/Department OFFICE OF THE BOAR	D MEMEBRS
Position: SCHOOL BOARD MEMBER COUNTYWIDE, AT-LARGE	
The applicant requests temporary duty assignment for the following period	
	ys requested 4.0
INCLUDE ALL TRAVEL DAYS	
1. PURPOSE OF TRIP: (Complete A or B and C)	
A. Conference/Convention of (Name of Sponsor): BROWARD DAYS/RALLY TO TALLY	***************************************
Meeting in (City and State): TALLHASSEE, FLORIDA	
B. Other School Board business (specify):	
Meeting in (City and State):	
C. Briefly describe benefits accruing to School Board: LEGISLATIVE CONFERENCES AND UPD	ATES IN THE CAPITOL
II. ESTIMATED TRAVEL EXPENSE: **IF SUBMITTING TRAVEL VOUCHER SECTION II MUST BE	
ALL RECEIPTS MUST SHOW BREAKDOWN OF CHARGES (DAILY RATE	-
TRANSPORTATION:	
Airplane (If ticket is to be charged to the School Board, enter travel agency name	\$ 343.60
here): UNITED AIRLINES	
Rental Car review State of FL Vehicle Rentals Contract - RENTAL MUST BE MOST ECONOMICAL	
Private Car Mileage (0.00 miles x 0.58 cents per mile): Rate effective 1/1/19 *Current rate as published in the annual memorandum from the Treasurer's Office.*	\$ -
Taxi, limousine, tolls, etc. (paid receipts must be imprinted with company logo)	\$ 60.00
(cannot accept copies, credit card or bank statements)	\$ 60,00
PER DIEM: Lodging & Meals - *Current rate as published in the annual memorandum from the	2
Treasurer's Office* x days requested	
OR	
HOTEL: \$ 259.00 per day x 2 days requested	\$ 518.00
MEALS: *Current rate as published in the annual memorandum from the Treasurer's Office*	\$ 117.00
MISCELLANEOUS: Registration: PER POLICY 4208 - INDIVIDUAL MEMBERSHIPS ARE NOT REIMBURSABLE	
Other: (specify) REGISTRATION FOR FSBA 74TH JOINT ANNUAL CONFERENCE	
TOTAL ESTIMATED EXPENS	SES: \$ 1,038.60
TRAVEL ADVANCE REQUEST (explain):	723.
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)	
(16)	Pate:
	Pate: 10/22/30/9
Chief Operating Officer/Associate/Assistant/Area/Deputy	
	ate:
Additional Approval: Form #4082 Rev. 1/19	ate: