

REGISTRATION INFORMATION

FCCMA 2026
301 S. Bronough Street
Tallahassee, FL 32301
(850) 222-9684

TRAVEL EXPENSE STATEMENT

HOTEL INFORMATION

Hilton Orlando
6001 Destination Parkway
Orlando, FL 32819
(407) 313-4300

DATE: 3/13/2026

1. TRAVELER'S NAME: Richard D. Chess
2. DEPARTURE DATE: 5/26/2026
3. RETURN DATE: 5/30/2026
4. DESTINATION: Orlando, FL
5. CODE CHARGE: 0011300-540200
6. AMT BUDGETED: 10,400.00

DEPARTMENT: City Manager
DEPARTURE TIME: 1:00 PM
RETURN TIME: 8:00 PM
PURPOSE: Attend annual conference for educational and networking of local government officials.

7. BALANCE AVAILABLE: \$7,361.14

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:		625.00		
* HOTEL BILL: Confirmation # \$214 per night including taxes)		907.36		
BAGGAGE ALLOWANCE (\$5 PER PERSON)				
* COMMUNICATION:				
* FARES: AIR FARE				
* TAXI, BUS				
* CAR RENTAL			0.00	
* MILEAGE @ 0.70 230			161.00	
* GASOLINE EXPENSE				
* PARKING FEES (Hotel \$29 no self parking)			116.00	
* MISC. EXPENSES				
MEALS				
4 BREAKFAST @ \$8.00			32.00	
4 LUNCH @ \$8.00			32.00	
4 DINNER @ \$20.00			80.00	
SPECIAL LUNCHEON/BANQUET			0.00	
15% GRATUITIES			21.60	

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	1,532.36	442.60	
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ADVANCE CASH RECEIVED: _____
REFUND DUE CITY: _____
REFUND DUE EMPLOYEE: _____

TRAVEL APPROVED BY:

DEPARTMENT SUPERVISOR

CITY MANAGER
(220 WITH CITY MANAGER SIGNATURE ACCEPTED)

3/18/2026

EXPENSES ARE ALSO INCLUDED FOR THE FOLLOWING PERSONS:

* RECEIPT REQUIRED
REV 1/25 DLN



THE SUNRISE CITY
FORT PIERCE
Florida

REQUEST FOR LEAVE OF ABSENCE (220 FORM)

***NOTE TO ALL DEPARTMENT HEADS: ALL REQUESTS FOR LEAVE OF ABSENCE IN A PAY PERIOD SHOULD BE IN YOUR OFFICE NO LATER THAN THE MONDAY FOLLOWING THE END OF THE PAY PERIOD.**

NAME OF EMPLOYEE: Richard D. Chess	TITLE: City Manager
DEPARTMENT: City Manager's Office	DIVISION:
EFFECTIVE DATE: 5/26/2026	TIME: 1:00 p.m.
TERMINATION DATE: 5/30/2026	TIME: 8:00 p.m.

TYPE OF LEAVE	TOTAL HOURS	TYPE OF LEAVE	TOTAL HOURS
VACATION WITH PAY (AL)		ADMIN LEAVE WITH PAY	36
SICK LEAVE WITH PAY (SL)		CIVIL LEAVE (COURT DUTY)	
LEAVE WITHOUT PAY (LW)		COMPENSATORY TIME OFF	
INJURY LEAVE (LP)		OTHER (EXPLAIN BELOW)	

COMMENTS: FCCMA 2026 Conference

 EMPLOYEE SIGNATURE

DATE ____ / ____ / ____

 SUPERVISOR SIGNATURE

DATE ____ / ____ / ____

 DEPARTMENT HEAD SIGNATURE

DATE ____ / ____ / ____


 CITY MANAGER SIGNATURE
 (For travel approval)

DATE 3 / 18 / 2026

General Information

Welcome to the 2026 conference of the Florida City and County Management Association (FCCMA). This conference will provide outstanding educational and social opportunities to meet and interact with other local government officials. Please check your program carefully to determine in advance the exact location of your workshops, meal functions and social events.

Name Badges and Tickets

Your name badge must be worn at all times for admittance into conference functions. Additional registration is required for Wednesday's pre-conference ethics workshop and Friday's Inspirational Breakfast; registration will be verified at the door. Please note that any children attending the Friday Night Social **must be registered**. If you still need to register an adult or child guest, please do so at the registration desk **before 12:00 p.m. on Friday**.

Name Badge Holders sponsored by Florida Municipal Insurance Trust

Exhibit Hall

Please take the time to tour the exhibit hall and pick up new ideas to take home to your community. FCCMA greatly appreciates the participation and support given by the exhibitors and sponsors to the conference. **A name badge is required for entry into the Exhibit Hall.**

The hall will be open as follows; please note the times of special events:

Wednesday

5:30 p.m. – 7:00 p.m.	Exhibit Hall Open
5:30 p.m. – 7:00 p.m.	President's Welcome Reception

Thursday

8:00 a.m. – 3:45 p.m.	Exhibit Hall Open
8:00 a.m. – 9:00 a.m.	Continental Breakfast
10:45 a.m. – 11:15 a.m.	Refreshment Break
12:30 p.m. – 1:45 p.m.	Buffet Lunch
3:15 p.m. – 3:45 p.m.	Refreshment Break

Gift bags sponsored by Brown & Brown

Bags will be distributed at Booths 533 and 535 inside the exhibit hall.

Information Table



Invoice Summary

Print

Invoice

Invoice number

R140032

Invoice date

3/17/2026

Description

CHESS, RICHARD, FCCMA 2026 Annual Conference

Billing/Shipping

Bill [Richard D. Chess, MBA](#) (56310)

to 100 N US Highway 1
Fort Pierce, FL 34950-4205

Ship [Richard D. Chess, MBA](#)

to 100 N US Highway 1
Fort Pierce, FL 34950-4205

Invoice lines

Items, quantities, and prices shown reflect previous adjustments.

Product Code	Description	Quantity Shipped	Unit Price	Ext Price
FCCMAAC26/REGIS01	FCCMA Government Member	1	625.00	625.00

Line total 625.00

Shipping 0.00

Handling 0.00

Tax 0.00

Invoice total 625.00

Payments 625.00

Balance 0.00



Annual Conference Hotel Information

[Home](#) / [Annual Conference Hotel Information](#)

Conference Housing Information

The Hilton Orlando will serve as the conference hotel. It is located at 6001 Destination Parkway in Orlando. FCCMA has secured the special rate of **\$214** per night, inclusive of a reduced resort charge. Self-parking is discounted to **\$20** per day. The cut-off date for reservations is **May 4, 2026**. **NOTE: The hotel will not accept any reservations at this time. You will receive complete housing instructions with your paid registration confirmation.**

Room Reservation Procedure

In order to protect our room block for conference registrants, it is our policy that no one will receive housing information **until we have received your PAID registration**. Once your registration is paid, you will be sent housing information via email. **NOTE:** If you choose to pay by check, you **will not** receive your housing information until your registration is **paid**.

It is important that you register for the conference early so you have plenty of time to make your reservations before the cutoff date. **Availability is on a first-come, first-served basis. Remember that we are unable to guarantee reservations for anyone, nor the exact date on which the hotel block will sell out, so please register early.**

IMPORTANT – Policy Regarding Reservation Cancellations and Adjustments

In recent years, FCCMA has experienced a disturbing trend with its room block at conference hotels. Individuals will book rooms for the entire length of the conference, making it appear as if the room block is sold out and forcing other registrants off-property, only to cancel or shorten the length of their stay at the last minute. This has greatly inconvenienced other guests and left FCCMA at risk of steep hotel penalties.

Due to these experiences, the FCCMA Board made the difficult decision to enforce penalties for abuse of the room block. **FCCMA will reserve the right to assess a \$50 penalty to any registrant making significant adjustments to his or her reservation within three weeks and up to the conference.**

We understand that some cancellations or adjustments are unavoidable. However, we simply ask that, when making your reservations, **you only block for dates that you are sure you will be able to attend.** If you have any doubts about the length of your stay, please **do not** make your reservations until you are sure. This will benefit all registrants trying to secure a reservation in the host hotel, and will protect the association from financial harm.

We thank you in advance for your cooperation and consideration.



Contact us!

Contact Info

Address:

301 S. Bronough Street,
Tallahassee, FL 32301

Business hours:

Monday - Friday: 9:00 a.m. -
5:00 p.m.

Phone number:

850-222-9684



Quick Links

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ACCESSIBILITY](#)