

REGISTRATION INFORMATION

Florida League of Cities  
IEMO II

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION

Embassy Suite by Hilton Orla  
225 Shorecrest Drive  
Altamonte Springs, FL 32701  
407-834-2400

DATE: **03.27.2024**

1. TRAVELER'S NAME: Curtis Johnson  
 2. DEPARTURE DATE: 04.11.2024  
 3. RETURN DATE: 04.13.2024  
 4. DESTINATION: Altamonte Springs  
 5. CODE CHARGE: 00-11000540300  
 6. AMT BUDGETED: 15,000.00

DEPARTMENT: City Clerk  
 DEPARTURE TIME: 4:00 PM  
 RETURN TIME: 4:00 PM  
 PURPOSE: IEMO II

7. BALANCE AVAILABLE: **\$10,063.56**

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 # 93572819  
 BAGGAGE ALLOWANCE (\$5 PER PERSON)  
 \* COMMUNICATION:  
 \* FARES: AIR FARE  
 \* TAXI, BUS  
 \* CAR RENTAL  
 \* MILEAGE @ 0.67 260  
 \* GASOLINE EXPENSE  
 \* TOLL ROAD FEES OR PARKING FEES  
 \* MISC. EXPENSES

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

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
	300.00		
	462.56		
		5.00	
		174.20	
		8.26	
		0.00	
		16.00	
		60.00	
		0.00	
		5.32	
		11.40	

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.

<b>TOTALS</b>	0.00	762.56	280.18	
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ADVANCE CASH RECEIVED: \_\_\_\_\_  
 REFUND DUE CITY: \_\_\_\_\_  
 REFUND DUE EMPLOYEE: \_\_\_\_\_

TRAVEL APPROVED BY: *Andrew Cox*  
 DEPARTMENT SUPERVISOR

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

\_\_\_\_\_  
 CITY MANAGER  
 (220 WITH CITY MANAGER SIGNATURE ACCEPTED)

\_\_\_\_\_  
 \_\_\_\_\_

\* RECEIPT REQUIRED  
 REV 1/24 DLN

## Latoya Ransom

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**From:** memberservices@flcities.com  
**Sent:** Wednesday, March 27, 2024 12:21 PM  
**To:** Latoya Ransom  
**Subject:** Order Confirmation

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

You don't often get email from memberservices@flcities.com. [Learn why this is important](#)

**SECURITY WARNING:** This email has been generated from external sources and is not affiliated with the City of Fort Pierce systems. Exercise caution while clicking on links or opening attachments. If you have any questions or concerns, please reach out to the IT department promptly.

# Order Confirmation

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

**Order Number:** 138926  
**Order Date:** Mar 27, 2024 12:18 PM  
**Bill To:** Curtis Johnson, Jr.  
**Order Total:** 300.00  
**Payment Method:** Visa \*\*\*\*\*0908 06/2024  
**Name on Card:** Dana Neville

Item	Price	Quantity	Total
IEMO II April 2024 - Curtis Johnson, Jr. <i>When:</i> Apr 12, 2024 8:00 AM - Apr 13, 2024 4:00 PM <i>Where:</i> Embassy Suites by Hilton Orlando North 225 Shorecrest Dr. Altamonte Springs, FL 32701 United States	300.00	1	300.00

*Registration option:* Apr 12, 2024 8:00 AM - Registration Fee

<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
<b>Payment Amount</b>	300.00

## Latoya Ransom

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**From:** Dana Neville  
**Sent:** Wednesday, March 27, 2024 12:23 PM  
**To:** Latoya Ransom  
**Subject:** Fw: Your Apr-11-2024 Confirmation #93572819

FYI

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**From:** Embassy Suites by Hilton Confirmed <noreply@h6.hilton.com>  
**Sent:** Wednesday, March 27, 2024 12:17 PM  
**To:** Dana Neville <dneville@cityoffortpierce.com>  
**Subject:** Your Apr-11-2024 Confirmation #93572819

You don't often get email from noreply@h6.hilton.com. [Learn why this is important](#)

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[X]



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

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### See you soon, Curtis Johnson

Your reservation for Apr-11-2024 has been confirmed.

Confirmation #93572819



### Embassy Suites by Hilton Orlando North

 225 Shorecrest Drive  
Altamonte Springs FL 32701 US

 [+14078342400](tel:+14078342400)

[Maps & Directions>>](#)

**11 THU  
APR**

Check In: 4:00 PM

  
**2 Nights**

**13 SAT  
APR**

Check Out: 11:00 AM



[Add to Calendar](#)

[ ]


<b>Your Room Information</b>	<b>Your Room Information</b>	<b>+</b> <b>-</b>
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<b>Guest Name:</b>	Curtis Johnson
<b>Guests:</b>	1 Adult
<b>Rooms:</b>	1
<b>Room Plan:</b>	1 KING BD STE ATRIUM NS

<b>Your Rate Information</b>	BEST AVAILABLE RATE
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<b>Rate per night</b>	
11-Apr-2024 - 12-Apr-2024	174.00 USD
12-Apr-2024 - 13-Apr-2024	239.00 USD
<b>Total for Stay per Room Rate</b>	<b>413.00 USD</b>
<b>Taxes</b>	49.56 USD

<b>Total price for Stay</b>	<b>462.56 USD</b>
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 [Modify Your Reservation >>](#)

## IEMO II April 2024

The Florida League of Cities is proud to bring you the Institute for Elected Municipal Officials II (IEMO II) program on **April 12-13, 2024**, at the **Embassy Suites by Hilton Orlando North** in Altamonte Springs.

### **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, 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 **Thursday, March 21, 2024**. To take advantage of the special reduced room rate, mention the **Florida League of Cities/Institute for Elected Municipal Officials**. The room rate is \$164.00 per night and self-parking is complimentary.

### **Cancellations:**

Cancellations/transfer requests must be received and confirmed in writing by 5:00 pm on Friday, **April 5, 2024** 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, April 12, 2024, at 8:00 a.m. and ends on Saturday, April 13, 2024, at 4:00 p.m.**

#### **Friday, April 12, 2024**

8:00 a.m. – 8:30 a.m.                      Registration/Continental Breakfast

8:30 a.m. – 9:00 a.m.                      Introductions and Overview

9:00 a.m. – 12:00 p.m.	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.	Planning and Land Use
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** 4/12/2024 8:00 AM - 4/13/2024 4:00 PM  
Eastern Daylight Time

**Where** Embassy Suites by Hilton Orlando North  
225 Shorecrest Dr.  
Altamonte Springs, FL 32701

**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**

**100 US-1**  
to **225 Shorecrest Dr**

**1 hr 59 min**

129.7 miles

IRS reimbursement: **\$86.90**



Head toward Avenue A on N US Highway 1 (US-1 N). Go for 266 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 49.3 mi.

Then 49.3 miles



Take exit 180 toward US-192/West Melbourne/Melbourne/Hospital. Go for 0.5 mi.

Then 0.5 miles



Turn left onto SR-500 (US-192). Go for 44.4 mi.

Then 44.4 miles



Take ramp onto Florida's Tpke toward Florida's Turnpike/Ocala/Miami/North Ocala. Go for 14.4 mi.

Then 14.4 miles



Keep left onto I-4 Express Ln. Go for 15.4 mi.

Then 15.4 miles



Keep right toward SR-436/SR-434/Altamonte Spgs/Longwoog. Go for 0.2 mi.

Then 0.2 miles



Continue on I-4 E (SR-400). Go for 0.6 mi.

Then 0.6 miles



Take exit 92 toward Casselberry onto SR-436 E (E Altamonte Dr). Go for 0.6 mi.

Then 0.6 miles



Turn left onto Cranes Roost Blvd. Go for 0.1 mi.

Then 0.1 miles



Turn left onto Shorecrest Dr. Go for 364 ft.

Then 0.07 miles



Turn right onto Altamonte Town Center Dr. Go for 30 ft.

Then 0.01 miles



Turn left. Go for 161 ft.

Then 0.03 miles



**225 Shorecrest Dr**  
Altamonte Springs, FL 32701-4348



Calculate toll costs for any routes across North America, Western Europe and these countries

For 2-axle passenger vehicles only. For additional vehicle sizes visit <https://trucks.tollsmart.com>.

## Summary

Distance: **127 mi**  
Duration: **01:59**  
Toll Cost (Cash) USA: **\$5.18**  
Toll Cost (Transponder) **\$4.13**  
USA:

<http://maps.google.com?>

[saddr=100+North+US+Highway+1,+Fort+Pierce,+FL,+USA&daddr=Embassy+Suites+by+Hilton+Orlando+North,+S](http://maps.google.com?saddr=100+North+US+Highway+1,+Fort+Pierce,+FL,+USA&daddr=Embassy+Suites+by+Hilton+Orlando+North,+S)

## Details



### Florida's Turnpike: Ticket System

CASH IS NOT ACCEPTED IN THIS LOCATION! Fee with a Transponder/Pass (SunPass, K-TAG, PIKEPASS, SunPass PRO, E-ZPass® (from any state), NC Quick Pass, E-PASS, LeeWay, Peach Pass or BC-PASS): \$4.13 No Pass (one-time entry fee): \$5.18 If you drive through this gantry without a transponder, your license plate would be photographed and you would be asked to pay by mail (or online, which may be a preferred option). Additional service charges may apply. Vehicle Class 2-axle vehicle

## Summary

Distance: **133 mi**  
Duration: **02:12**  
Toll Cost (Cash) USA: **\$1.72**  
Toll Cost (Transponder) **\$1.45**  
USA:

<http://maps.google.com?>

[saddr=100+North+US+Highway+1,+Fort+Pierce,+FL,+USA&daddr=Embassy+Suites+by+Hilton+Orlando+North,+S](http://maps.google.com?saddr=100+North+US+Highway+1,+Fort+Pierce,+FL,+USA&daddr=Embassy+Suites+by+Hilton+Orlando+North,+S)

## Details



### Florida's Turnpike - Northern Coin System

CASH IS NOT ACCEPTED IN THIS LOCATION! Fee with a Transponder/Pass (SunPass, K-TAG, PIKEPASS, SunPass PRO, E-ZPass® (from any state), NC Quick Pass, E-PASS, LeeWay, Peach Pass or BC-PASS): \$1.45 No Pass (one-time entry fee): \$1.72 If you drive through this gantry without a transponder, your license plate would be photographed and you would be asked to pay by mail (or online, which may be a preferred option). Additional service charges may apply. Vehicle Class 2-axle vehicle