



**CITY OF DANIA BEACH
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Frank DiPaolo DEPARTMENT: 1701 - Finance

LOCATION: St. Augustine, FL TRIP/TRAINING DATE: 11/8/10-11/13/10

PURPOSE: Attend FGFOA School of Government Finance CGFO review course (20 CPE credits) and sit for CGFO exam.

Overnight Out of State Air Travel

TRAVEL EXPENSES ESTIMATED: (Policy #F-2006-1000)

REVIEW COURSE FEES (attach conference brochure)	\$ 225.00
LODGING (# of nights <u>4</u>)	620.00
MEALS (per diem)	308.00
OTHER INCIDENTAL EXPENSES:	
TRANSPORTATION	150.00
EXAM FEES	150.00
OTHER TRANSPORTATION	-
SUPPLIES/MATERIALS	-
TOTAL ESTIMATED EXPENSES:	\$ 1,453.00

This seminar is required for: Certification General Training
 License Other _____

Note any overnight or out of state travel events attended in the last 12 months:

GFOA Annual Conference - Atlanta, GA (June 2010)

Employee Signature: 

TRAVEL AUTHORIZATION:

 Department Director Finance Director City Manager

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

	Check Payee:	Amount:	Date:	RECONCILIATION	
				Actual	Differences
Registration:	FGFOA	\$ 375.00	Credit Card		
Lodging:	Renaissance Resort	620.00	Credit Card		
Transportation:	Frank DiPaolo (reimb. w/receipts)	150.00			
Traveler:	Frank DiPaolo (per diem)	308.00			
Others:	-	-			
Account #:	001-1701-513.40-10	\$ 1,453.00			

Name: Frank DiPaolo
Location: St. Augustine, FL
Purpose: FGFOA School of Govt. Finance (CGFO Review/Exam)

M&IE

IRS Pub 1542 \$56.00 (obtain from Per diem form on City's Intranet)

	11/8/2010	11/9/2010	11/10/2010	11/11/2010	11/12/2010	11/13/2010	Total Actual
Meal Provided:							
Per Diem	\$ 42.00	\$56.00	\$56.00	\$56.00	\$56.00	\$ 42.00	\$ 308.00
Lodging	155.00	155.00	155.00	155.00			620.00
Gas/Tolls	150.00						150.00
Review Course	225.00						225.00
Exam Fees	150.00						150.00
							\$ 1,453.00

*** Travel day**

per diem reductions

Breakfast (B) 15% **\$8.40**
 Lunch (L) 35% **\$19.60**
 Dinner (D) 50% **\$28.00**

DiPaolo, Frank

From: fgfoaevents@flcities.com
Sent: Wednesday, September 15, 2010 8:14 AM
To: DiPaolo, Frank
Cc: Event Planning
Subject: CGFO Review Courses Registration Confirmation for Frank L. Dipaolo (13204)

CGFO Review Courses

November 9th–11th, 2010
 Renaissance Resort at World Golf Village
 500 South Legacy Trail
 Saint Augustine, FL 32092

Dear Frank L. Dipaolo,

Thank you for registering for the CGFO Review Courses. We look forward to your attendance. Please do not hesitate to contact us if you have any questions prior to the event. **This is only confirmation of your registration, and does not indicate status of payment.**

Contact Information:

Kelly Davis Shine
 Executive Assistant
 FGFOA
 PO Box 10270
 Tallahassee, FL 32302
 (850) 222-9684 Main Line
 (850) 701-3630 Direct Line
 (800) 222-3806 Fax
 kdavis@flcities.com

Notes:

Please click the following link to make hotel reservations:
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2495858

Renaissance Resort at World Golf Village
 500 South Legacy Trail
 St. Augustine, Florida 32092
www.worldgolfrenaissance.com

Registrant Information:

Registration Date	09/15/2010
Name	Frank L. Dipaolo
Nickname	Frank
Title	Controller
Affiliation	Dania Beach
E-mail	fdipaolo@ci.dania-beach.fl.us
First-Time Attendee	No
Vegetarian	Yes
Kosher Meal	No

9/15/2010

Special Needs

Your Itinerary:

CGFO Review Course Registration (1)	Included
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Accounting & Financial Reporting (1)	\$45.00
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Municipal Budgeting (1)	\$45.00
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Debt Administration (1)	\$45.00
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Treasury Management (1)	\$45.00
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Financial Administration (1)	\$45.00
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Total	\$225.00
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DiPaolo, Frank

From: fgfoaevents@flcities.com
Sent: Wednesday, September 15, 2010 8:18 AM
To: DiPaolo, Frank
Cc: Event Planning
Subject: CGFO Exam Registration Confirmation for Frank L. Dipaolo (13204)

CGFO Exam

November 12th, 2010
 Renaissance Resort at World Golf Village
 500 South Legacy Trail
 Saint Augustine, FL 32092

Dear Frank L. Dipaolo,

Thank you for registering for the CGFO Exam. We look forward to your attendance. Please do not hesitate to contact us if you have any questions prior to the event. **This is only confirmation of your registration, and does not indicate status of payment.**

Contact Information:

Kelly Davis Shine
 Executive Assistant
 FGFOA
 PO Box 10270
 Tallahassee, FL 32302
 (850) 222-9684 Main Line
 (850) 701-3630 Direct Line
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Notes:

Please click the following link to make hotel reservations:
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=2495858

Renaissance Resort at World Golf Village
 500 South Legacy Trail
 St. Augustine, Florida 32092
www.worldgolfrenaissance.com

Registrant Information:

Registration Date	09/15/2010
Name	Frank L. Dipaolo
Nickname	Frank
Title	Controllor
Affiliation	Dania Beach
E-mail	fdipaolo@ci.dania-beach.fl.us
First-Time Attendee	No
Vegetarian	Yes
Kosher Meal	No

9/15/2010

Special Needs

Your Itinerary:

Registration (1)	Included
Accounting & Financial Reporting (1)	\$30.00
Debt Administration (1)	\$30.00
Financial Administration (1)	\$30.00
Municipal Budgeting (1)	\$30.00
Treasury Management (1)	\$30.00
Total	\$150.00

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