

**REGISTRATION INFORMATION**  
**FLC IEMO II**

**TRAVEL EXPENSE STATEMENT**

**HOTEL INFORMATION**  
 The Shores Resort & Spa  
 2637 S Atlantic Ave.  
 Daytona Beach, FL 32118  
 386-767-7350

DATE: 09/14/2023

1. TRAVELER'S NAME: Arnold Gaines  
 2. DEPARTURE DATE: 10/27/2023  
 3. RETURN DATE: 10/28/2023  
 4. DESTINATION: Daytona  
 5. CODE CHARGE: 001-1000-512-40-20  
 6. AMT BUDGETED: 15,000.00

DEPARTMENT: Commission  
 DEPARTURE TIME: 05:00 p.m.  
 RETURN TIME: 04:00 p.m.  
 PURPOSE: Elected Officials Program

7. BALANCE AVAILABLE: **\$7,236.00**

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.

- \* REGISTRATION FEE:
- \* HOTEL BILL: Confirmation #
- BAGGAGE ALLOWANCE (\$5 PER PERSON)
- \* COMMUNICATION:
  
- \* FARES: AIR FARE
- \* TAXI, BUS
- \* CAR RENTAL
- \* MILEAGE @ 0.655 273.4
- \* GASOLINE EXPENSE
- \* TOLL ROAD FEES OR PARKING FEES
- \* MISC. EXPENSES

- MEALS**
- 0 BREAKFAST @ \$8.00
  - 2 LUNCH @ \$8.00
  - 2 DINNER @ \$20.00
  - SPECIAL LUNCHEON/BANQUET
  - 7% STATE TAX
  - 15% GRATUITIES

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
	320.00		
		5.00	
		179.08	
		15.00	
		0.00	
		16.00	
		40.00	
		0.00	
		3.92	
		8.40	

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	320.00	267.40	
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ADVANCE CASH RECEIVED: **1 Nights stay must be paid in advance**  
 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 1/23 DLN

City Commission Approval Required

## IEMO II October 2023

The Florida League of Cities is proud to bring you the Institute for Elected Municipal Officials II (IEMO II) program on October 27-28, 2023 at the Shores Resort & Spa in Daytona Beach.

### **Who should attend IEMO II:**

This educational program is specially designed for graduates of IEMO.

### **About IEMO II:**

Created more than 25 years ago, the intensive two-day program features classes and workshops focusing on the numerous aspects of municipal government. Session topics include effective council techniques, media relations, planning and growth management, advanced revenue and finances, and personnel and labor issues. IEMO II registration fee includes all classes, *light* continental breakfasts, refreshment breaks and lunch on Friday and Saturday.

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

### **Hotel Information:**

Reservations can be made [here](#) and must be completed by **Monday, September 25, 2023**. To take advantage of the special reduced room rate, mention the **Florida League of Cities/Institute for Elected Municipal Officials**. The room rate is \$155.00 per night and self-parking has been reduced to **\$5/night**. One night's deposit is required to guarantee reservations and is refundable if reservations are cancelled at least three days prior to arrival.

### **Cancellations:**

Cancellations/transfer requests must be received and confirmed in writing by 5:00 pm on Friday, **October 20, 2023** to be eligible for a refund. A \$25.00 processing fee will be applied to all cancellations. Substitutions are accepted and encouraged. Refunds will be processed after the program. We reserve the right to cancel the IEMO II training. If the training is cancelled, the registration fee will be refunded in full. A certificate of attendance is provided upon successful completion of the program.

### **Agenda**

**IEMO II training begins Friday, October 27, 2023 at 8:00 a.m. and ends on Saturday, October 28, 2023 at 4:00 p.m.**

**Friday, October 27, 2023**

8:00 a.m. – 8:30 a.m.	Registration/Light Continental Breakfast
8:30 a.m. – 9:00 a.m.	Introductions and Overview
9:00 a.m. – 12:00 p.m.	Part II: Effective Council Techniques: Decision-Making Models
10:00 a.m. – 10:15 a.m.	Refreshment Break
12:00 p.m. – 1:30 p.m.	Working Lunch
1:30 p.m. – 5:00 p.m.	Growth Management in Florida
3:00 p.m. – 3:15 p.m.	Refreshment Break
5:00 p.m.	Class Adjourns

**Saturday, October 28, 2023**

7:30 a.m. – 8:00 a.m.	Light Continental Breakfast
8:00 a.m. – 12:00 p.m.	Advanced Revenue and Finances for Cities
9:30 a.m. – 9:45 a.m.	Refreshment Break
12:00 p.m. – 1:00 p.m.	Working Lunch
1:00 p.m. – 4:00 p.m.	Building Your City's Team: Personnel and Labor Issues
2:30 p.m. – 2:45 p.m.	Refreshment Break
4:00 p.m.	Class Adjourns

Note: Meeting rooms may be chilly, please bring a jacket or sweater.

**When** 10/27/2023 8:00 AM - 10/28/2023 4:00 PM  
Eastern Daylight Time

**Where** The Shores Resort & Spa  
2637 S. Atlantic Ave.  
Daytona Beach, FL 32118

**Note:** If there are additional registration options for this event, they will be shown below. To add an additional option, click the blue *Add* button to the left of the item(s). If there are no additional options available for this event, or additional options are available and you have successfully added the appropriate ones to the registration, click the gold *Proceed to checkout* button on the bottom right to continue on to the next registration step.

## Sign in to register

Username

lransom

Password

●●●●●●●●

Sign In

[Forgot username?](#) | [Forgot password?](#)

**Need help logging in  
or creating an account?**

[Help me!](#)

### Important note concerning registration confirmations:

We need the email address of the registrant(s) in order to send confirmations. Please provide the email address of the attendee(s) using the badge information link located directly below the registration button.

If you are not the attendee, you will have the option to send yourself copies of the email confirmation(s) after submitting the registration(s), at the end of this sign-up process.

100 N US-1  
to 2637 S Atlantic Ave

1 hr 58 min

136.7 miles

IRS reimbursement: **\$89.55**



Head toward Avenue A on N US Highway 1 (US-1 N). Go for 262 ft.

Then 0.05 miles



Make a U-Turn at Avenue A onto N US Highway 1 (US-1 S). Go for 466 ft.

Then 0.09 miles



Turn right onto Orange Ave (SR-68 W) toward I-95. Go for 3.9 mi.

Then 3.9 miles



Take ramp onto I-95 N (SR-9). Go for 125 mi.

Then 124.9 miles



Take exit 256 toward SR-421/Port Orange. Go for 0.4 mi.

Then 0.4 miles



Turn right onto Dunlawton Ave (SR-421 E) toward Port Orange/Daytona Beach Shores. Go for 3.7 mi.

Then 3.7 miles



Continue on Dunlawton Ave (SR-A1A N). Go for 1.2 mi.

Then 1.2 miles



Turn left onto S Atlantic Ave (SR-A1A) toward Daytona Beach. Go for 2.3 mi.

Then 2.3 miles



Turn right onto Florida Shores Blvd. Go for 144 ft.

Then 0.03 miles



Turn right. Go for 148 ft.

Then 0.03 miles

Then 0.03 miles



Turn left. Go for 200 ft.

Then 0.04 miles



**2637 S Atlantic Ave**  
Daytona Beach, FL 32118-5643

