

REGISTRATION INFORMATION  
2025 FBC-LEO Annual Conference

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION  
Embassy Suites Lake Buena  
4955 Kyngs Heath Road  
Kissimmee, Fl 34746  
407-597-4000

DATE: **12.06.2024**

1. TRAVELER'S NAME: Curtis Johnson  
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 p.m.  
RETURN TIME: 2 p.m.  
PURPOSE: FBC\_LEO's 40th Anniversary

7. BALANCE AVAILABLE: **\$14,505.89**

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 # **94443727**
- 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.

<b>TOTALS</b>	0.00	681.33	219.36	
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ADVANCE CASH RECEIVED: \_\_\_\_\_  
REFUND DUE CITY: \_\_\_\_\_  
REFUND DUE EMPLOYEE: \_\_\_\_\_

TRAVEL APPROVED BY: Andrew Coy  
DEPARTMENT SUPERVISOR  
Linda W Coy  
CITY MANAGER  
(220 WITH CITY MANAGER SIGNATURE ACCEPTED)

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

\* RECEIPT REQUIRED  
REV 1/24 DLN



# 2025 EVENT SCHEDULE

Florida Black Caucus of Local Elected Officials

## FBC-LEO Conference Schedule 2025 *(subject to change)*

This event will be February 27-28, 2025, at the Embassy Suites Lake Buena Vista South, Kissimmee, FL.  
We look forward to seeing you there!

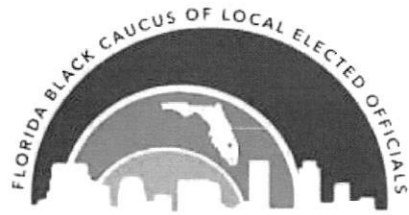
### THURSDAY, FEBRUARY 27, 2025

- 8:30 a.m. - 5:00 p.m. **Registration Desk Open**
- 9:00 a.m. - 9:30 a.m. **New Member/First-Time Attendee Session**
- 9:30 a.m. - 10:00 a.m. **Opening Address and Welcome**
- 10:00 a.m. - 10:30 a.m. **Business Meeting**
- 10:30 a.m. - 11:00 a.m. **Opening Keynote Address**
- 11:00 a.m. - 12:00 p.m. **Session 1**
- 12:15 p.m. - 1:30 p.m. **Networking Luncheon**
- 2:00 p.m. - 3:00 p.m. **Session 2**
- 3:15 p.m. - 4:00 p.m. **Session 3**
- 4:15 p.m. - 5:00 p.m. **Session 4**
- 7:00 p.m. - 10:00 p.m. **President's Dinner**

### FRIDAY, FEBRUARY 28, 2025

- 8:00 a.m. - 12:00 p.m. **Registration Open**
- 9:00 a.m. - 10:45 a.m. **Session 5**
- 11:00 a.m. - 12:00 p.m. **Closing Keynote Address**
- 12:00 p.m. **Conference Adjourns**

Secure your sponsorship today! -3-



**FBC-LEO**

**40<sup>th</sup> ANNIVERSARY**

**Registration Open!**

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**2025 ANNUAL CONFERENCE**

**FEBRUARY 27-28**

Embassy Suites Lake Buena Vista South | Kissimmee, FL

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## Latoya Ransom

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**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

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.

Good morning,

Below is the information and link for hotel reservations.

FBC-LEO's 40<sup>th</sup> Anniversary: *Honoring Our Legacy, Embracing Our Future* will be **February 27-28, 2025**, at the **Embassy Suites Lake Buena Vista South**, 4955 Kyns 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](mailto:candrewsmoye@flcities.com)  
[www.flcities.com](http://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 Tpk 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*



**Your privacy**

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**S**

- ass, I-Pass, TxTag & more.
- hwy or turnpike route.
- or quickest toll route.
- ses & other trip charges.
- 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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TollGuru toll calculator has extensive coverage of all USA tolls - Pennsylvania Turnpike, Ohio Turnpike, commercial trucks, rental car tolls and everything in between. Get vehicle specific toll pricing for truck, car, taxi, RV, EV, etc.

## Other toll calculators



### Your privacy

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## Your Upcoming Event

### FL Black Caucus

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

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<b>Date booked</b> Dec 6, 2024	<b>Acknowledgment number</b> #YKBJZU1B	<b>Hotel confirmation number</b> #94443727
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<b>Check-in</b> Feb 26, 2025	<b>Checkout</b> Feb 28, 2025
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<b>Guest information</b>	Curtis Johnson P.O. Box 1480
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Fort Pierce, FL  
34954

<b>Room type</b>	Two Queen Beds
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<b>Guests per room</b>	1
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#### Request

<b>Accessible room</b>	No
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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

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

#### 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.

<b>Grand total (USD)</b>	<b>406.33</b>
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## Latoya Ransom

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**From:** Dana Neville  
**Sent:** Friday, December 6, 2024 11:36 AM  
**To:** Fp Assistant; Latoya Ransom  
**Subject:** Fw: Your Hotel Reservation - FL Black Caucus - C. Johnson

FYI

Thank you & have a great day!

**Dana Neville | Senior Accounting Analyst | City of Fort Pierce**

Finance Department  
100 North U.S. 1 Fort Pierce 34954  
Phone: 772.467.3074 Fax: 772.489.2594

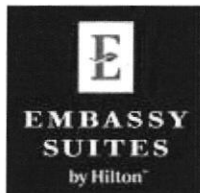
[Website](#) | [Facebook](#) | [Survey](#)



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**From:** Embassy Suites by Hilton Orlando Lake Buena Vista South <info@cvent.com>  
**Sent:** Friday, December 6, 2024 11:33 AM  
**To:** Dana Neville <dneville@cityoffortpierce.com>  
**Subject:** Your Hotel Reservation - FL Black Caucus

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Reservation Confirmation

Hi Curtis,  
Thank you for your reservation!