



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

EMPLOYEE: Constance Falzone-Tarrant DEPARTMENT: Comm. Dev. Dept./BTR Division

LOCATION: Lake Buena Vista, Fl. TRIP/TRAINING DATE: 4/12/11 – 4/15/11

PURPOSE: F.A.B.T.O. Conference and Educational Seminar

OVERNIGHT

OUT OF STATE

AIR TRAVEL

TRAVEL EXPENSES ESTIMATED:(Policy No. 2002-10-1)

REGISTRATION *Attach conference brochure	\$270.00
LODGING (No. of nights <u>3 @ \$114.00</u>)	\$342.00
MEALS (Per Diem) **	\$156.80
CAR RENTAL *Prior approval of City Manager required	\$0.00
OTHER INCIDENTAL EXPENSES (reimbursable with receipts) Tolls (\$) & Return Gas (\$65.00)	\$150.00

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

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

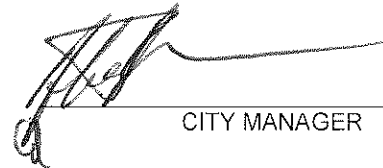
None

EMPLOYEE SIGNATURE: _____

TRAVEL AUTHORIZATION:


DEPARTMENT DIRECTOR

 3/7/11
FINANCE DIRECTOR


CITY MANAGER

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

RECONCILIATION

	<u>Check Payee</u>	<u>Amount</u>	<u>Date</u>	<u>Actual</u>	<u>Differences</u>
Registration:	F.A.B.T.O.	\$ 270.00			
Lodging:	Royal Palza	\$ 342.00			
Transportation:		\$0			
Traveler:	Constance Falzone	\$156.80			
Others:	Gas/Tolls	\$150.00			
Account No:	001-1503-529.40-20	\$918.80			

** Travel per diem will be issued to employee. Do not charge City's credit card for any meals.

Name: Constance Falzone-Tarrant
 Location: Lake Buena Vista, Florida –April 12-15, 2011
 Purpose: F.A.B.T.O. Conference

		M&IE				
2010-11 IRS Pub 1542		56.00 (Orlando, Orange County, FL)				
*Travel Day	04/12/11	04/13/11	04/14/11	04/15/11	Total Est. Exp.	
Meal Provide	None	Lunch	Lunch	None		
Per Diem	\$42.00	\$36.40	\$36.40	\$42.00	\$156.80	
Travel	\$0.00				\$0.00	
Lodging	\$114.00	\$114.00	\$114.00	\$0.00	\$342.00	
Conf Fees	\$270.00				\$270.00	
Other (Gas / Tolls)	\$75.00			\$75.00	\$150.00	
Total	\$501.00	\$150.40	\$150.40	\$117.00	\$918.80	

***** Any Gas, Tolls, or Parking will be reimbursed with submittal of receipts**

IRS PUBLICATION 1542 – 2010/2011 – Orlando, Orange County, FL
 City Travel Policy Guidelines:

- B - 15% \$56 = (\$8.40)
- L - 35% \$56 = (\$19.60)
- D - 50% \$56 = (\$28.00)

* - Travel Day = ¾ of \$56 = \$42.00

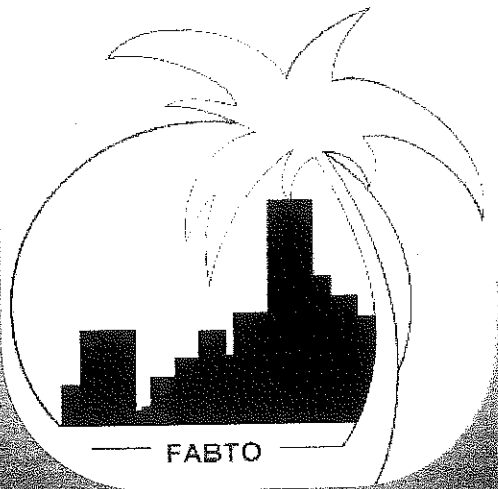
Make plans now to attend the

**FLORIDA ASSOCIATION OF BUSINESS
TAX OFFICIALS INC.**

23rd ANNUAL EDUCATIONAL CONFERENCE

April 12 - 15, 2011

Royal Plaza in the *Walt Disney World*[®] Resort
Lake Buena Vista, Florida



A MESSAGE FROM YOUR PRESIDENT

KEEP MOVING FORWARD

The Florida Association of Business Tax Officials is again pleased to present its Annual Educational Conference.

The revenue generated through Local Business Taxes plays a key role in the day to day operations of Florida's cities and counties however, the proper, equitable and efficient application and administration of the Local Business Tax is equally if not more significant.

FABTO remains committed to providing quality educational opportunities to business tax professionals throughout the state to help ensure Local Business Taxes are administered properly and efficiently. The 23rd FABTO Educational Conference promises to do just that.

FABTO, in coordination with The John Scott Dailey Florida Institute of Government at Florida Atlantic University, has assembled a very exciting and informative agenda for the 2011 FABTO Educational Conference that will include...

- Florida Department of State - Jay Kassess, Director - Division of Corporations;
- Florida Department of Agriculture and Consumer Services - Stuart Scott, Regulatory Program Administrator;
- Florida League of Cities Insurance Business Tax Program - Peter Catlin III, President, Municipal Revenue Services, Inc.;
- Florida Department of Agriculture - Rob Noll II, Sanitation and Safety Supervisor, Division of Food Safety;
- Florida League of Cities; Ken Small, Financial Technical Assistance Manager - Business Tax Reclassification / Rate Structure Revisions and Legislative Update.
- Florida Department of Health, Division of Medical Quality Assurance - Charles C. Coats III, District Investigation Manager;

Additionally, FABTO's annual course on Florida Statute 205; a city/county business tax breakout session and customer service training topics will be included in the 2011 FABTO Educational Conference agenda as well.

We look forward to seeing you at the conference in April for another opportunity to learn, interact and exchange ideas.

Sincerely,

William R. Ackles, SBTO

President - Florida Association of Business Tax Officials, Inc.

Please visit our website: www.fabto.org

The Program

Tuesday, April 12

12:00 noon	Registration/check-in
2:00-5:00 p.m	F.S. Chapter 205 (required for first-year attendees) <ul style="list-style-type: none"> • William R. Ackles, President Florida Association of Business Tax Officials • John A. Holguin II, Chairman of the Board, Florida Association of Business Tax Officials
5:30-6:30 p.m	Meet and Greet Reception

Wednesday, April 13

8:00 a.m.	Registration/Continental Breakfast (provided)
8:30 a.m	Welcome Address <ul style="list-style-type: none"> • William R. Ackles, President Florida Association of Business Tax Officials
8:45 a.m.	Keynote Speaker: "Rules to Live By" <ul style="list-style-type: none"> • Chris Hughes, Okaloosa County Tax Collector
10:45 a.m.	Break
11:00 a.m.	Florida Department of State - Division of Corporations <ul style="list-style-type: none"> • Jay Kassess, Director, Division of Corporations Florida Department of State
12:00 noon	Lunch (provided)
1:15 p.m.	Florida Department of Agriculture <ul style="list-style-type: none"> • Stuart Scott, Regulatory Program Administrator, Division of Consumer Services, FL Department of Agriculture and Consumer Services
3:15 p.m.	Break
3:30 p.m	Insurance Company Delinquent Business Tax Collection Program <ul style="list-style-type: none"> • Peter Catlin, Attorney, President, Municipal Revenue Services, Inc., Florida League of Cities Business Tax Program
5:00 p.m.	Adjourn

Thursday, April 14

8:00 a.m.	Registration/Continental Breakfast (provided)
8:30 a.m.	FABTO Resources for Business Tax Professionals <ul style="list-style-type: none"> • William R. Ackles, President, FABTO
9:00 a.m.	Department of Agriculture - Division of Food Safety <ul style="list-style-type: none"> • Rob Noll, II, Sanitation and Safety Supervisor
10:00 a.m.	Break
10:15 a.m.	Business Tax Reclassifications, Rate Revisions and Legislative Update <ul style="list-style-type: none"> • Ken Small, Financial Technical Assistance Manager, Florida League of Cities
12:00 noon	General Membership Meeting
12:15 p.m.	Lunch (provided)
1:45 p.m.	City/County Discussions - Governments Helping Governments
3:15 p.m.	Break
3:30 p.m.	Department of Health, Division of Medical Quality Assurance Investigative Services <ul style="list-style-type: none"> • Charles C. Coats, III, District Investigation Manager
5:00 p.m.	Adjourn

Friday, April 15

8:30 a.m.	Registration/Continental Breakfast (provided)
9:00 a.m	Customer Service Training: "Change, Not the Kind in Your Pocket" <ul style="list-style-type: none"> • Carolyn Moore, Human Resources Director, City of Bradenton
10:15 a.m.	Break
10:30 a.m.	Carolyn Moore (continued)
11:45 a.m.	Presentation of Certificates
12:00 noon	Adjourn

ANNUAL CONFERENCE

FABTO CONFERENCE REGISTRATION FEE: Before March 1: Member - \$245.00 Non-Member - \$280.00
After March 1: Member - \$270.00 Non-Member - \$305.00

1 DAY RECERTIFICATION FEE: Before March 1: \$195.00 After March 1: \$220.00

REGISTRATION DEADLINE: Due to planning considerations, please submit all registrations no later than April 4, 2011.

CERTIFICATION: FABTO Certified Business Tax Official (CBTO) certification requires obtaining a Certificate of Completion and participation at two complete FABTO conferences within three consecutive conferences. Recertification requires one full-day's attendance at a FABTO conference within a three-year period.

LOCATION: Royal Plaza in the *Walt Disney World*® Resort
1905 Hotel Plaza Boulevard
Lake Buena Vista, FL 32830
(407) 828-2828 FAX: (407) 827-6338



HOTEL RESERVATIONS: Single or Double \$114.00 when reserved by March 12, 2011.
Reservations: (800) 248-7890 (When making reservations, you MUST specify you are with FABTO to receive the group rate.)

Check in: 4:00 p.m. **Check out:** 11:00 a.m. or earlier

A one-night deposit, by check or credit card, is requested at the time a reservation is made. Reservations will be accepted on a room- and rate-available basis. Cancellation within three days of arrival will result in forfeiture of first night's room and tax. This room rate is extended three days prior to and following the conference, depending on availability.

All rates are subject to State of Florida sales tax and Orange County tourist tax. To qualify for tax-exempt status, you will need to supply the hotel with a copy of the city/county tax-exempt certificate when you check in and pay with a city or county check or credit card. A personal check or credit card, to be reimbursed by your agency, does not qualify for tax-exempt status.

For area entertainment and dining information visit the FABTO page of the Orlando / Orange County Convention and Visitors Bureau at <http://fabto.orlandomeetinginfo.com>

For advance purchase of specially priced Disney Meeting / Convention Theme Park Tickets visit <http://www/disneyconventionear.com/FABTO> (this website expires April 11th, 2011)

Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act of 1990.

Florida Association of Business Tax Officials, Inc.

23rd Annual Educational Conference

April 12 - 15, 2011

CONFERENCE REGISTRATION
FORM

HOW TO ATTEND: To register, please complete the conference registration form and return it with a check or purchase order to the address on the form. You may fax your registration to make the cut-off date of April 4, 2011, and submit payment afterward. All participants will receive a confirmation and receipt by Internet e-mail.

You may duplicate this form for additional registrations. PLEASE PRINT OR TYPE.

Name CONNIE FALZONE-TARZANT First Time Attendee? [] Yes [] No
Name for Nametag (if different) _____
Agency Name CITY OF DANIA BEACH Chapter Name GOLD COAST
Agency Address 100 W. DANIA BEACH BLVD.
City DANIA BEACH State FL ZIP 33004
Daytime Phone 954-924-1680 EXT 3644 FAX 954-924-6812
Email (Required) CFALZONE@ci.dania-beach.fl.us FABTO Membership Number 3056
(Available from Chapter Treasurer)

I plan to attend:

[] FS 205 Tuesday, April 12 (Required for first-time attendees)

[] Luncheon, Wednesday, April 13

[] Luncheon, Thursday, April 14

Day Recertification - April 13
Day Recertification - April 14

\$195.00 **before** March 1
\$195.00 **before** March 1

\$220.00 **after** March 1
\$220.00 **after** March 1

[] FABTO Conference - Member:

\$245.00 **before** March 1

\$270.00 **after** March 1

[] FABTO Conference - Non-Member:

\$280.00 **before** March 1

\$305.00 **after** March 1

[] Payment Enclosed \$ _____

[] Bill Agency: P.O. # _____

PLEASE DO NOT INCLUDE CHAPTER MEMBERSHIP FEES WITH THE CONFERENCE REGISTRATION FEE
(Membership fees must be paid directly to your chapter treasurer)

Please make conference registration check payable to **FABTO** and mail to:
(FEIN #59-1922100)

Lisa Petersen
Town of Manalapan
600 South Ocean Blvd.
Manalapan, FL 33462

Telephone: 561/585-9477

Fax: 561/585-9498

lpetersen@manalapan.org

Refunds, minus a \$50.00 administrative fee, will be made if a written request is received by March 20, 2011. No refunds will be issued after that date.

Please visit our website: www.fabto.org