

TRAVEL EXPENSE STATEMENT

DATE: 3/31/2021

1. TRAVELER'S NAME: Curtis Johnson, Jr.  
 2. DEPARTURE DATE: 5/6/2021  
 3. RETURN DATE: 5/9/2021  
 4. DESTINATION: Tampa, FL  
 5. CODE CHARGE: 001-1000-511-4020  
 6. AMT BUDGETED: 10,000.00

DEPARTMENT: City Commission  
 DEPARTURE TIME: 4:00 p.m.  
 RETURN TIME: 5:00 p.m.  
 PURPOSE: FLC - Institute for Elected Municipal Officials

7. BALANCE AVAILABLE: **\$9,795.00**

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.

	PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
* REGISTRATION FEE:		300.00		
* HOTEL BILL: Confirmation #		387.00		
BAGGAGE ALLOWANCE (\$5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.56 320			179.20	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES				
* MISC. EXPENSES				
<b>MEALS</b>				
0 BREAKFAST @ \$8.00			0.00	
1 LUNCH @ \$8.00			8.00	
3 DINNER @ \$20.00			60.00	
SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			4.42	
15% GRATUITIES			10.20	

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.

<b>TOTALS</b>	0.00	687.00	266.82	<b>Total</b> \$953.82
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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 1/21 DLN

## May 2021 Institute for Elected Municipal Officials I

The Florida League of Cities and the John Scott Dailey Florida Institute of Government are proud to bring you the *Institute for Elected Municipal Officials I (IEMO I)*. This educational program is specially designed for *newly elected officials and those with less than one term in office*.

*The Institute for Elected Municipal Officials I (IEMO I) program will take place on May 7-9, 2021 at the DoubleTree by Hilton, 3050 North Rocky Point Drive West, Tampa, FL 33607*

### **Who should attend IEMO?**

Created in 1992, the *Institute for Elected Municipal Officials* was designed to help elected officials in Florida's municipalities to effectively meet the requirements of their elected role. Its intensive academic program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. IEMO is a three-day program structured in a Friday through Sunday format and is offered three times per year at several different locations throughout the state.

### **Curriculum**

Curriculum is divided into six instructional modules, taught in the following sequence:

- Structure and Functions of Municipal Government in Florida
- How to Be an Effective Council Member
- Taxes and Other Sources of Revenue
- Budgeting and Accounting
- Understanding the Relationships Among Governments in Florida
- Florida Ethics Law and Understanding "Government-in-the-Sunshine" (Ethics portion meets the state requirement for elected municipal officers of four hours' training)

These topics were selected to provide a comprehensive overview of the critical issues that are addressed by municipal government officials. It is suggested that participants review their municipal charter, policies and budget to prepare for the classes, and may want to bring these materials along. Speakers will provide hand-outs and resource material.

A certificate of attendance is provided upon successful completion of the program.

### **Hotel Reservations**

Reservations are made with the hotel by phone only, and must be completed by **Monday, April 19, 2021**. Call (800) HILTONS to make your reservation. To take advantage of the special reduced room rate, mention the **Florida League of Cities / Institute for Elected Municipal Officials**. Room rate is \$129.00++ per night. Complimentary parking. A credit card is required to guarantee reservations.

### **Cancellations**

Cancellation/transfer requests must be received and confirmed in writing by Friday, April 23, 2021 to be eligible for a refund. A \$25.00 processing fee will be applied to all cancellations and/or transfers. Transfers must take place within the fiscal year. Substitutions are accepted and encouraged. Refunds will be processed after the program. We reserve the right to cancel the IEMO training. If the training is cancelled, registration fees will be refunded in full. Schedule

### **Schedule**

#### **Friday, May 07, 2021**

8:00 a.m. - 8:30 a.m.	Registration/Light Continental Breakfast
8:30 a.m. - 9:00 a.m.	Introduction and Overview
9:00 a.m. - 11:45 a.m.	Structure and Function of Municipal Government in Florida
10:15 a.m.	Refreshment Break
11:45 a.m. - 12:30 p.m.	Public Officials' Liability
12:30 p.m. - 1:30 p.m.	Group Lunch
1:30 p.m. - 5:00 p.m.	Effective Council Techniques
3:00 p.m.	Refreshment Break
5:00 p.m.	Adjourn for the day

#### **Saturday, May 08, 2021**

8:00 a.m. - 8:30 a.m.	Light Continental Breakfast
8:30 a.m. - 12:00 p.m.	Budgeting and Accounting
9:45 a.m.	Refreshment Break
12:00 p.m. - 1:00 p.m.	Group Lunch
1:00 p.m. - 5:00 p.m.	Taxes and Other Sources of Revenue
2:30 p.m.	Refreshment Break
5:00 p.m.	Adjourn for the day

#### **Sunday, May 09, 2021**

7:30 a.m. - 8:00 a.m.	Light Continental Breakfast
8:00 a.m. - 9:45 a.m.	Understanding Intergovernmental Relationships in Florida
9:45 a.m.	Refreshment Break

10:00 a.m. - 12:00 p.m.	Florida's Ethics Law
12:00 p.m. - 1:15 p.m.	Lunch on own
1:15 p.m. - 3:15 p.m.	How to Comply with Public Records and Public Meetings Laws
3:15 p.m.	Program concludes

*\* Meeting rooms may be chilly, so please bring a jacket or sweater. Participants are also encouraged to bring copies of their city budget, CAFR or most recent financial statements for the Saturday classes.*

**Price** 300.00

**When** 5/7/2021 - 5/9/2021

**Where** DoubleTree by Hilton  
3050 North Rocky Point Dr. West  
Tampa, FL 33607

[Add to Calendar](#)

[Register Myself](#)

[Register Someone Else](#)

**Last day to register is 4/19/2021**  
**My registration status: Not registered**

## Registrants



Curtis Johnson, Jr.

**Registration status for Curtis Johnson, Jr.: Registered pending checkout**

[IMPORTANT: Click here to enter badge information and provide an email for your event confirmation for Curtis Johnson, Jr.](#)

[Cancel registration for Curtis Johnson, Jr.](#)

**Linda Cox**

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**From:** memberservices@flcities.com  
**Sent:** Wednesday, March 31, 2021 3:00 PM  
**To:** Linda Cox  
**Subject:** Order Confirmation

**SECURITY WARNING: This email originated outside of the City of Fort Pierce systems. Please use caution when clicking links or opening attachments. For questions or concerns please contact IT immediately. .**

## Order Confirmation

Here are the details of your order. Please retain this email for your records.

**Order Number:** 87252  
**Order Date:** Mar 31, 2021 12:41 PM  
**Bill To:** Linda W. Cox, CMC  
**Order Total:** 300.00  
**Payment Method:** Visa \*\*\*\*\*0347  
**Name on Card:** Linda Cox

Item	Price	Qty	Total
May 2021 Institute for Elected Municipal Officials I - Curtis Johnson, Jr. <i>When:</i> May 7, 2021 - May 9, 2021 <i>Where:</i> DoubleTree by Hilton 3050 North Rocky Point Dr. West Tampa, FL 33607 United States	300.00	1	300.00

*Registration option:* May 7, 2021 - Registration

<b>Item Total</b>	300.00
<b>Shipping</b>	0.00
<b>Handling</b>	0.00
<b>Item Grand Total</b>	300.00
<b>Transaction Grand Total</b>	300.00

You are receiving this communication from the Florida League of Cities or on behalf of one of its affiliated organizations, including: Florida Association of City Clerks, Florida Black Caucus of Local Elected Officials, Florida City and County Management Association, Florida Government Finance Officers Association, Florida Local Government Information Systems Association, Florida League of Mayors, Florida Municipal Attorneys Association, Florida Municipal Communicators Association, Florida Municipal Insurance Trust, and Florida Redevelopment Association.

**Linda Cox**

**From:** DoubleTree by Hilton Confirmed <noreply@h4.hilton.com>  
**Sent:** Wednesday, March 31, 2021 3:15 PM  
**To:** Linda Cox  
**Subject:** Your May-06-2021 Confirmation #82048449

**SECURITY WARNING: This email originated outside of the City of Fort Pierce systems. Please use caution when clicking links or opening attachments. For questions or concerns please contact IT immediately. .**

 **DOUBLETREE**  
by Hilton™

**Join Hilton Honors**   
Get instant benefits by joining – for free.


## See you soon, Curtis Johnson

Your reservation for May-06-2021 has been confirmed.

Confirmation :



### DoubleTree by Hilton Tampa Rocky Point Waterfront

 3050 N. Rocky Point Dr. West  
Tampa FL 33607-5800 US  
[Maps & Directions >>](#)

 18138888800

**6** **THU**  
**MAY**  
Check In: 3:00 PM

  
**3 Nights**

**9** **SUN**  
**MAY**  
Check Out: 12:00 PM



[Add to Calendar](#)



Due to the current travel environment, hotel amenities and services may be limited. Please check the **DoubleTree by Hilton Tampa Rocky Point Waterfront** hotel website for any updates provided by the hotel or to understand any local rules or restrictions that may be in place.

## Your Room Information

**Guest Name:** Curtis Johnson  
**Guests:** 2 Adults  
**Rooms:** 1  
**Room Plan:** 1 KING BED



Upgrade your room for only **\$10** more a night.



### Your Rate Information

FL Institute Elected

#### Rate per night

May-06-2021 - May-09-2021 129.00 USD

**Total for Stay per Room Rate 387.00 USD**

Taxes 56.12 USD

**Total price for Stay 443.12 USD**

[Modify Your Reservation >>](#)

## What To Expect When You Arrive



### Clean & Ready for You

We are creating an even cleaner stay for you from your guest room to public areas to food and beverage. [Learn more](#) →

100 N US Hwy 1

Fort Pierce, FL 34950

Take I-95 N, FL-60 W, US-98 N, FL-570 W/Polk Pkwy and I-4 W to N Rocky Point Dr in Tampa

2 hr 42 min (160 mi)

- ↑ 1. Head northwest on N 4th St/N US Hwy 1 toward Avenue A  
 272 ft
- ↶ 2. Turn left at the 1st cross street onto Avenue A  
 0.2 mi
- ↶ 3. Turn left onto N 7th St  
 72 ft
- ↷ 4. Turn right onto FL-68 W/Orange Ave  
 3.7 mi
- ⤴ 5. Use the right lane to merge onto I-95 N via the ramp to Daytona Beach  
 15.6 mi
- ↷ 6. Use the right 2 lanes to take exit 147 for FL-60 W toward Lake Wales  
 0.3 mi
- ↶ 7. Use any lane to turn left onto FL-60 W  
 86.2 mi
- ↶ 8. Use the left 2 lanes to turn left onto E Van Fleet Dr  
 ⓘ Pass by Pizza Hut (on the right in 0.5 mi)  
 0.6 mi
- ↷ 9. Use the right 2 lanes to turn right onto US-98 N/Broadway Ave N  
 ⓘ Continue to follow US-98 N  
 ⓘ Pass by KFC (on the right in 0.3 mi)  
 7.7 mi
- ⤴ 10. Use the right 2 lanes to merge onto FL-570 W/Polk Pkwy via the ramp to Tampa  
 ⚠ Toll road  
 10.1 mi
- ↶ 11. Use the left 2 lanes to merge onto I-4 W toward Tampa  
 17.9 mi
- ↶ 12. Keep left to stay on I-4 W  
 1.6 mi
- ↶ 13. Keep left to stay on I-4 W  
 7.0 mi

- 14. Use the left 3 lanes to merge onto I-275 S toward St Petersburg  
5.3 mi
- 15. Use the right 2 lanes to take exit 39 to merge onto FL-60 W toward Clearwater/Tampa Airport  
1.7 mi
- 16. Take exit 2A for FL-60 W toward Clearwater  
0.4 mi
- 17. Continue onto FL-60 W  
1.2 mi

**Follow N Rocky Point Dr to your destination**

- 18. Turn right onto N Rocky Point Dr  
3 min (0.3 mi)  
266 ft
- 19. Turn left at the 1st cross street onto N Rocky Point Dr W  
0.2 mi
- 20. Turn left  
Destination will be on the left  
30 ft

**DoubleTree by Hilton Tampa Rocky Point Waterfront**

3050 N Rocky Point Dr W, Tampa, FL 33607

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.