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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1** | | | **TRAVELER INFORMATION** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **TRAVELER:** | | | Melissa Moreno | | | |  | | **UFID:** | 0494-0864 | | | | |  | **TA #:** | |  | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Destination of Trip:** | | Haines City, Florida | | | | |  | | **Depart Date/Time:** | 04/03/2019 11:30 AM | | |  | | **Return Date/Time:** | | | | 04/05/2019 1:00 PM | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Purpose of Trip/Justification and Conference Name:** | | | Florida Chapter of the American Fisheries Society 39th Annual Meeting  Presenting poster at conference, also assisting in conference duties i.e raffle selling | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **SECTION 2** | | | **CHARTFIELD TO BE CHARGED** | | | | | | | | | | | | | | | | | |
| **Dept ID** | **Fund** | | | **Program** | **Source** | | | **CRRNT/CYFWD** | | **Project #** | **Flex Code** | | | **UFID** | | | **CRIS** | | | **Amount** |
|  |  | | |  |  | | |  | |  |  | | |  | | |  | | |  |
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| **Benefit to UF/Project:** | | | | Presenting research conducted while working on Lone Cabbage Reef project, attending with other students in the “Oyster Cohort”, networking and also learning about ongoing Florida projects that could be beneficial to my research | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **SECTION 3** | | | **EXPENSES** | | | | | | | | | | | | | | | | | |
| **Business Expense Description** | | | **Amount and Type of Payment** | | | | | | | | |  | | | | | | | | |
| **UF Pcard** | | | **Personal Funds** | | | | **Complimentary** | | **Comments / Vendor Names** | | | | | | | | |
| **Registration** | | | 60.00 | | | - | | | | - | | Registration to AFS conference, early registration price | | | | | | | | |
| **Airfare** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Lodging** | | | 200.00 | | | - | | | | - | | LODGING - FULL LODGING - 4/3/2019 & 4/4/2019 | | | | | | | | |
| **Car Rental** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Fuel for Rental** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Mileage (0.445/Mile) *Personal Car only*** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Taxi/Shuttle/Train** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Baggage Fees** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Parking** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Tolls** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Meals**  **B-6.00 L-11.00 D-19.00** | | | 72.00 | | | - | | | | - | | FULL MEALS - DINNER (4/3/2019) TO LUNCH (4/5/2019) | | | | | | | | |
| **Other** | | |  | | |  | | | |  | |  | | | | | | | | |
| **Totals** | | | 332 | | |  | | | |  | |  | | | | | | | | |