

REGISTRATION INFORMATION

Florida League of Cities  
 2019 93rd Annual Conference  
 Orlando World Center Marriott  
 8701 World Center Drive  
 Orlando, FL 32821

**TRAVEL EXPENSE STATEMENT**

HOTEL INFORMATION

Orlando World Center Marric  
 8701 World Center Drive  
 Orlando, FL 32821  
 (407) 239-4200

DATE: \_\_\_\_\_

1. TRAVELER'S NAME: REGINALD SESSIONS  
 2. DEPARTURE DATE: 8/14/2019  
 3. RETURN DATE: 8/18/2019  
 4. DESTINATION: Orlando, Florida  
 5. CODE CHARGE: 001-1000-512-40-20  
 6. AMT BUDGETED: 7,500.00

DEPARTMENT: City Commission  
 DEPARTURE TIME: 200 PM  
 RETURN TIME: 900 AM  
 PURPOSE: 93rd Annual Conference  
for Florida Municipal Officials

7. BALANCE AVAILABLE: 3,127.76

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

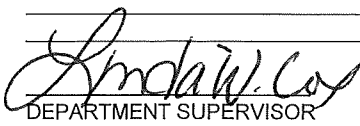
\* REGISTRATION FEE:  
 \* HOTEL BILL: Confirmation # 32M6P7N5  
 BAGGAGE ALLOWANCE (\$5 PER PERSON)  
 \* COMMUNICATION:  
  
 \* FARES: AIR FARE  
 \* TAXI, BUS  
 \* CAR RENTAL  
 \* MILEAGE @ 232 x 0.58  
 \* GASOLINE EXPENSE  
 PARKING FEES 3 days @ \$5.00/day  
 \* MISC. EXPENSES  
  
 MEALS  
 2 BREAKFAST @ \$8.00  
 2 LUNCH @ \$8.00  
 3 DINNER @ \$20.00  
 SPECIAL LUNCHEON/BANQUET FBC - LEO Annual  
 7% STATE TAX  
 15% GRATUITIES

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
550.00			
704.00			
		5.00	
		134.56	
		15.00	
		16.00	
		16.00	
		60.00	
35.00		0.00	
		6.44	
		13.80	

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.

<b>TOTALS</b>	1,289.00	0.00	266.80	
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ADVANCE CASH RECEIVED: \_\_\_\_\_  
 REFUND DUE CITY: \_\_\_\_\_  
 REFUND DUE EMPLOYEE: \_\_\_\_\_

TRAVEL APPROVED BY:   
 DEPARTMENT SUPERVISOR

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CITY MANAGER  
 (220 WITH CITY MANAGER SIGNATURE ACCEPTED)

\* RECEIPT REQUIRED  
 REV 1/19 DLN



Registration opens May 1<sup>st</sup>



## Florida League of Cities 93<sup>RD</sup> ANNUAL CONFERENCE

Thursday, August 15 – Saturday, August 17, 2019  
World Center Marriott, Orlando

### WHY SHOULD I ATTEND?

The Florida League of Cities Annual Conference is an opportunity for municipal officials and senior staff to enhance leadership skills, learn from municipal experts, share ideas with peers, discuss strategies for Florida's future, and hear about the latest in products and services designed for municipal governments.

This year will have breakout-sessions, committees, keynotes, awards and more. Plus, we will be discussing and adopting our legislative action agenda to guide advocacy efforts at our state's capitol. Don't miss this opportunity to learn, network and share.

### ONLINE REGISTRATION

May 1-August 1

- City/County/Gov \$550
- Corporate \$650
- Guest \$150
- Youth Council Saturday Program \$75
- Exhibit Hall Pass Only \$50  
(does not include access to Saturday events)

*NOTE: Fees will increase for late and onsite registrations.*

### MEALS INCLUDED

- Thursday, August 15: Light Reception
- Friday, August 16: Continental Breakfast, Light Reception
- Saturday, August 17: Continental Breakfast, Lunch, Buffet Dinner



### VENUE

World Marriott Center  
8701 World Center Drive  
Orlando, FL 32821  
(407) 239-4200

Room Rate: \$176/night + 12.5%

*Note: Reservations can only be made with the FLC-provided group rate code distributed with your registration confirmation. Please do not contact the hotel to make reservations until you receive this code.*

### EVENT ORGANIZER/CONTACT

For questions and additional information, please contact Meetings Manager Melanie Howe, at (850) 222-9684 or [mhowe@flcities.com](mailto:mhowe@flcities.com).

Learn more at [www.FLCitiesConference.com](http://www.FLCitiesConference.com).

**#FLCITIES2019**

**TENTATIVE CONFERENCE SCHEDULE\***

\*Schedule subject to change.

**Wednesday, August 14, 2019**

8:30 a.m. - 1:30 p.m.

**Research Symposium***Additional registration required*

2:00 p.m. - 5:00 p.m.

**Florida League of Mayors Roundtable***Additional registration required***Thursday, August 15, 2019****City Shirt Day**

All attendees are encouraged to wear their city, town or village shirt.

7:30 a.m. - 7:00 p.m.

**Registration Desk Open**

8:00 a.m. - 12:00 p.m.

**Continuing Education in Ethics:  
Have You Completed Your Hours?**

Florida's municipal elected officers are required to take four specific hours of continuing education in ethics per year. If you haven't completed your hours yet, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, Florida Statutes), one hour of public meetings (Chapter 286, Florida Statutes) and one hour of public records (Chapter 119, Florida Statutes). If your hours are completed, this is a good refresher class.

*NOTE: You must be registered for the full conference to attend this session, and pre-registration is required. Registration is limited to the first 150 people.*

12:30 p.m. - 7:30 p.m.

**Municipal Marketplace Open**

1:00 p.m. - 3:00 p.m.

**"Cities 101" Workshop**

If you are newly elected or newly appointed, this "crash course" is designed for you. Details about Florida municipalities, services and governing challenges will be discussed. This is a prequel to the popular Institute for Elected Municipal Officials but is not a substitute for the three-day IEMO class.

1:00 p.m. - 3:00 p.m.

**Legislative Policy Committee Meetings**

- Finance, Taxation and Personnel
- Land Use and Economic Development
- Municipal Administration
- Transportation and Intergovernmental Relations
- Utilities, Natural Resources and Public Works

3:15 p.m. - 5:15 p.m.

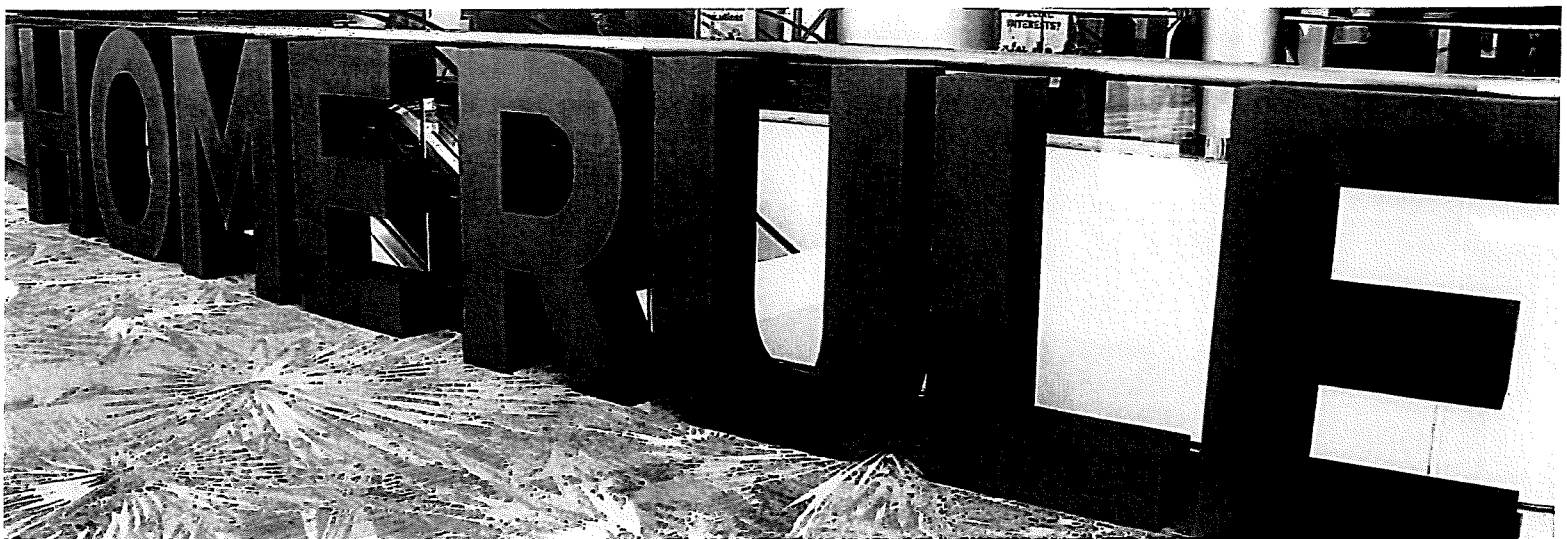
**Workshop**

5:15 p.m. - 6:00 p.m.

**First-Time Attendees' Orientation**

If this is your first FLC Conference, **welcome!** This workshop will acquaint you with the League, the conference program (with tips for the best use of your time), how to get involved in your local or regional league, FLC legislative policy committees and other municipal services.

6:00 p.m. - 7:30 p.m.

**President's Welcome Reception in  
the Municipal Marketplace**

**Friday, August 16, 2019**

6:30 a.m. - 8:00 a.m.

**5K Fun Run**

*Pre-registration required*

7:00 a.m. - 9:00 a.m.

**Continental Breakfast in Municipal Marketplace**

7:00 a.m. - 1:15 p.m.

**Municipal Marketplace Open**

7:00 a.m. - 5:00 p.m.

**Registration Desk Open**

8:00 a.m. - 5:30 p.m.

**Various Workshops**

9:15 a.m. - 10:30 a.m.

**Resolutions & Legislative Committee Meeting**

10:45 a.m. - 12:15 p.m.

**Opening General Session**

12:15 p.m. - 1:15 p.m.

**Sidewalk Café in Municipal Marketplace (Cash Sales)**

6:00 p.m. - 7:00 p.m.

**Membership Networking Event**

**Saturday, August 17, 2019**

7:30 a.m. - 8:30 a.m.

**Various Local/Regional League Breakfast Meetings**

*Contact your local league for more information.*

7:30 a.m. - 4:00 p.m.

**Registration Desk Open**

8:30 a.m. - 9:00 a.m.

**Voting Delegate Registration Open**

8:30 a.m. - 4:30 p.m.

**Youth Council Program**

9:00 a.m. - 10:00 a.m.

**Annual Business Meeting**

10:15 a.m. - 12:15 p.m.

**Second General Session**

12:30 p.m. - 2:15 p.m.

**Past Presidents' Luncheon and Installation of New President**

2:30 p.m. - 5:00 p.m.

**Workshops**

6:30 p.m. - 9:30 p.m.

**Inaugural Celebration**

**ADDITIONAL INFORMATION**

**CONFERENCE REGISTRATION**

The annual conference announcement, complete with registration information, is available at [floridaleagueofcities.com](http://floridaleagueofcities.com). The city/county/government fee is **\$550**. The corporate fee is **\$650**. Registration forms must be received by **August 2, 2019**. If you are unable to meet this deadline, please register onsite. However, fees will increase to **\$580** for government and **\$680** for corporate onsite registrations, so we encourage you to register in advance.

**HOTEL INFORMATION**

The **Orlando World Center Marriott** will serve as the conference hotel. It is located at 8701 World Center Drive in Orlando. The hotel phone number is (407) 239-4200. (**Note:** Reservations may be made using an FLC-provided security code only. Please **do not** call the hotel to make reservations until you receive the code.) The cut-off date for reservations is **July 24, 2019**, and the rate is **\$176/night**. FLC has secured the reduced rate of \$5.00/day for self-parking and \$15.00/day for valet parking.

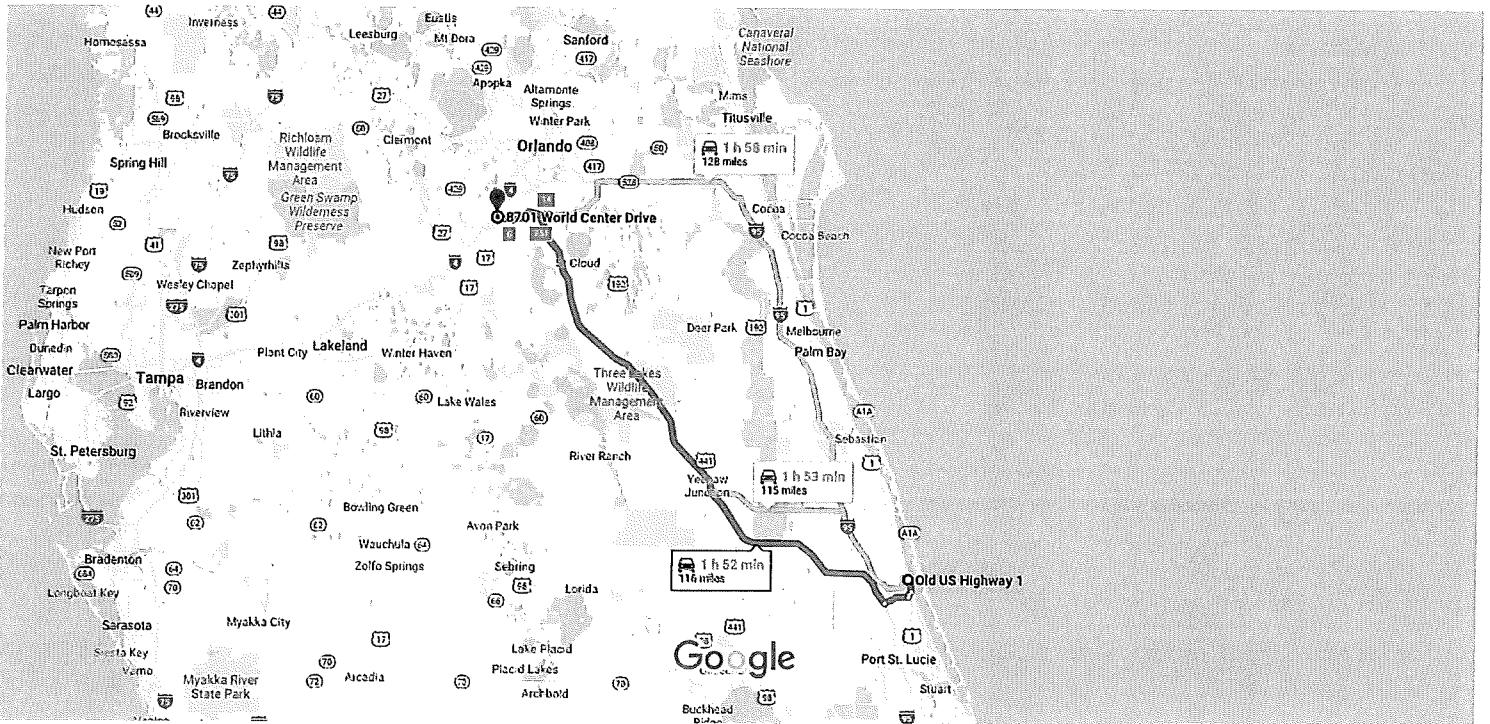







Old US Hwy 1, Fort Pierce, FL 34946 to 8701 World Center Dr, Orlando, FL 32821

Drive 116 miles, 1 h 52 min

FLORIDA LEAGUE OF CITIES - 93RD ANNUAL CONFERENCE 08/15/19 - 08/17/19



Map data ©2019 Google, INEGI 10 mi

- 
**via Florida's Turnpike** 1 h 52 min  
 Fastest route now due to traffic conditions 116 miles  
 ▲ This route has tolls.
- 
**via FL-60 W and Florida's Turnpike** 1 h 53 min  
 115 miles
- 
**via I-95 N** 1 h 58 min  
 128 miles

232 R/T

Explore 8701 World Center Dr



Restaurants



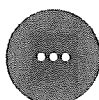
Hotels



Gas stations



Parking Lots



More

Should you need transportation to the World Center from the Orlando International Airport and would like to pre arrange this to make your travel more enjoyable, we have a link below for either a private taxi/car service or for the Hotel Shuttle service.

To schedule your transportation or for additional information on transportation service, [click here](#)

## Reservation Details

**Confirmation number:** 32M6P7N5  
**Your hotel:** Orlando World Center Marriott  
**Check-in:** Aug 14, 2019 (Check-in time: 4:00 PM)  
**Check-out:** Aug 18, 2019 (Check-out time: 11:00 AM)  
**Room type:** Standard Room  
**Number of rooms:** 1  
**Guests per room:** 1  
**Guest name:** reginald sessions  
**Reservation confirmed:** Jun 27, 2019  
**Guarantee method:** Credit Card

Summary of Room Charges	Cost per night per room
Aug 14, 2019 - Aug 18, 2019	176.00
Estimated taxes and fees	Room Rates shown do not include 12.50% Hotel Room Tax (subject to change). Total room charges will include all room fees and taxes.
<b>Total for stay (for all rooms) not including applicable taxes/fees</b>	<b>704.00</b>
Add-Ons: Orlando World Center Marriott will make every effort to accommodate the below requests, however they are not guaranteed. <ul style="list-style-type: none"> <li>• ++7/18 Departure date status is :: Departure date changed. --</li> </ul>	

### Canceling your Reservation

Cancellations made within 72 hours of arrival will forfeit one night's room and tax.

You may modify or cancel your reservation [here](#) or call 1-888-789-3090 in the US and Canada. Elsewhere, call 1-407-238-8618. Contact us if you have any questions about your reservation.

## Travel Alerts

Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. [Learn More](#)

### Internet Privacy, Authenticity

Your privacy is important to us. [Please visit our Internet Privacy Statement for full details.](#) This email confirmation is an auto-generated message. Replies to automated messages are not monitored.

This email was sent by Passkey International, Inc.  
On behalf of:  
Orlando World Center Marriott



## Payment Authorization Request:

Please complete this payment authorization form to allow the third-party expenses outlined below to be charged to your credit/debit card.

### Guest Information

Confirmation Number: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Guest Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Relation to Cardholder:  Relative  Friend  Business Associate  Other: \_\_\_\_\_  
(if applicable)

### Rate Information and Approved Charges:

- All Charges  Room & Tax  Telephone (LD)  Telephone (Local)  Restaurant  
 Room Service  Valet/Laundry  Parking  HS Internet Access  Movies  
 Event/Catering/Banquet Charges  
 Other: \_\_\_\_\_

Currency type: \_\_\_\_\_

Charges must not exceed \_\_\_\_\_ for the entire stay/event

Room Rate: \_\_\_\_\_ Taxes: \_\_\_\_\_ Total Daily Rate: \_\_\_\_\_ Number of Nights: \_\_\_\_\_

### Comments/Special Requests:

### Payment Information:

Cardholder Phone Number: \_\_\_\_\_

### Acceptance and eSignature:

I authorize the hotel mentioned above to charge payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. I confirm that all guests listed above are age 18 or older. I am the authorized signer for the payment information attached.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

