

REGISTRATION INFORMATION

FBC -LEO Spring Conference
 City of Mirimar
 2300 Civic Center Place
 Mirimar, FL 33025
 954-602-3198
elaroche@mirimarfl.gov

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION

Wingate by Wyndham Mirimar
 2800 SW 149th Avenue
 Mirimar, FL 33027
 954-441-0122 ph
 954-441-0328 fx

DATE: February 16, 2016

1. TRAVELER'S NAME: Rufus Alexander
 2. DEPARTURE DATE: 3/16/2016
 3. RETURN DATE: 3/20/2016
 4. DESTINATION: Miramar, FL
 5. CODE CHARGE: 001-1000-511-40-30
 6. AMT BUDGETED: ~~847.82~~ 7500.00

DEPARTMENT: CITY COMMISSION
 DEPARTURE TIME: 3:00 PM
 RETURN TIME: 8:00 PM
 PURPOSE: Florida Black Caucus Spring Conference

7. BALANCE AVAILABLE: 6127.66

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.

* REGISTRATION FEE:
 * HOTEL BILL: Confirmation # 1133714
 BAGGAGE ALLOWANCE (\$5 PER PERSON)
 * COMMUNICATION:
 * FARES: AIR FARE
 * TAXI, BUS
 * CAR RENTAL
 * MILEAGE @ 0.54 246 miles
 * GASOLINE EXPENSE
 * TOLL ROAD FEES,OR PARKING FEES
 * MISC. EXPENSES
 MEALS
 BREAKFAST @ \$8.00 2
 LUNCH @ \$8.00 2
 DINNER @ \$20.00 2
 SPECIAL LUNCHEON/BANQUET
 6.5% STATE TAX
 15% GRATUITIES

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
	<u>284.00</u>	<u>284.00</u>		
		<u>338.00</u>		
			<u>5.00</u>	
			<u>132.84</u>	
			<u>16.00</u>	
			<u>16.00</u>	
			<u>40.00</u>	
			<u>0.00</u>	
			<u>4.68</u>	
			<u>10.80</u>	

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	0.00	622.00	225.32	
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ADVANCE CASH RECEIVED: _____
 REFUND DUE CITY: _____
 REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: *Rufus Alexander*
 DEPARTMENT SUPERVISOR

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

 CITY MANAGER
 (220 WITH CITY MANAGER SIGNATURE ACCEPTED)

* RECEIPT REQUIRED
 REV 1/16 DLN



BEAUTY AND PROGRESS
EST 1955

City of Miramar

An Equal Opportunity Employer

Mayor

Wayne M. Messam

Vice Mayor

Darline B. Riggs

City Commission

Winston F. Barnes

Maxwell B. Chambers

Yvette Colbourne

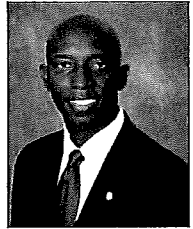
City Manager

Kathleen Woods-Richardson

"We're at the Center of
Everything"

Office of the Mayor
2300 Civic Center Place
Miramar, Florida 33025

Phone (954) 602-3151
FAX (954) 602-3709



January 14, 2016

FBC-LEO Members and Guests:

The Florida Black Caucus of Local Elected Officials is kicking 2016 off with a **Conference** scheduled for **March 17th and 18th** in the great city of Miramar!

Our conference will focus on issues and best practices that are vital to our respective communities as elected officials to include:

- Policy
- FLC Training Workshops
- Mobile Workshops
- Networking

We will also do a bus tour of the City of Miramar showcasing our renowned Ansin Sports Complex, Miramar Regional Park which will house a new 5,000 seat Amphitheater, the new Police Headquarters and provide an exclusive tour of the FBI state-of-the-art Headquarters building for the Southeast region of the United States.

In addition, the Jazz in the Gardens concert is scheduled for Saturday March 19 and Sunday, March 20th in Miami Gardens, our neighbors to the immediate south. We have provided a link for you in case you decide to stay the weekend and attend those festivities as well.

Details for FBC-LEO CONFERENCE registration are as follows:

- **FBC-LEO Dates of Conference:** Thursday, March 17 and Friday, March 18, 2016.
- **Hotel Reservations:** Wingate by Wyndham, 2800 SW 149th Avenue, Miramar FL 33027 – A limited block of rooms have been put aside for FBC-LEO at a fee of \$169 per night. Please reserve as soon as possible, cut off-date is February 20th. To reserve your room, the **Hotel phone number is 954.441.0122** or email the Front Office Manager – Alexandra Henning ahenning@napleshotelgroup.com
- **Registration Fee** for the Conference is \$160, please make checks payable to FBC-LEO and mail to the attention of Edna LaRoche, City of Miramar, 2300 Civic Center Place, Miramar, FL 33025 – For questions, 954-602-3198 or elaroche@miramarfl.gov
- **Jazz in the Gardens link for Tickets:**
http://jazzinthegardens.com/2016/ticket_prices.html

All the best,

Wayne Messam
Mayor



FBC-LEO

Florida Black Caucus of Local Elected Officials



FBC-LEO

Florida Black Caucus of Local Elected Officials

SPRING CONFERENCE 2016 ATTENDEES

WHO: FLORIDA BLACK CAUCUS – LOCAL ELECTED OFFICIALS

WHAT: SPRING CONFERENCE 2016

WHEN: THURSDAY, MARCH 17 AND FRIDAY, MARCH 18, 2016

HOTEL RESERVATIONS: Wingate by Wyndham, 2800 SW 149th Avenue
Miramar FL 33027 / 954.441.0122 or email the Front Office Manager
Alexandra Henning ahenning@napleshotelgroup.com

TO REGISTER FOR CONFERENCE ONLY:

Checks payable to FBC-LEO / Mail to attention of Edna LaRoche, City of Miramar, 2300 Civic Center Place, Miramar, FL 33025 – For Spring Conference information: <http://bit.ly/FBCLEO-SpringConf>

Registration Fee is \$160, Per Person/Per Guest – Once checks have been mailed, pls. send email to confirm you will be attending. Any questions, 954-602-3198 or elaroche@miramarfl.gov

TO REGISTER FOR CONFERENCE AND DISCOUNTED JAZZ IN THE GARDENS CONCERT TICKETS:

Checks payable to FBC-LEO / Mail to attention of Edna LaRoche, City of Miramar, 2300 Civic Center Place, Miramar, FL 33025

OPTION A

-CONFERENCE FEE:	\$160
-JAZZ IN THE GARDENS PRIME 13 - ROW 11 AND 12 TKTS. FOR SAT. AND SUN.	\$124 total for both days
TOTAL:	\$284

OR

OPTION B

-CONFERENCE FEE:	\$160
-JAZZ IN THE GARDENS RESERVED ROW 33 TKT FOR SATURDAY ONLY	\$ 72
TOTAL:	\$232



Wingate by Wyndham Miramar, FL - Credit Card Authorization Form
<Watchdog: Virus checked>
Alexandra Henning to: cscott

02/12/2016 04:04 PM

Good Afternoon,

As requested, I attached the credit card authorization form to this email.
As a reminder, here are the reservations I just made for you:

- Alexander, Rufus 3/16 to 3/18 for \$169+tax - Confirmation # is 1133714 (waiting on cc authorization form)
- Sessions, Regional 3/16 to 3/18 for \$169+tax - Confirmation # is 1133715 (waiting on cc authorization form)
- Alexander, Rufus 3/18 to 3/20 for \$169+tax - Confirmation # is 1133716 (guest pays own room)
- Sessions, Regional 3/18 to 3/20 for \$169+tax - Confirmation # is 1133717 (guest pays own room)

Please fill out the credit card authorization form completely and fax it back to us at 954-441-0328 or email it back to me.

Let me know if there is anything else I may help you with,

Best Regards,

Alexandra

Alexandra Henning
Front Office Manager
Wingate by Wyndham Miramar
2800 SW 149th Ave
Miramar, FL 33027
O:954-441-0122
F:954-441-0328
ahenning@napleshotelgroup.com

Att: [Handwritten scribbles]



Credit Card Authorization Request

I, _____ (name as it appears on the credit card) authorize the Wingate Inn-Ft. Lauderdale/Miramar to charge my credit card for the following reservation(s).

Name of Guest(s): _____

Confirmation Number(s): _____

Arrival Date: _____

Number of Nights: _____

Number of Rooms: _____

Credit Card Number: _____

Expiration Date: _____

Please charge my credit card for the following charges:

Room and Tax Only ___ Room, Tax, and Telephone Calls Only ___ All Charges ___

Please note: This authorization form is not valid unless signed by the cardholder and accompanied by a legible copy of both sides of the Credit Card and cardholder Driver's License.

Authorized Signature

Date

If you would like a copy of the bill faxed or emailed to you upon departure, please enter that information below.

Email: _____ Fax: _____

2800 SW 149th Avenue, Miramar, Florida 33027

Telephone: (954) 441-0122 Fax: (954) 441-0328