

**Roth, Joy**

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**From:** Meri Beth Misch <meribeth.misch@flcourts18.org>  
**Sent:** Monday, December 20, 2021 1:01 PM  
**To:** Roth, Joy  
**Subject:** Travel request  
**Attachments:** Castaldi travel request.pdf

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello,

Attached is a travel request for Brevard County General Magistrate Leslie Castaldi to attend the Marital and Family Law Review Course in Kissimmee next month. The total estimated cost is \$1005.56. This was not previously requested in the budget for 0001/202040 and I have been instructed to send this to you for Mr. Abbate's approval.

Please let me know if there is anything further I should do.

Thank you and Happy Holidays.



**Meri Beth Misch, M.S.**  
Court Operations Manager  
Problem Solving Court Supervisor  
18<sup>th</sup> Judicial Circuit - Brevard County  
321.637.5675

# TRAVEL REQUEST

**BREVARD COUNTY, FLORIDA**

**BOARD OF COUNTY COMMISSIONERS**

(FOR ALL OVERNIGHT ABSENCES FROM HOME, CLASS A, B TRAVEL AND ALL PRE-REGISTRATION FEES)

NAME AND TITLE (ONE TRAVELER PER FORM)		DEPARTMENT, MAIL STOP NUMBER AND PHONE NUMBER	
Leslie Castaldi		Court Administration/General Magistrate/321-637-5536	
DESTINATION (CITY AND STATE)	BUS AREA - COST CTR - GL ACCT	IS COUNTY TO RECEIVE REIMBURSEMENT	
Orlando, FL	0001/202040/5400200	(SOURCE: STATE, GRANT, ETC)	AMOUNT/PERCENT
PURPOSE OF TRIP			
Attend the Marital and Family Law Review Course			

CONFERENCE/SEMINAR DATE AND TIME				TRAVEL DEPARTURE AND RETURN DATE AND TIME					
FROM DATE	1/21/2022	TIME	8:00AM	A.M. OR P.M.	DEPARTURE DATE	1/20/2022	TIME	5:00PM	A.M. OR P.M.
TO DATE	1/22/2022	TIME	12:00PM	A.M. OR P.M.	RETURN DATE	1/22/2022	TIME	1:00PM	A.M. OR P.M.

## ESTIMATE OF TRAVEL EXPENSES (TO BE COMPLETED BY DEPARTMENT)

**\$425.00** REGISTRATION FEE: (ATTACH PROGRAM/AGENDA)

**TRANSPORTATION:**

**\$** AIRLINE

**\$ 70.56** PRIVATE VEHICLE - MAP MILES  
126 @ .56 CENTS A MILE

**\$** COUNTY VEHICLE (GAS, ETC.)

**\$** CAR RENTAL OR TAXI

**\$ 100.00** MISCELLANEOUS: (PARKING, TOLLS, OTHER)  
(SPECIFY EXPENSE AND AMOUNT)

Tolls - \$28.00

Resort fee - \$30.00

Parking - \$40.00

**\$350.00** LODGING:

☒ SINGLE ROOM ☐ DOUBLE ROOM

☐ OTHER:

SHARED ACCOMMODATIONS:

(INDIVIDUAL'S NAME)

## CHECK ADVANCE REQUEST (TO BE COMPLETED BY DEPARTMENT)

REGISTRATION FEE		FOR FINANCE USE ONLY
PAYABLE TO:	DATE DUE	P.O. #
<input type="checkbox"/> SEND CHECK IN COURIER TO MAIL STOP <input type="checkbox"/> MAIL CHECK TO VENDOR <input type="checkbox"/> INTEND TO USE PURCHASING CARD		DATE PAID
LODGING		P.O. #
PAYABLE TO:	CONFIRMATION #	DATE PAID
<input type="checkbox"/> SEND CHECK IN COURIER TO MAIL STOP <input type="checkbox"/> INTEND TO USE PURCHASING CARD		
<b>\$</b> OTHER PAYABLE TO: (MEALS, PER DIEM, ETC.)		P.O. #
<input type="checkbox"/> SEND CHECK IN COURIER TO MAIL STOP		DATE PAID
<b>\$</b> TOTAL OF ADVANCE PAYMENTS		

## APPROVAL OF TRIP AND ESTIMATED EXPENSES

\*\*\*\* PRE-APPROVED BUDGET SHEET ATTACHED \*\*\*\* (Circle) YES NO

*Leslie Castaldi* 12/20/21  
TRAVELER'S SIGNATURE DATE

*Mark Van Boven* 12/17/21  
DIRECTOR'S SIGNATURE DATE

*Frank Calabrese* 12/21/21  
COUNTY MANAGER/DEPUTY MANAGER/  
ASSISTANT COUNTY MANAGER SIGNATURE DATE

APPROVED IN REGULAR SESSION - BOARD OF COUNTY COMMISSIONERS

**\$60.00** MEALS: (NOT PROVIDED BY REGISTRATION FEES)

BREAKFAST 2 NO. OF MEALS

LUNCH 2 NO. OF MEALS \$11.00

DINNER 2 NO. OF MEALS \$19.00

**\$** PER DIEM:

NUMBER OF QUARTERS - 2 @ 1 /QUARTER

(CAN NOT BE USED IF CLAIMING ACTUAL LODGING AND MEALS)

**\$1005.56** TOTAL OF ALL ESTIMATED EXPENSES

PREPARED BY: Meri Beth Misch

RECEIVED

DEC 20 2021

County Manager's  
Office