

**REGISTRATION INFORMATION**

Florida League of Cities  
 P.O. Box 1757  
 Tallahassee, FL 32302  
 (850) 222-9684

**TRAVEL EXPENSE STATEMENT**

**HOTEL INFORMATION**

Hyatt Regency Orlando Airport  
 9300 Jeff Fuqua Blvd  
 Orlando, FL 32827

(407) 825-1234

DATE: **10/21/2014**

- 1. TRAVELER'S NAME: Reggie Sessions
- 2. DEPARTURE DATE: 11/12/2014
- 3. RETURN DATE: 11/14/2014
- 4. DESTINATION: Orlando, FL
- 5. CODE CHARGE: 001-1000-511-40-30
- 6. AMT BUDGETED:

DEPARTMENT: Mayor and Commission  
 DEPARTURE TIME: 3:00 p.m.  
 RETURN TIME: 3:00 p.m.  
 PURPOSE: 54th Annual Legislative Conference ✓

7. BALANCE AVAILABLE: \_\_\_\_\_

Expenses must comply with City Code of Ordinances 1-158.  
 Per Diem Allowance \$50.00 or \$12.50 per quarter day.  
 Class A Travel 24-hour day.

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
* REGISTRATION FEE:		175.00		
* HOTEL BILL: Confirmation # 329226NL	169.00		169.00	
BAGGAGE ALLOWANCE (\$5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.565 217.6			122.94	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES			54.00	
* MISC. EXPENSES				
MEALS				
BREAKFAST @ \$8.00			0.00	
1 LUNCH @ \$8.00			8.00	
2 DINNER @ \$20.00			40.00	
SPECIAL LUNCHEON/BANQUET			0.00	
6.5% STATE TAX			3.12	
15% GRATUITIES			7.20	

BREAKFAST = When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

LUNCH = When travel begins before 12:00 noon and extends beyond 2:00 p.m.

DINNER = When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

**TOTALS**

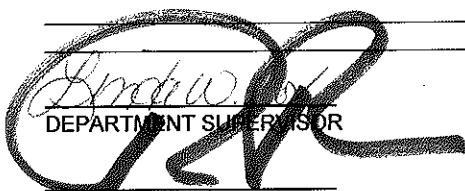
169.00	175.00	409.26	
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ADVANCE CASH RECEIVED: \_\_\_\_\_

REFUND DUE CITY: \_\_\_\_\_

REFUND DUE EMPLOYEE: \_\_\_\_\_

TRAVEL APPROVED BY:

  
 DEPARTMENT SUPERVISOR

CITY MANAGER  
 (220 WITH CITY MANAGER  
 SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* RECEIPT REQUIRED  
 REV 1/14 DLN

DiningActivitiesTransportationBaby  
Services

**Confirmation Number:** 329226NL  
**Guest Name:** REGINALD SESSIONS

**Hyatt Regency Orlando International Airport**  
 9300 Jeff Fuqua Blvd.  
 Orlando, FL 32827 US  
 Hotel Phone Number: 407-825-1234  
 Hotel FAX Number: 407-856-1672

**Check In Date:**  
 12-Nov-2014

**Check Out Date:**  
 14-Nov-2014

**Number of Adults:** 1  
**Number of Children:** 0  
**Number of Rooms:** 1

**Hotel Check-In Time:** 15:00  
**Hotel Check-Out Time:** 12:00

**Room(s) Booked:** Double / Double

**Additional Tax & Service Charges**

Room rates shown do not include State Tax of 6.5% and County Tax of 6.0% (taxes are subject to change without notice).

Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

**Nightly Rate per Room**

Date	Guest(s)	Status	Rate
12-Nov-2014	1	Confirmed	169.00
13-Nov-2014	1	Confirmed	169.00

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

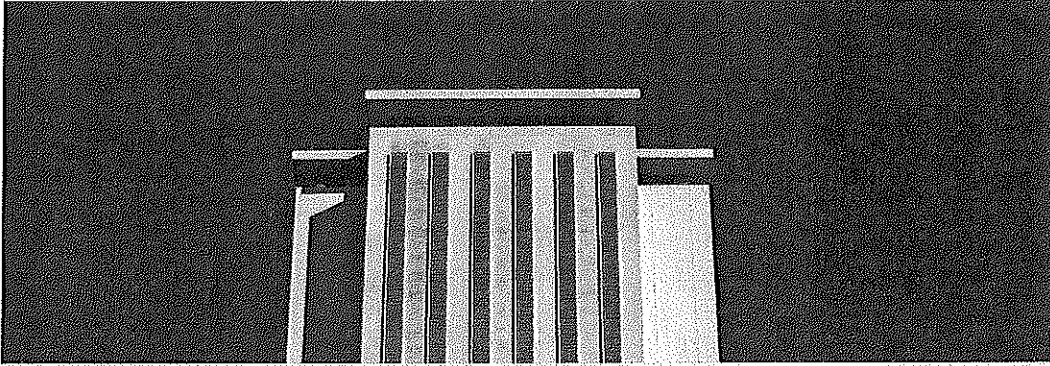
**Guaranteed by:** Credit card  
**Cancellation Policy:**

Cancel by 4pm EST 24 Hours Before Arrival to avoid 1 night room & tax charge.

**Preferences:**

Your preferences have been submitted with your reservation and are subject to hotel availability.

We respect your privacy and will only use your information in accordance with our Global Privacy Policy for Guests, available at [privacy.Hyatt.com](http://privacy.Hyatt.com). If you have questions or comments regarding this email, please contact us at [consumeraffairs@hyatt.com](mailto:consumeraffairs@hyatt.com). You have a right to access, to rectify and to object for legitimate reasons to the processing of your data in accordance with our Global Privacy Policy for Guests.



Join us in Orlando for the...

# 54<sup>TH</sup> ANNUAL LEGISLATIVE CONFERENCE



Hyatt Regency Orlando International  
Airport Hotel | November 13-14, 2014



# General Information

## Be Part of the League's Legislative Process!

The 54<sup>th</sup> Annual Legislative Conference will be held **November 13-14, 2014**, at the Hyatt Regency Orlando International Airport. The second of the League's annual meetings, this important conference sets our legislative policies and priorities for the upcoming session of the Legislature. Over the course of the two-day meeting, participants will attend workshops and legislative policy committee meetings.

Florida League of Cities President Lori Moseley, mayor of the City of Miramar, will preside over the conference, where she will officially kick-off and lay the foundation for cities' involvement in the legislative process. Join your municipal colleagues as the state's top issues are discussed and priorities established for the 2015 session. We look forward to seeing you there!

## General Schedule

The Legislative Conference registration desk will open at 7:30 a.m. on Thursday, November 13 at the Hyatt. During the morning, League Legislative Policy Committees on Energy, Environment and Natural Resources; Finance, Taxation and Personnel; Growth Management and Economic Affairs; Transportation and Intergovernmental Relations; and Urban Administration will meet on many issues facing our cities.

Legislative workshops are scheduled for Thursday afternoon. Check our website [www.flcities.com](http://www.flcities.com) for updates.

The work product of the Legislative Policy Committees will be considered by the League's Legislative Committee during its meeting on Friday morning.



A final 2015 Legislative Action Agenda will be adopted by the membership at the Business Session later that morning.

## Registration Fees

The registration fee for this conference is **\$175** per person. This fee covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event. No official activities are scheduled for guests or spouses.

## Mail Registration

To register in advance, fill out the enclosed registration form, attach a check or credit card information for \$175, and mail it to the League office by **Friday, October 31**. Your name badge and other information can be picked up at the conference registration desk.

## Email or Fax Registrations

Registrations sent via email to [mhowe@flcities.com](mailto:mhowe@flcities.com) or via fax to (850) 222-3806 will be accepted with Visa or MasterCard payment.

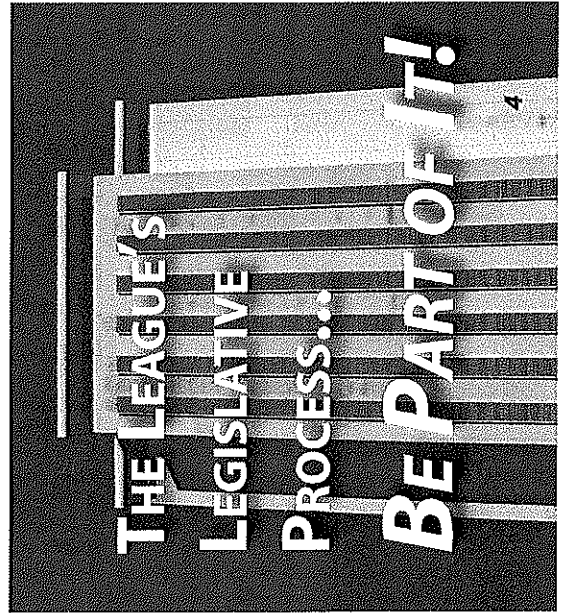
## Online Registration

Visit the League website, [www.flcities.com](http://www.flcities.com), to access online registration.

If you register online there are two payment options. You can send your registration fees by check to the Florida League of Cities. **(You are not registered until we receive your payment and you will not receive your housing information until your registration is paid.)** Or, you can simply pay online with your Visa or MasterCard. Registrations submitted and paid online via credit card will automatically be marked as paid and you will receive your conference confirmation immediately via email.

Conference confirmations include your registration information, totals and registration number for your reference. Please check your confirmation carefully to verify that all information is correct. Please inform the League of any errors immediately.

**If you register online, do not fax or mail the registration form that is included in this brochure.**





Florida League of Cities 54th Annual Legislative Conference  
Hyatt Regency Orlando International Airport Hotel  
Orlando, Florida

Wednesday, November 12 4:00 p.m. Hotel Check-in  
(Must request King Bed at this time)

Thursday, November 13 7:30 a.m. Conference begins  
All Day Conference Schedule

Friday, November 14 7:30 a.m. Conference Schedule  
11:45 a.m. Conference Ends

11:00 a.m. Hotel Check-out

PLEASE PROVIDE RECEIPTS FOR PARKING, TOLLS AND HOTEL.  
ALSO, IF YOU TURN IN YOUR MILEAGE LOG, ANY OVERAGE FOR  
MILES DRIVEN WILL BE REIMBURSED IN CASH TO YOU FROM  
FINANCE.