

REGISTRATION INFORMATION
2025 FBC-LEO Annual Conference

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION
Embassy Suites Lake Buena
4955 Kyngs Heath Rd
Kissimmee, Fl 34745

DATE: **01.06.2025**

1. TRAVELER'S NAME: Arnold Gaines
 2. DEPARTURE DATE: 02.26.2025
 3. RETURN DATE: 02.28.2025
 4. DESTINATION: Kissimmee, Fl
 5. CODE CHARGE: 001-1000-54300
 6. AMT BUDGETED: 15,000.00

DEPARTMENT: City Commission
 DEPARTURE TIME: 4:00 PM
 RETURN TIME: 2:00 PM
 PURPOSE: FBC-LEO 40th Anniversary

7. BALANCE AVAILABLE:

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 # 87986558
- BAGGAGE ALLOWANCE (\$5 PER PERSON)
- * COMMUNICATION:

- * FARES: AIR FARE
- * TAXI, BUS
- * CAR RENTAL
- * MILEAGE @ 0.67 223.4
- * GASOLINE EXPENSE
- * TOLL ROAD FEES OR PARKING FEES
- * MISC. EXPENSES

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

PREPAID EXPENSES	CREDIT CARD	ESTIMATED CASH EXPENSES	ACTUAL CASH EXPENSES
	275.00		
	406.33		
		149.68	
		35.52	
		0.00	
		8.00	
		20.00	
		0.00	
		1.96	
		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	681.33	219.36	
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ADVANCE CASH RECEIVED: _____
 REFUND DUE CITY: _____
 REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY: *Arnold W Cox*
 DEPARTMENT SUPERVISOR
Linda W Cox
 CITY MANAGER
 (220 WITH CITY MANAGER SIGNATURE ACCEPTED)

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

* RECEIPT REQUIRED
 REV 1/24 DLN



Registration Open!

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2025 ANNUAL CONFERENCE

FEBRUARY 27-28

Embassy Suites Lake Buena Vista South | Kissimmee, FL

Latoya Ransom

From: Caressa Andrews-Moye <candrewsmoye@flcities.com>
Sent: Friday, December 6, 2024 10:59 AM
To: Latoya Ransom
Cc: Dana Neville
Subject: RE: 2025 FBC-LEO Annual Conference Hotel Link

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Good morning,

Below is the information and link for hotel reservations.

FBC-LEO's 40th Anniversary: *Honoring Our Legacy. Embracing Our Future* will be **February 27-28, 2025**, at the **Embassy Suites Lake Buena Vista South**, 4955 Kyngs Heath Road, Kissimmee, FL 34746.

Hotel Reservations

To make your room reservations, [click here](#). The room rate is **\$179.00** per night, which includes a complimentary made-to-order breakfast (6:30 – 9:30 a.m.), a complimentary evening reception (5:30 – 7:30 p.m.) and a discounted self-parking rate of \$8.00 per day.

The reservation cut-off date is **Wednesday, February 5, 2025**, please note that this hotel may sell out before this date.

Cancellation Policy

Registration cancellation requests must be sent to [Lily Etemadi](#) no later than 5:00 p.m., Thursday, February 13, 2025, in order to be eligible for a refund. All refunds are subject to a **\$50.00** cancellation fee and will be processed after the event. No refunds will be authorized after Friday, February 14, 2025.

Thank you,

Caressa Andrews-Moye

Affiliate Services Coordinator, FBC-LEO, MCPC
Florida League of Cities, Inc.
850.701.3621
candrewsmoye@flcities.com
www.flcities.com



100 N US-1
to **4955 Kyngs Heath Rd**

1 hr 38 min
111.7 miles

IRS reimbursement: **\$74.84**



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 15.6 mi.

Then 15.6 miles



Take exit 147 toward SR-60 W. Go for 0.3 mi.

Then 0.3 miles



Turn left onto 20th St (SR-60 W). Go for 24.6 mi.

Then 24.6 miles



Take ramp onto Florida's Tpke toward Florida's Turnpike-TOLL/Florida's Turnpike North. Go for 57.4 mi.

Then 57.4 miles



Take exit 251 onto SR-417-TOLL S (Central Florida GreeneWay). Go for 6.5 mi.

Then 6.5 miles



Take exit 6 toward World Center Dr/SR-536/SR-535/I-4. Go for 0.7 mi.

Then 0.7 miles



Continue on World Center Dr (SR-536 W). Go for 0.6 mi.

Then 0.6 miles



Turn left onto State Road 535 (SR-535 S). Go for 1.5 mi.

Then 1.5 miles



Keep right onto Vineland Rd (SR-535 S). Go for 0.3 mi.

Then 0.3 miles



Turn right onto Kyngs Heath Rd. Go for 282 ft.

Then 0.05 miles



Turn right. Go for 161 ft.

Then 0.03 miles



Turn right. Go for 43 ft.

Then 0.01 miles



4955 Kyngs Heath Rd
Kissimmee, FL 34746-5512



Toll plaza accepting Toll tags
 Toll plaza accepting Cash
 Via points
 EV charging point

SR-60 W

Gas \$12.82, 1 h 48 min, 111 mi

Cheapest & Fastest!

Tolls	Fuel (Gas)	Total
\$5.76	\$12.82	\$18.58

** Please check toll details to get detailed toll information*



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- r cars, trucks, RVs & EVs.
- ng & break stops.
- ; for compliance.
- multi-destination trips.

- ✔ EV Trip Planner: Locate EV charging stations, costs & connector types.

US Toll Guide

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Other toll calculators



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Check-in Feb 26, 2025
Checkout Feb 28, 2025

Guest information Arnold Gaines
P.O. Box 1480

Fort Pierce, FL
34954

Room type Two Queen Beds

Guests per room 1

Request

Accessible room

No

There are no other guests sharing this room

Shared with

Cancelation policy

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

Need to change something? [Manage stay](#)

Summary of Charges

Date	Guests	Status	Rate (USD)
Feb 26, 2025	1	Confirmed	179.00
Feb 27, 2025	1	Confirmed	179.00
		Total	358.00

Add-ons

Tax Disclosure

Room rates shown do not include 13.5% Hotel Tax per night (subject to change). Total charges presented on the website will include all room fees and taxes.

Grand total (USD) **406.33**

Latoya Ransom

From: Dana Neville
Sent: Tuesday, January 7, 2025 11:48 AM
To: Latoya Ransom; Fp Assistant
Subject: Fw: Your Hotel Reservation - FL Black Caucus - Arnold Gaines

FYI

From: Embassy Suites by Hilton Orlando Lake Buena Vista South <info@cvent.com>
Sent: Tuesday, January 7, 2025 11:46 AM
To: Dana Neville <dneville@cityoffortpierce.com>
Subject: Your Hotel Reservation - FL Black Caucus

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Reservation Confirmation

Hi Arnold,
Thank you for your reservation!

Your Upcoming Event

FBC - LEO

Feb 26, 2025 - Feb 28, 2025

Embassy Suites by Hilton Orlando Lake Buena Vista South
4955 Kyngs Heath Rd Kissimmee, FL 34746 | 407-597-4000

Date booked
Jan 7, 2025

Acknowledgment number
#AENTD25X

Hotel confirmation number
#87986558