

REGISTRATION INFORMATION

Florida League of Cities
 PO Box 1757
 Tallahassee, FL 32302
 850-701-3624

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION

Embassy Suites Orlando Lake I
 4955 Kyngs Heath Road
 Kissimmee, FL 34746
 407-597-4000

DATE: **08/03/16**

1. TRAVELER'S NAME: Linda Hudson
 2. DEPARTURE DATE: 10/27/2016
 3. RETURN DATE: 10/28/2016
 4. DESTINATION: Kissimmee, FL
 5. CODE CHARGE: 001-1000-511-40-30
 6. AMT BUDGETED: 7500

DEPARTMENT: City Commission
 DEPARTURE TIME: 5:00 PM
 RETURN TIME: 3:00 PM
 PURPOSE: 2016-17 Legislative Policy Committee

7. BALANCE AVAILABLE: 1865.26

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.

\$294.66

* REGISTRATION FEE:
 * HOTEL BILL: Confirmation # **82248519**
 BAGGAGE ALLOWANCE (\$5 PER PERSON)
 * COMMUNICATION:
 * FARES: AIR FARE
 * TAXI, BUS
 * CAR RENTAL
 * MILEAGE @ 0.54 **216**
 * GASOLINE EXPENSE
 * TOLL ROAD FEES OR PARKING FEES
 * MISC. EXPENSES

MEALS
 BREAKFAST @ \$8.00
 1 LUNCH @ \$8.00
 1 DINNER @ \$20.00
 SPECIAL LUNCHEON/BANQUET
 6.5% STATE TAX
 15% GRATUITIES

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
	139.00		
		5.00	
		116.64	
		0.00	
		8.00	
		20.00	
		0.00	
		1.82	
		4.20	

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	0.00	139.00	155.66	
--------	------	--------	--------	--

ADVANCE CASH RECEIVED: _____
 REFUND DUE CITY: _____
 REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: [Signature]
 DEPARTMENT SUPERVISOR

[Signature]
 CITY MANAGER
 (220 WITH CITY MANAGER
 SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

* RECEIPT REQUIRED
 REV 1/16 DLN

RECEIVED
 TIME _____

AUG 05 2016

CITY OF FT. PIERCE
 CITY MANAGER'S OFFICE

"Approved CONDITIONALLY"
 REQUIRES CITY COMMISSION APPROVAL

Buena Vista South

On Aug 1, 2016, 2:21:22 PM, medenfield@flcities.com wrote:

From: medenfield@flcities.com

To: medenfield@flcities.com

Cc:

Date: Aug 1, 2016 2:21:22 PM

Subject: 2016-2017 policy committee sign-up/hotel reservation information

This email is to confirm that the League of Cities has successfully received your online sign-up for the 2016-2017 Legislative Policy Committee process. President Haynie will announce policy committee chairs, vice-chairs and members on August 26. Official letters will be individually mailed to the address provided on your sign-up form. Email notifications will be sent as a group to each full committee roster using the email address provided on the sign-up form.

Please begin making your travel arrangements for the September 30 and October 28 meetings if you have not already done so.

Both the September and October meetings will be held at **Embassy Suites Orlando Lake Buena Vista South**, located at 4955 Kyns Heath Road in Kissimmee. The South part of the hotel name is underlined because there is another Embassy Suites Lake Buena Vista. Reservations can be made by calling 407-597-4000. Remember to use the group code list below.

September meeting

Room Rate - \$119

Cut-off date - **September 6, 2016**

Phone: 407/597-4000

Ask for reservations and use the group code CIT.

October meeting

Room Rate - \$139

Cut-off date - **October 4, 2016**

Phone: 407/597-4000

Ask for reservations and use the group code LEG.

If you have any questions, please do not hesitate to contact me.

Mary Edenfield

Legislative Coordinator

Florida League of Cities

PO Box 1757

301 S. Bronough Street, Suite 300

Tallahassee, FL 32302-1757

(850) 701-3624 or (800) 342-8112

Please Note: Florida has very broad public records laws. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Your e-mail communications will be subject to public disclosure unless an exemption applies to the communication. If you received this email in error, please immediately notify the sender by reply e-mail and delete the e-mail and any associated materials from all devices.



Your 27 Oct 2016 Confirmation #82248519

Embassy Suites by Hilton Confirmed

to:

cscott@city-ftpierce.com

08/02/2016 10:55 AM

Hide Details

From: "Embassy Suites by Hilton Confirmed" <embassysuitesbyhilton@res.hilton.com>

To: "cscott@city-ftpierce.com" <cscott@city-ftpierce.com>

Please respond to embassyhelp@hiltonres.com

Security:

Some images were prevented from loading. Show Images

Embassy
Suites

PLAN

**Embassy Suites by Hilton Orlando Lake
Buena Vista South**
4955 Kyngs Heath Road, Kissimmee, FL
34746
T: 1 407-597-4000

Oct. 27, 2016 – Oct. 28, 2016
Confirmation Number: 82248519

UPDATE

Linda Hudson,
see you on Oct 27, 2016

EXPLORE Neighborhood

Hilton Hotels & Resorts

Find Us

DIG INTO Dining and
Nightlife

Services & Amenities

Hilton

Your Room Information:

1 KING BED NONSMOKING

Rooms: 1**Guests:** 1 Adult**Check In:** Oct 27 3:00 PM**Check Out:** Oct 28 12:00 PM***Your Rate Information:***






FL LEAGUE OF CITIES

Rate per night : 139.00 USD**Total for Stay per Room****Rate:** 139.00 USD**Taxes:** 18.07 USD**Total:** 157.07 USD**Total for Stay :** 157.07 USD



Effective October 1, 2016, self-parking will be a charge of \$10.00 plus tax and valet parking will be \$15.00 plus tax.

100 U.S. 1, Fort Pierce, FL 34950







Get on I-95 N from FL-68 W/Orange Ave

-  1. Head northwest on US-1 N toward Avenue A 10 min (4.5 mi)
-  2. Turn left at the 1st cross street onto Avenue A 259 ft
-  3. Turn left onto N 7th St 0.2 mi
-  4. Turn right onto FL-68 W/Orange Ave 72 ft
-  5. Use the right lane to merge onto I-95 N via the ramp to Daytona Beach 3.7 mi
- 0.5 mi

Follow I-95 N to FL-60 W/20th St in West Vero Corridor. Take exit 147 from I-95 N

-  6. Merge onto I-95 N 12 min (15.3 mi)
-  7. Take exit 147 for FL-60 toward Vero Beach/Lake Wales 15.1 mi
- 0.2 mi

Get on Florida's Turnpike in Osceola County

-  8. Turn left onto FL-60 W/20th St (signs for Lake Wales) 25 min (25.3 mi)
 -  Continue to follow FL-60 W
-  9. Use the right lane to take the Florida's Turnpike ramp 24.6 mi
 -  Toll road
-  10. Keep left at the fork, follow signs for Orlando N and merge onto Florida's Turnpike 0.2 mi
 -  Toll road
- 0.5 mi


Follow Florida's Turnpike to E Osceola Pkwy in Buena Ventura Lakes. Take exit 249 from Florida's Turnpike

-  11. Merge onto Florida's Turnpike 45 min (55.4 mi)
 -  Toll road
-  12. Take exit 249 for Osceola Pkwy 55.1 mi
 -  Toll road
- 0.3 mi

Continue on E Osceola Pkwy. Drive to Kyngs Heath Rd


16 min (7.3 mi)

↶ 13. Use any lane to turn left onto E Osceola Pkwy

 Partial toll road


6.2 mi

↷ 14. Take the exit toward US-192/Resort Area/FL-535

 Toll road

0.4 mi

↑ 15. Continue onto N Poinciana Blvd (signs for US-192 W/Marker)


 Toll road

0.1 mi

↶ 16. Turn left onto FL-535 S

0.5 mi

↷ 17. Turn right onto Kyngs Heath Rd

 Destination will be on the right

325 ft

4955 Kyngs Heath Road

Kissimmee, FL 34746

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

