

TRAVEL REQUEST AND RECONCILIATION FORM

Purpose of Form:		<input checked="" type="checkbox"/> Pre-Travel Requisition	<input type="checkbox"/> Post-Travel Reimbursement	<input checked="" type="checkbox"/> S&PD Request	
Print Name	<input type="text" value="Lucja Rice"/>	ID No.	<input type="text" value="900065190"/>	Date	<input type="text" value="Aug 22, 2025"/>
Location of Travel:		<input type="checkbox"/> In District (Monroe County)	<input type="checkbox"/> Out of District, within Florida	<input type="checkbox"/> Out of State, within U.S.	<input checked="" type="checkbox"/> Outside of U.S.
Traveler Type:		<input checked="" type="checkbox"/> Employee Traveler	<input type="checkbox"/> Non-Employee Traveler	<input type="checkbox"/> Student Traveler	
Attach, if applicable:		<input checked="" type="checkbox"/> Airfare (flight pre-booked No. for Pre-Travel Payment)	<input type="checkbox"/> Hotel Credit Card Authorization Form (Pre-travel only)		
<input type="checkbox"/> Hotel Receipt	<input checked="" type="checkbox"/> Conference Agenda and Registration Form	<input type="checkbox"/> Car Rental Receipt	<input checked="" type="checkbox"/> S&PD Form	<input checked="" type="checkbox"/> Leave Form	

Date	Dec 5, 2025	Dec 6, 2025	Dec 7, 2025	Dec 8, 2025	Dec 9, 2025	Dec 10, 2025
Departure Time		4:00AM				
Start Odometer						
Start Location		Key West, FL				
Arrival Time		2:00 PM				
End Odometer						
End Location		Little Cayman, Cayman Islands				
Official Mileage or Miles Driven						
Reimbursement (.445/mile)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas/Tolls	\$0.00	\$28.50				
Auto Rental/Taxi	\$62.00					
Parking	\$0.00					
Airfare		\$540.33				
Lodging						
Registration/Misc		\$2999.00				(\$635.83)
Breakfast/Per Diem		\$6.00				
Lunch/Per Diem						
Dinner/Per Diem						
TOTAL	\$62.00	\$3573.83	\$0.00	\$0.00	\$0.00	(\$635.83)

TOTAL TRIP AMOUNT (Pre-travel request or post-travel expenses)	\$3000.00
MINUS ANY TRAVEL EXPENSES PAID BY COLLEGE (post-travel)	
MINUS ANY ADVANCE TRAVEL PAY (Procedure 29.2, Advance Travel Payments) (post-travel)	
TOTAL TRAVEL REIMBURSEMENT REQUESTED (post-travel)	\$3000.00

Cost Center: Department No.	<input type="text" value="480110"/>	Expense Account No. (605xx)	<input type="text" value="60504"/>	Amount (\$)	<input type="text" value="3000.00"/>
Cost Center: Department No.	<input type="text"/>	Expense Account No. (605xx)	<input type="text"/>	Amount (\$)	<input type="text"/>

Print Name	Lucja Rice	Total Trip Amount	\$3,000.00	Trip Start Date	12/05/2025	Trip End Date	12/10/2025
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Purpose of Trip or Brief Description of Training/Meeting

Lightroom Immersion Workshop in Little Cayman will help me to improve my underwater photography editing techniques as well as teaching techniques. This course is led by a professional underwater photographer and Adobe Lightroom and Photoshop Expert with years of experience teaching divers editing underwater photographs. This training includes 7 nights accommodations, breakfast, lunch and dinner during the workshop, 2 boat dives per day and daily afternoon and evening lectures on editing techniques. The schedule is filled with Adobe Lightroom knowledge and hands-on training.

Complete the following for Staff and Program Development Funding Requests

Is this training/development opportunity mandatory for your position? Yes No

If yes, Explain:

Describe how this opportunity for development will benefit the College and/or your job performance.

This training will advance my editing skills using Adobe Lightroom which will allow me to transfer this knowledge to our students during Underwater Photography PGY 1245C and Advanced Underwater Photography PGY 2247C courses. The Adobe Lightroom program has changed significantly since I started using it and it's been hard to keep up with the changes. Erin Quigley is Adobe Lightroom and Photoshop Expert who focuses on editing underwater photographs. This workshop will not only improve my editing skills but also allow me to observe Ms. Quigley teaching techniques that I hope to use in my classes to educate my students more effectively. I would love the opportunity to learn from her in person. This workshop focuses on advanced skills and techniques and

Explain any special circumstances that you would like to be considered by approvers.

I would love to learn from Adobe Lightroom Expert who specializes in editing underwater photographs. Ms. Quigley developed her own workflows, presets and backgrounds that she shares with her students during this workshop. She also offers support to her students after the course is over.

Approvals

I, the Traveler, hereby affirm that above request indicated for pre-travel requests are estimated expenses for future travel and that post-travel reimbursement requests are for expenses actually incurred by me as necessary traveling expenses in the performance of my official duties; attendance at the named event, conference or convention is directly related to official duties of the agency; and meals or lodging included with the registration fee have or will be deducted from this travel claim; and that this claim is true and correct in every matter and conforms in every respect with the requirements of Section 112.061 of the Florida Statutes.

Pursuant to Section 112.061(3)(a) of the Florida Statutes, I, the Administrator, hereby affirm that to the best of my knowledge the above travel request is official business of the State of Florida and is, or was, performed for the purpose(s) stated above.

Traveler Signature

Lucja Rice Digitally signed by Lucja Rice
Date: 2025.09.05 12:32:28 -04'00'

Supervisor Signature

Jack Seubert Digitally signed by Jack Seubert
Date: 2025.10.06 10:17:10 -04'00'

S&PD Signature (if applicable) (pre-travel only)

John Rouge Digitally signed by John Rouge
Date: 2025.10.29 15:54:51 -04'00'

Executive Vice President or Vice President

Monekka Munroe, Ed.D. Digitally signed by Monekka Munroe, Ed.D.
Date: 2025.10.22 12:06:14 -04'00'

President Signature (if applicable)

Jonathan Gueverra Digitally signed by Jonathan Gueverra
Date: 2025.10.31 14:22:50 -04'00'

Accounting Signature

Heather Margiotta Digitally signed by Heather Margiotta
Date: 2025.10.31 12:35:34 -04'00'

Instructions

1. Travel in rental cars is authorized for the following. If you wish to upgrade to a larger size, you may do so at your own expense. If equipment is being carried and a larger vehicle is justified, it must have prior approval of your supervisor.

In State Rates

- a. 1-4 persons = compact or economy car (\$31.00/per day)
- b. 4-5 persons = intermediate car (\$33.00/per day)
- c. 5 persons = full size car (\$36.00/per day)
- d. 6-7 persons = minivan (\$43.00/per day)
- e. 12 persons = Passenger Van (\$66.00/per day)

Out of State Rates

- a. 1-4 persons = compact or economy car (\$44.00/per day)
- b. 4-5 persons = intermediate car (\$47.00/per day)
- c. 5 persons = full size car (\$53.00/per day)
- d. 6-7 persons = minivan (\$63.00/per day)
- e. 12 persons = Passenger Van (\$118.00/per day)

Toll Surcharge

Add toll surcharge to the first day of the trip.

In State Rate = \$31.00

Out of State Rate = \$81.00

2. The maximum allowance is eighty dollars (\$80.00) per diem per day OR if the actual expenses exceed \$80.00, the necessary and reasonable expense for lodging at a single occupancy rate to be substantiated by paid receipt, plus the meal allowances listed below.
3. Tips for taxi service may be included in reimbursement, **not to exceed 15% of bill**. Tips for free transportation are non-reimbursable.
4. The College is exempt from paying Florida sales tax. Travelers are responsible for any Florida sales tax incurred.
5. If requesting a mileage reimbursement, a **map mileage** calculator must be used and a copy provided.
Odometer readings not required for the following:

From	To	One-Way Mileage Allowed
CFK	Key West High School	4
CFK	Marathon - Middle Keys Center	45
CFK	Key Largo - Upper Keys Center	102
6. **Meal Allowances** are payable as follows:
 - a. BREAKFAST = \$6.00 (when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.)
 - b. LUNCH = \$11.00 (when travel begins before 12:00 p.m. and extends beyond 2:00 p.m.)
 - c. DINNER = \$19.00 (when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.)
7. Hours of departure and return must be shown if Per Diem are claimed. Departure for flights may include two hours prior to flight departure time. Travel end time may include time spent to return to final destination i.e. home or work, not to exceed one hour. Departure time for rental car pick up and return may not exceed one hour prior to and after car rental invoice noted check-out and check-in times.

All travel is in accordance with Board Rule No. 2.120, Travel and Per Diem. All travel must be requested for reimbursement within thirty (30) work days after completion of the trip. Any fraudulent claim of mileage, per diem, or other travel expense is subject to prosecution. **All travel must be by the most economical method or usually traveled route to qualify for reimbursement, with approval of the supervisor. Any exception must be justified by the traveler.**