

REGISTRATION INFORMATION  
IEMO II

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION  
Renaissance Orlando Resort  
1905 Hotel Plaza Blvd  
Lake Buena Vista, FL 32830  
407-828-2828

DATE: **08.28.2025**

1. TRAVELER'S NAME: Arnold Gaines  
2. DEPARTURE DATE: 10.23.2025  
3. RETURN DATE: 10.25.2025  
4. DESTINATION: Orlando Florida  
5. CODE CHARGE: **001-1000-540300**  
6. AMT BUDGETED: 200,000.00

DEPARTMENT: Commission  
DEPARTURE TIME: 4:00 PM  
RETURN TIME: 4:00 PM  
PURPOSE: IEMO for elected officials

7. BALANCE AVAILABLE: **\$1,203.97**

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:	325.00			
* HOTEL BILL: Confirmation # 80218805		335.25		
BAGGAGE ALLOWANCE (\$5 PER PERSON)			5.00	
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL				
* MILEAGE @ 0.70 224.1			156.88	
* GASOLINE EXPENSE				
* TOLL ROAD FEES OR PARKING FEES			56.62	
* MISC. EXPENSES				
MEALS				
0 BREAKFAST @ \$8.00			0.00	
0 LUNCH @ \$8.00			0.00	
2 DINNER @ \$20.00			40.00	
SPECIAL LUNCHEON/BANQUET			0.00	
7% STATE TAX			2.80	
15% GRATUITIES			6.00	
<b>TOTALS</b>	<b>325.00</b>	<b>335.25</b>	<b>267.30</b>	

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.

ADVANCE CASH RECEIVED: \_\_\_\_\_  
REFUND DUE CITY: \_\_\_\_\_  
REFUND DUE EMPLOYEE: \_\_\_\_\_

TRAVEL APPROVED BY: *Aminda Coy*  
DEPARTMENT SUPERVISOR

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

CITY MANAGER  
(220 WITH CITY MANAGER  
SIGNATURE ACCEPTED)



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## IEMO II October 2025

The Florida League of Cities is proud to bring you the **Institute for Elected Municipal Officials II (IEMO II)** program on **October 24-25, 2025**, at the **Renaissance Orlando Resort and Spa**, located at 1905 Hotel Plaza Blvd, Lake Buena Vista, FL 32830.

### Who should attend IEMO II:

This program is specially designed for graduates of IEMO and those with more than one term in office.

### About IEMO II:

Created more than 25 years ago, this program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. IEMO II is a two-day program structured in a Friday through Saturday format and is offered two times per year.

Workshops include media relations; planning, land use, and growth management; advocacy; advanced finance, and personnel and labor issues.

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

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

**\*All classes must be attended\***

**Hotel Information:**

Reservations can be made [HERE](#) and must be completed by **Thursday, October 2, 2025**. The room rate is \$175.00 per night and self-parking rate has been reduced to \$15. The resort fee has been waived. A credit card is required to guarantee reservations and cancellations must be received at least 48 hours prior to arrival to avoid one night's room charge.

**Cancellations:**

Cancellations requests must be received and confirmed in writing by 5:00 pm on Friday, **October 17, 2025** to be eligible for a refund. A **\$50.00** processing fee will be applied to all cancellations. Substitutions are accepted and encouraged. Refunds will be processed after the program. The FLC reserve the right to cancel the IEMO II training. If the training is cancelled, the registration fee will be refunded in full.

**Agenda**

**Friday**

8:30 a.m. – 9:00 a.m.	Registration/ Breakfast
9:00 a.m. – 9:30 a.m.	Introductions and Overview
9:30 a.m. – 12:30 p.m.	Decision-Making Models and Media Relations
10:30 a.m. – 10:45 a.m.	Refreshment Break

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.

**When** 10/24/2025 8:00 AM - 10/25/2025 4:00 PM  
Eastern Daylight Time

**Where** Renaissance Orlando Resort and Spa  
1905 Hotel Plaza Boulevard  
Lake Buena Vista, FL 32830

## Registration

Register Myself

Register Someone Else

Registration ends 10/17/2025 5:00 PM EDT

**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.

12:30 p.m. – 1:30 p.m.	Networking 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**

7:30 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 10:00 a.m.	Advocacy
10:00 a.m. – 10:15 a.m.	Refreshment Break
10:30 a.m. – 12:30 p.m.	Part II of Municipal Finance
12:30 p.m. – 1:30 p.m.	Lunch Discussion: Municipal Finance
1:30 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

**Price** 325.00