



State of Florida - Statewide Travel Management System  
Trip Report



Travel Information																			
Traveler/ Agency Name:	Traveler1 JAC-JUSTICE ADMINISTRATION-21300000000	Total Trip Cost:		\$789.36															
People First ID:	1231001	Type of Employee:	State Employee	Less Total Allowable State CC															
Master Invoice No:	000002805	Headquarters City:		Less Total Allowable Direct Pay:															
Departure Date & Time:	02/18/2019 08:00 AM	Headquarters State:	FL	Less Total Unallowable CC:															
Return Date & Time:	02/21/2019 07:30 PM	Supervisor Name:	Supervisor JAC	Less Advance Amount:															
Preparer Name:	Preparer JAC	Fiscal Auditor Name:		Amount Due to State:															
Working Title:	TRAVELER			Amount Due to Traveler:															
Form Details																			
Purpose of Travel	Form ID	Form Type	Origin	Destination	Status	Current Approver	Delegated Approver	Type of Travel	Trip Created Date										
Case Related	3723	Reimbursement with General Authorization	Tallahassee	atlanta	Authorized	Payment Approver JAC	Delegate JAC	Out of State	03/04/2019 09:18 AM										
Primary Mode of Transportation	Governor Declared Emergency	FEMA Emergency	Telecommunication Considered	Off Duty Time	Off Duty Begin	Off Duty End	Total Days	Secured Record	Trip Last Modified Date										
Rental Car	No	No	Yes	No			4	YES	03/20/2019 04:59 PM										
Mission Critical Statement																			
Sample Mission Critical Statement 1					Benefit to State														
Trip Summary																			
Airfare Total	\$0.00	Per Diem Total	\$0.00	Meals Total	\$119.00	General Expense Total	\$0.00	Registration Fees Total	\$0.00	Mileage Total	\$0.00	Car Rental/Fuel Total	\$197.53	Incidental Charge Total	\$0.00	Lodging Total	\$472.83	Total Cost	\$789.36



State of Florida - Statewide Travel Management System  
Trip Report



Approval Process

Status	Assigned Date	Assigned User	Assigned User Title	Decision Date	Acting User	Acting User Title	Approver Comments
Submitted	03/04/2019 10:18 AM	Traveler1 JAC	TRAVELER	03/04/2019 10:18 AM	Traveler1 JAC	TRAVELER	
Approved	03/04/2019 10:18 AM	Supervisor JAC	SUPERVISOR I	03/04/2019 11:32 AM	Supervisor JAC	SUPERVISOR I	
Authorized	03/04/2019 11:32 AM	Payment Approver JAC	PAYMENT APPROVER	03/20/2019 04:59 PM	Payment Approver JAC	PAYMENT APPROVER	Okay to approve per J. Smith.

**Attestation**

Traveler1 JAC	I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes.
Supervisor JAC	Pursuant to Section 112.061 (3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the below travel was on official business of the State of Florida and was performed for the purpose(s) stated below.
Payment Approver JAC	Pursuant to Section 112.061 (3)(a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the below travel was on official business of the State of Florida and was performed for the purpose(s) stated below.

Related Expense Line Items

Expense ID	Expense Type	Expense Date	Merchant Name	Total Amount	Unallowable Amount	Total Allowable Amount	ELI Last Modified
14008	Rental Car	02/18/2019	Enterprise	\$127.53	\$0.00	\$127.53	03/04/2019 10:02 AM
14009	Fuel	02/20/2019	Express Gas	\$70.00	\$0.00	\$70.00	03/04/2019 10:02 AM
14010	Hotel	02/18/2019	Hilton Downtown Atlanta	\$174.83		\$174.83	03/04/2019 10:02 AM
14011	Hotel	02/18/2019	Hilton Downtown Atlanta	\$25.83	\$25.83	\$0.00	03/04/2019 10:02 AM
14012	Hotel	02/19/2019	Hilton Downtown Atlanta	\$149.00	\$0.00	\$149.00	03/04/2019 10:02 AM
14013	Hotel	02/20/2019	Hilton Downtown Atlanta	\$149.00	\$0.00	\$149.00	03/04/2019 10:02 AM
14014	Meals Class A&B	02/18/2019			\$0.00	\$30.00	03/04/2019 10:02 AM
14015	Meals Class A&B	02/19/2019			\$0.00	\$36.00	03/04/2019 10:02 AM
14016	Meals Class A&B	02/20/2019			\$0.00	\$36.00	03/04/2019 10:02 AM
14017	Meals Class A&B	02/21/2019			\$0.00	\$17.00	03/04/2019 10:02 AM

  

Expense ID	Expense Type	Object Code	Organization Code	EO	EO Version	Expense Paid By	Last 4 Digit CC	3rd Party Payor	Payor Details
14008	Rental Car	262034	21300000000	B2	05	State Credit Card	5523		
14009	Fuel	262034	21300000000	B2	05	Personal Payment			
14010	Hotel	262400	21300000000	B2	05	State Credit Card	3355		
14011	Hotel	262400	21300000000	B2	05	State Credit Card	3355		
14012	Hotel	262400	21300000000	B2	05	State Credit Card	3355		
14013	Hotel	262400	21300000000	B2	05	State Credit Card	3355		
14014	Meals Class A&B	262200	21300000000	B2	05				
14015	Meals Class A&B	262200	21300000000	B2	05				



State of Florida - Statewide Travel Management System

Trip Report



14016	Meals Class A&B	262200	21300000000	B2	05		
14017	Meals Class A&B	262200	21300000000	B2	05		

Expense ID	Expense Type	Mileage Rate(\$)	Mileage	Rental Car	Rental Car Justification	Reporting Only	Reporting Only Comment	P-Card SWDN
14008	Rental Car	0.4450		Compact		No		
14009	Fuel	0.4450				No		
14010	Hotel	0.4450				No		
14011	Hotel	0.4450				No		
14012	Hotel	0.4450				No		
14013	Hotel	0.4450				No		
14014	Meals Class A&B	0.4450				No		
14015	Meals Class A&B	0.4450				No		
14016	Meals Class A&B	0.4450				No		
14017	Meals Class A&B	0.4450				No		

Expense ID	Expense Type	Hotel Check-In	Hotel Check-Out	Night Over 150	Number of Nights	State Sponsored Event	Hotel Justification
14008	Rental Car				No	No	
14009	Fuel				No	No	
14010	Hotel	02/18/2019	02/21/2019	No	3	No	
14011	Hotel	02/18/2019	02/18/2019		0	No	
14012	Hotel	02/18/2019	02/21/2019	No	3	No	
14013	Hotel	02/18/2019	02/21/2019	No	3	No	
14014	Meals Class A&B				No	No	
14015	Meals Class A&B				No	No	
14016	Meals Class A&B				No	No	
14017	Meals Class A&B				No	No	

Expense ID	Expense Type	Airfare Departure Date	Airfare Return Date	Airfare Boarding	Airfare Destination	Number of Bags	Expense Comments
14008	Rental Car						
14009	Fuel						
14010	Hotel						
14011	Hotel						Dinner on 2/18/19 charged to room in error.
14012	Hotel						
14013	Hotel						
14014	Meals Class A&B						
14015	Meals Class A&B						
14016	Meals Class A&B						
14017	Meals Class A&B						

FLAIR Transaction Details

FLAIR Transaction#	Transaction Date	Organization Code	EO Object Code	TR Amount	Transaction Status	Transaction Type	Posting Status	Posting Date	Date Paid
--------------------	------------------	-------------------	----------------	-----------	--------------------	------------------	----------------	--------------	-----------



FLAIR Transaction#	CFO Received Date	CFO Auditor Name	CFO Audit Date	CFO Approver Name	Warrant Issued	Warrant Number	Voucher Number	Statewide Document Number	Account Code
<a href="#">Chatter Details</a>									
	<b>Created Date</b>	<b>Body Message</b>	<b>Created by Name</b>	<b>Type</b>	<b>Last Modified Date</b>	<b>Is Deleted Chat</b>	<b>Like Count</b>		
	03/04/2019 09:18 AM		Preparer JAC	TrackedChange	03/04/2019 09:18 AM	No	0		
	03/04/2019 09:18 AM		Preparer JAC	TrackedChange	03/04/2019 09:18 AM	No	0		
<a href="#">Attachment Details</a>									
	<b>Created Date</b>	<b>Attached by</b>	<b>Attachment Type</b>	<b>Attachment Name</b>	<b>Files Attached</b>	<b>Attachment Comments</b>	<b>Attachment Modified By</b>		
	03/04/2019 09:44 AM	Preparer JAC	Receipts	A03527	1		Preparer JAC		