

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

EMPLOYEE: Cori Mayo DEPARTMENT: Finance

LOCATION: Orlando, Florida TRIP/TRAINING DATE: October 2-4, 2011

PURPOSE: To attend 2011 Florida Afterschool Alliance State Conference in Orlando, Florida


Overnight  Out of State  Air Travel

**TRAVEL EXPENSES ESTIMATED: (Policy #2002-10-1)**

REGISTRATION (attach conference brochure)	\$ 300.00
LODGING (# of nights <u>2</u> )	<u>290.00</u>
MEALS (per diem)	<u>140.00</u>
OTHER INCIDENTAL EXPENSES:	
AIRFARE	<u>                  </u>
GAS/TOLLS (round trip)      Parking	<u>271.79</u>
OTHER TRANSPORTATION	<u>                  </u>
SUPPLIES/MATERIALS	<u>                  </u>
<b>TOTAL ESTIMATED EXPENSES:</b>	<b>\$ 1,001.79</b>

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:**

Employee Signature: 

**TRAVEL AUTHORIZATION:**

\_\_\_\_\_  \_\_\_\_\_   
Department Director      Finance Director 9/19/11      City Manager

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

Check Payee:			RECONCILIATION	
	Amount:	Date:	Actual	Differences
Registration:	FASA 2011 State Conference	\$ 300.00	Credit Card	
Lodging:	Orlando World Center Marriott	290.00	Credit Card	
Transportation:	Cori Mayo (personal car/tolls/parking)	271.79		
Traveler:	Cori Mayo (per diem)	140.00		
Others:				
Account #:	<b>103-7250-572-40-10</b>	<b>\$ 1,001.79</b>		

**Name:** Cori Mayo  
**Location:** Orlando, Florida  
**Purpose:** 2011 Florida Afterschool Alliance State Conference

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

	10/2/2011	10/3/2011	10/4/2011	Total Est Exps
Meal Provided:				
Per Diem	\$ 42.00	\$56.00	\$42.00	\$ 140.00
Lodging	145.00	145.00		290.00
Gas/Tolls/Parking	271.79			271.79
Conf Fees	300.00			300.00
Airfare/Car Rental				-
				\$ 1,001.79

**\* Travel day**

**per diem reductions**

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

**Cori Mayo - Travel Request - October 2-4, 2011**

<b>Date</b>	<b>Parking</b>	<b>Gas</b>	<b>Tolls</b>
10/2/2011	\$ 13.85	\$ 106.92	\$ 14.95
10/3/2011	\$ 13.85		
10/4/2011		\$ 107.27	\$ 14.95
	\$ 27.70	\$ 214.19	\$ 29.90

<b>Total</b>	<b>\$ 271.79</b>
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**General Options**

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Name: Cori Mayo  
 Title: Accountant  
 Address: 100 W. Dania Beach Blvd  
 Dania Beach, FL 33004  
 USA  
 Number of People Registered: 1  
 Confirmation Number: **KJN3THPC4LL** (needed to modify your registration)  
 Event Title: FASA 2011 State Conference  
 Location: Orlando World Center Marriott Resort & Convention  
 8701 World Center Drive  
 Orlando, FL 32831  
 USA  
 Phone: 1-800-621-0638  
 Date: 10/05/2011  
 Time: 8:00 AM [Add to my calendar](#)

**Current Registration Details**

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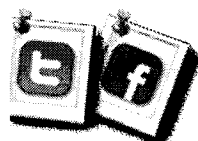
**Registration Items**

Cori Mayo	21st CCLC Grantee	21st CCLC Grantee	\$300.00
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**Order Summaries**

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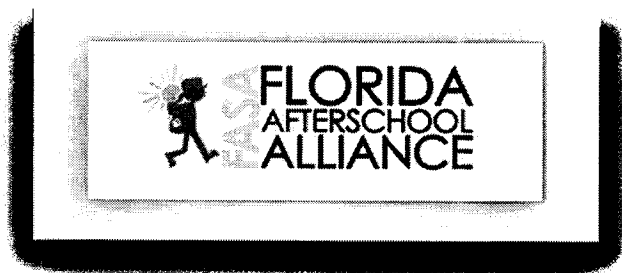
Date	Type	Amt Ordered	Amt Paid	Amt Due
09/16/2011 4:50 PM ET	online order	\$300.00	\$300.00	\$0.00
<b>Total:</b>		<b>\$300.00</b>	<b>\$300.00</b>	<b>\$0.00</b>



Curriculum Corner | Employment Opportunit  
Research | Newsletter Archi

## Upcoming Events

### 2011 FASA State Conference



**FASA 2011 State Conference Website** with information on the conference, presenter RFP, Awards of Excellence, Exhibitors Information, plus much more. [click here for more details...](#)

SUN Oct 2nd | MON Oct 3rd | TUES Oct 4th | WEDS Oct 5th | THURS Oct 6th | FRI Oct 7th

#### Sunday, October 2, 2011

**4:00 PM - 6:00 PM**

Registration open for 21st CCLC attendees

[go to top](#)

#### Monday, October 3, 2011

**7:30 AM - 9:00 AM**

Registration open for 21st CCLC participants.

### Quick Links

[FASA 2011 State Conference Website](#)

[2011 REGISTER NOW!](#)

[2010 Conference Photo Gallery](#)

[2011 Awards of Excellence Nominations](#)

[Board of Directors](#)

[Call for Board Members](#)

[FASA Membership Application](#)

[Board Nomination Form](#)

[FASA Board Meeting Dates](#)



### 2010 Photos



**9:00 AM - 12:00 PM**  
21st CCLC Session

**12:00 PM - 1:30 PM**  
Lunch on your own

Home • [About FASA](#) • [Advocacy](#) • [History](#) • [Member Info](#) • [Upcoming Events](#) • [Resource Links](#) • [Regional Info](#) • [Contact Us](#)

**1:30 PM - 4:30 PM**  
21st CCLC Session Curriculum • Employment • Research • Newsletter Archives

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**Tuesday, October 4, 2011**

**7:30 AM - 8:30 AM**  
Coffee and Juice provided in registration area (registration area)

**9:00 AM - 12:00 PM**  
21st CCLC Sessions

**10:00 AM - 6:00 PM**  
Exhibitor set up - NOT OPEN TO PUBLIC

**12:00 PM - 1:30 PM**  
Lunch on your own

**12:00 PM - 2:00 PM**  
Registration open

**1:30 PM - 4:30 PM**  
21st CCLC Session

**2:00 PM - 6:00 PM**  
Site Visit Tour (21st CCLC site) (meet at bus circle)

**4:00 PM - 6:00 PM**  
Registration Open (registration area)

**4:30 PM - 5:30 PM**  
Exhibitor "Sneak Peek" Opening with Vender Bingo

**6:30 PM - 8:30 PM**  
FASA Welcome Reception with Steve Turner

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**Wednesday, October 5, 2011**

**7:30 AM**  
Coffee and Juice provided in registration area (registration area)

**7:30 AM - 11:30 AM**  
Registration open (registration area)

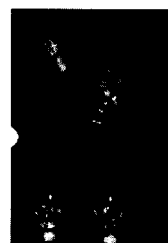
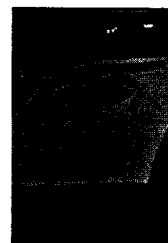
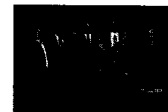
**8:00 AM - 5:00 PM**  
Visit our Exhibitors

**8:30 AM - 11:15 AM**  
Break Out Sessions

**11:30 AM - 1:00 PM**  
Keynote Luncheon

**1:00 PM - 1:30 PM**  
Exhibitor Grand Opening with Vendor Bingo

**1:30 PM - 4:15 PM**  
Break Out Sessions



**2:00 PM - 6:00 PM**

Registration open  
(registration area)

**2:00 PM - 6:00 PM**

Site Visit Tour (21st CCLC site)  
(meet at bus circle)

**6:30 PM - 8:30 PM**

FASA Frolics with DJ Scooter

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**Thursday, October 6, 2011**

**7:30 AM - 9:30 AM**

Coffee and Juice provided in our Exhibit Hall (Exhibit Hall)

**8:00 AM - 5:00 PM**

Visit our Exhibitors

**8:30 AM - 4:00 PM**

Break Out Sessions

**8:30 AM - 9:30 AM**

Registration open  
(registration area)

**11:15 AM - 1:00 PM**

Luncheon in Exhibitor Hall with Vendor Bingo

**4:00 PM - 5:00 PM**

Registration open  
(registration area)

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**Friday, October 7, 2011**

**7:30 AM - 9:30 AM**

Coffee and Juice provided in our Exhibit Hall  
(Exhibit Hall)

**8:00 AM - 11:15 AM**

Break Out Sessions

**11:30 AM - 2:00 PM**

Awards of Excellence Keynote Luncheon

**1:30 PM - 2:00 PM**

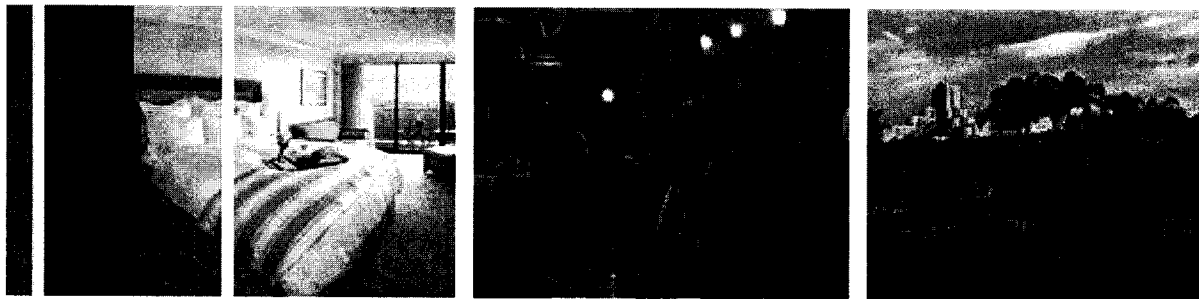
Drawing for Baskets

[go to top](#)

**Lottier, Christine**

**From:** "The Orlando World Center Marriott Resort & Convention Center" [groupcampaigns@pkghlrss.com]  
**Sent:** Monday, September 19, 2011 1:17 PM  
**To:** Lottier, Christine  
**Subject:** The Orlando World Center Marriott Resort & Convention Center Reservation Update Confirmation

## HOTEL MODIFICATION CONFIRMATION ORLANDO WORLD CENTER MARRIOTT



Dear Cori,

Your reservation at the Orlando World Center Marriott has been modified. You will find details of your reservation below. Should your travel plans change and you need to make changes to your reservation, please [click here](#) or call 800-266-9432.

We look forward to welcoming you to the Orlando World Center Marriott.

- The Staff of the Orlando World Center Marriott

[Modify your reservation](#)

[online](#) or call  
800-266-9432.

[▶ BOOK NOW](#)

### Reservation Details

**Online Confirmation Number:** 3253P9T9  
**Date Booked:** 09/09/2011  
**Reservation Name:** Cori Mayo  
**Arrival Date:** 10/02/2011  
**Departure Date:** 10/04/2011  
**Room Type:** Standard Room  
**Number of Rooms:** 1  
**Number of Guests:** 1

Nightly Rate & Status:	Date	Guest(s)	Status	Rate
	10/02/2011	1	Confirmed	145.00
	10/03/2011	1	Confirmed	145.00

Additional Guest      Rate



9/19/2011



Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

**Total Charges:** 290.00 \*

**Tax Disclosure:** Room Rates shown do not include 12.50% Hotel Room Tax (subject to change). Total room charges will include all room fees and taxes. \*

**Cancel Policy:** Cancellations made within 72 hours of arrival will forfeit one night's room and tax.

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68114-1315 USA

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**From: M53 - Griffin Road**

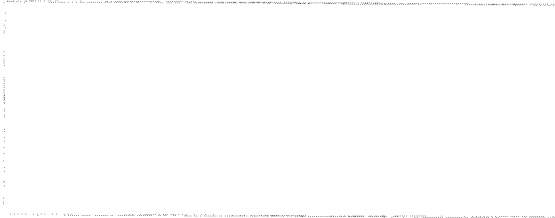
**To: M249 - Osceola Pkwy. (Dart Blvd.)**

<b>Vehicle:</b>	<b>2 axle</b>
<b>Distance:</b>	<b>194.97 mi</b>
<b>TOLL=====</b>	
<b>SunPass:</b>	<b>\$11.90</b>
<b>Cash:</b>	<b>\$14.95</b>



Trip to:  
 8701 World Center Dr  
 Orlando, FL 32821-6358  
 209.63 miles  
 3 hours 20 minutes

Notes



# AUTO TRAIN<sup>®</sup>










ORLANDO, FL to WASHINGTON, DC

BOOK NOW

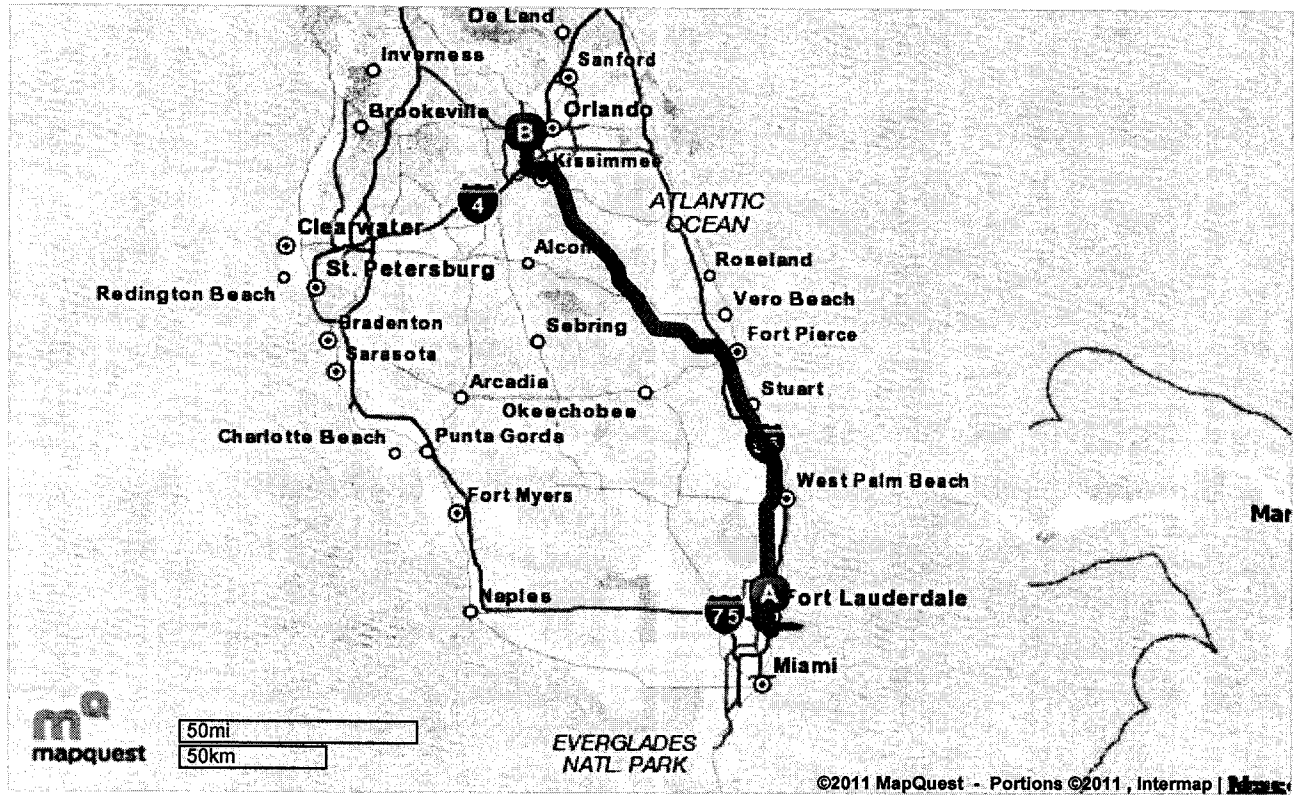
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		Miles Per Section	Miles Driven
	<b>100 W Dania Beach Blvd</b> Dania Beach, FL 33004-3643		
	1. Start out going east on W Dania Beach Blvd toward SW 1st Ave.	Go 0.05 Mi	0.05 mi
	2. Turn right onto US-1 / S Federal Hwy / SR-5. <i>US-1 is just past SW 1st Ave Casa Maranatha is on the corner If you are on E Dania Beach Blvd and reach SE 1st Ave you've gone a little too far</i>	Go 0.2 Mi	0.3 mi
	3. Turn right onto Stirling Rd / SW 2nd St / SR-848 W / SW 60th St. Continue to follow Stirling Rd. <i>Stirling Rd is 0.1 miles past SW 1st St Ihop Restaurant is on the corner If you reach SW 3rd St you've gone about 0.1 miles too far</i>	Go 1.1 Mi	1.4 mi
	4. Merge onto I-95 N toward W Palm Bch.	Go 1.8 Mi	3.2 mi
	5. Take the I-595 exit, EXIT 24, toward Port Everglades / Ft Laud-HLWD Int'l Airport.	Go 0.3 Mi	3.4 mi
	6. Merge onto I-595 W via the exit on the left toward I-75 / Florida's Turnpike.	Go 1.9 Mi	5.3 mi
	7. Take the Florida's Turnpike / US-441 exit, EXIT 8.	Go 0.2 Mi	5.6 mi
	8. Merge onto Florida's Turnpike N via the exit on the left toward Orlando (Portions toll).	Go 194.9 Mi	200.5 mi
	9. Take the Osceola Parkway exit, EXIT 249.	Go 0.3 Mi	200.8 mi
	10. Turn left onto E Osceola Pky (Portions toll). <i>If you reach Florida's Turnpike N you've gone about 0.4 miles too far</i>	Go 6.2 Mi	207.0 mi

	11. Take the ramp toward <b>US-192 / Resort Area / SR-535.</b>	<b>Go 0.4 Mi</b>	207.4 mi
	12. Turn <b>left</b> onto <b>N Poinciana Blvd.</b>	<b>Go 0.09 Mi</b>	207.5 mi
 	13. Take the 1st right onto <b>Vineland Rd / SR-535 N.</b> Continue to follow <b>SR-535 N.</b> <i>Tropifongo is on the corner</i> <i>If you reach Oxford Dr you've gone a little too far</i>	<b>Go 1.3 Mi</b>	208.9 mi
 	14. Turn <b>slight left</b> onto <b>SR-536 W / World Center Dr.</b> <i>SR-536 W is 0.2 miles past International Dr S</i> <i>If you are on S Apopka Vineland Rd and reach Lake Bryan Beach Blvd you've gone about 0.3 miles too far</i>	<b>Go 0.5 Mi</b>	209.3 mi
	15. Turn <b>right</b> onto <b>World Center Dr.</b> <i>If you reach Continental Gtwy you've gone about 0.2 miles too far</i>	<b>Go 0.3 Mi</b>	209.6 mi
	16. <b>8701 WORLD CENTER DR</b> is on the left. <i>Your destination is 0.1 miles past Vacation Way</i> <i>If you reach SR-536 W you've gone about 0.5 miles too far</i>		209.6 mi
	<b>8701 World Center Dr</b> Orlando, FL 32821-6358	<b>209.6 mi</b>	<b>209.6 mi</b>

Total Travel Estimate: 209.63 miles - about 3 hours 20 minutes



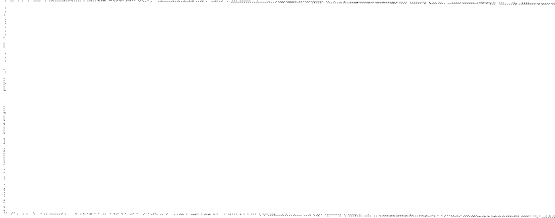
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Trip to:  
 100 W Dania Beach Blvd  
 Dania Beach, FL 33004-3643  
 210.33 miles  
 3 hours 21 minutes

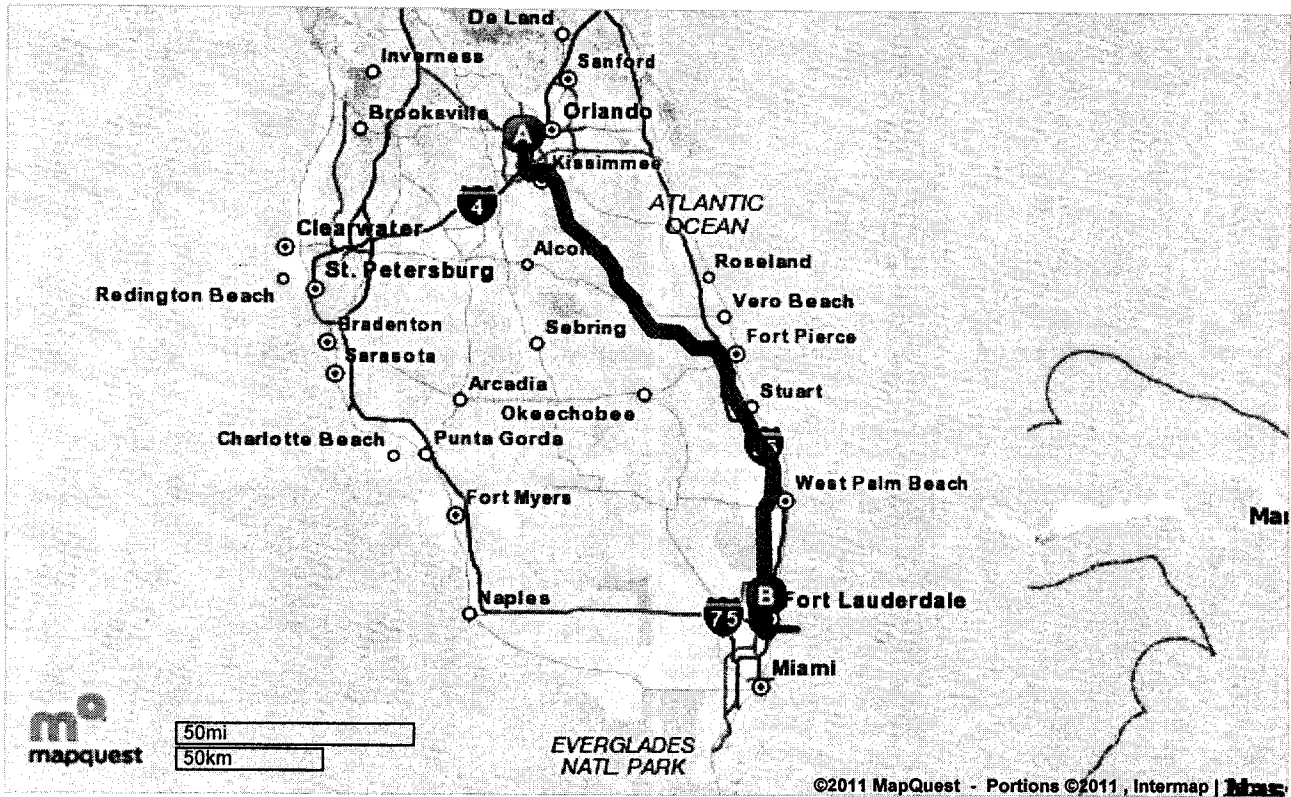
Notes




	8701 World Center Dr Orlando, FL 32821-6358	Miles Per Section	Miles Driven	
	1. Start out going east on World Center Dr toward Vacation Way.	Go 0.5 Mi	0.5 mi	
		2. Turn left onto SR-536 E / World Center Dr.	Go 0.5 Mi	1.0 mi
	<i>SR-536 E is 0.1 miles past Vacation Way If you are on World Gateway Dr and reach International Dr S you've gone about 0.1 miles too far</i>			
		3. Turn slight right onto S Apopka Vineland Rd / SR-535 S / Kissimmee-Vineland Rd / Apopka Vineland Rd S / Apopka Vineland Rd. Continue to follow SR-535 S.	Go 1.5 Mi	2.5 mi
	4. Turn slight left. <i>0.1 miles past N Poinciana Blvd</i>	Go 0.05 Mi	2.6 mi	
	5. Turn left to take the Osceola Pkwy East ramp.	Go 0.2 Mi	2.8 mi	
	6. Merge onto W Osceola Pky (Portions toll).	Go 6.2 Mi	9.0 mi	
	7. Merge onto Florida's Turnpike S (Portions toll). <i>If you reach Plumwood Cir you've gone about 0.2 miles too far</i>	Go 193.6 Mi	202.6 mi	
		8. Merge onto I-595 E via EXIT 54.	Go 3.5 Mi	206.1 mi
		9. Merge onto I-95 S via EXIT 10B toward Miami.	Go 2.2 Mi	208.3 mi
	10. Take the SR-848 / Stirling Rd exit, EXIT 22.	Go 0.4 Mi	208.7 mi	
		11. Turn right onto Stirling Rd / SR-848 W / SW 60th St.	Go 0.09 Mi	208.8 mi
	<i>If you reach I-95 S you've gone about 0.3 miles too far</i>			

- |   |  |                          |                        |
|---|--|--------------------------|------------------------|
|  | <p><b>12. Take the 1st left onto Stirling Rd / SR-848 E / SW 60th St. Continue to follow Stirling Rd.</b></p> <p><i>BEST WESTERN PLUS Fort Lauderdale Airport South In is on the corner</i><br/> <i>If you reach N 29th Ave you've gone about 0.1 miles too far</i></p>              | <p><b>Go 1.2 Mi</b></p>  | <p><b>209.9 mi</b></p> |
|  | <p> <b>13. Stay straight to go onto Stirling Rd / SR-848 E / SW 60th St / SW 2nd St.</b></p>  | <p><b>Go 0.10 Mi</b></p> | <p><b>210.0 mi</b></p> |
|  | <p> <b>14. Turn left onto US-1 / S Federal Hwy / SR-5.</b></p> <p><i>Ihop Restaurant is on the corner</i><br/> <i>If you are on SE 2nd St and reach SE 1st Ave you've gone a little too far</i></p> | <p><b>Go 0.2 Mi</b></p>  | <p><b>210.3 mi</b></p> |
|  | <p><b>15. Turn left onto W Dania Beach Blvd.</b></p> <p><i>W Dania Beach Blvd is just past SW Park St</i><br/> <i>Casa Maranatha is on the corner</i><br/> <i>If you are on N Federal Hwy and reach NE 1st St you've gone about 0.1 miles too far</i></p>                            | <p><b>Go 0.05 Mi</b></p> | <p><b>210.3 mi</b></p> |
|  | <p><b>16. 100 W DANIA BEACH BLVD is on the left.</b></p> <p><i>If you reach NW 3rd Ave you've gone a little too far</i></p>  | <p><b>210.3 mi</b></p>   | <p><b>210.3 mi</b></p> |
|  | <p><b>100 W Dania Beach Blvd</b><br/> <b>Dania Beach, FL 33004-3643</b></p>  | <p><b>210.3 mi</b></p>   | <p><b>210.3 mi</b></p> |

Total Travel Estimate: 210.33 miles - about 3 hours 21 minutes



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## Toolkit

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Sec!

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Forms Effortlessly.

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[payroll.com](http://payroll.com)

### 2011 IRS Mileage Rate creeps up 2% from 2010 Level

The 2011 IRS mileage rate for business mileage is 51 cents; find more, including rates for medical/moving and charitable miles at:

<http://www.irs.gov/newsroom/article/0,,id=232017,00.html>

The IRS Business Mileage Rate for 2010 was 50 cents. The standard rate for 2009 was 55 cents, a full 5 cents higher. According to the IRS, the reduced 2010 rate reflects generally lower transportation costs compared to 2009.

The business mileage reimbursement rate is used to calculate the deductible costs of operating a car (also vans, panel or pickup trucks) for business. The IRS releases a new federal mileage rate at least once a year; they use an independent contractor to determine a standard mileage rate based on costs associated with operating a vehicle. The standard mileage allowance is provided as an option for deducting costs associated with vehicle operation. Visit [www.irs.gov](http://www.irs.gov) for more details on rules surrounding the IRS mileage rate.

### **Small Business Expense** [Concur.com/Breeze\\_FreeTrial](http://Concur.com/Breeze_FreeTrial)

You Manage Your Business & We Help Manage  
Your Expense Reporting! Try

### **Own a Higher Mileage Car?** [www.TryMaxLifeSynthetic.com](http://www.TryMaxLifeSynthetic.com)

MaxLife Synthetic Higher Mileage Motor Oil. Get 5  
Quarts for \$19.99

### **Mileage Expense Report** [www.business.com](http://www.business.com)

Quickly Find Expense Report Software Solution  
Providers Here.

### **Turn Mileage into Cash** [www.traklogg.com](http://www.traklogg.com)

Throw away your mileage log books Traklogg  
records it for you-Just Go

AdChoices ▶

### New Expense Report Form Handles Mileage Reimbursement with Ease

**Note: Form is Temporarily Unavailable**

Now that you have the current IRS mileage reimbursement rate, learn about a new style of expense report that will **cut your preparation and processing time in half.**

"I have used many forms of expense reports in the past 25 years of sales management. Yours is by far the best and the easiest to use. It blows away "Expensable" as well as any other program or template one can obtain. Thanks for making my business life much easier!"

-Waboba Inc., Jeff Newkirk, President

Table 4. (Effective October 1, 2010 – September 30, 2011) (Continued)

State	Per Diem Locality			Computing Maximum Rate		
	Key City <sup>2</sup>	County and/or Other Defined Location <sup>3,4</sup>	Effective Dates	Maximum Lodging Rate	M&IE Rate	Maximum Per Diem Rate
FL	Miami	Miami-Dade	1/1 - 3/31	\$151	\$66	\$217
			4/1 - 5/31	128	66	194
			6/1 - 11/30	104	66	170
			12/1 - 12/31	151	66	217
	Naples	Collier	1/1 - 4/30	155	61	216
			5/1 - 9/30	101	61	162
			10/1 - 12/31	111	61	172
	Orlando	Orange	1/1 - 5/31	104	56	160
			6/1 - 12/31	90	56	146
	Panama City	Bay	1/1 - 2/28	77	51	128
			3/1 - 7/31	110	51	161
			8/1 - 12/31	77	51	128
	Pensacola, Pensacola Beach	Escambia	All year	103	46	149
	Punta Gorda	Charlotte	1/1 - 1/31	77	51	128
			2/1 - 4/30	88	51	139
5/1 - 12/31			77	51	128	
Sarasota	Sarasota	1/1 - 4/30	110	56	166	
		5/1 - 12/31	86	56	142	
Sebring	Highlands	1/1 - 3/31	123	46	169	
		4/1 - 12/31	82	46	128	
St. Augustine	St. Johns	All year	97	56	153	
Stuart	Martin	1/1 - 4/30	102	51	153	
		5/1 - 12/31	82	51	133	
Tallahassee	Leon	All year	87	46	133	
Tampa, St. Petersburg	Pinellas, Hillsborough	1/1 - 4/30	108	51	159	
		5/1 - 12/31	92	51	143	
Vero Beach	Indian River	1/1 - 1/31	83	51	134	
		2/1 - 3/31	99	51	150	
		4/1 - 12/31	83	51	134	
GA	Athens	Clarke	All year	93	46	139
	Atlanta	Fulton, DeKalb, Cobb	All year	132	56	188
	Augusta	Richmond	All year	84	51	135
	Columbus	Muscogee	All year	85	46	131
	Jekyll Island, Brunswick	Glynn	1/1 - 3/31	92	56	148
			4/1 - 11/30	136	56	192
12/1 - 12/31	92	56	148			
Savannah	Chatham	All year	97	56	153	
IA	Cedar Rapids	Linn	All year	81	51	132
	Des Moines	Polk	All year	83	51	134
	West Des Moines	Dallas	All year	95	51	146
ID	Bonner's Ferry, Sandpoint	Boundary, Bonner, Shoshone	1/1 - 6/30	77	61	138
			7/1 - 8/31	99	61	160
			9/1 - 12/31	77	61	138
	Coeur d'Alene	Kootenai	1/1 - 5/31	77	61	138
			6/1 - 8/31	105	61	166
			9/1 - 12/31	77	61	138
Driggs, Idaho Falls	Teton, Bonneville, Fremont	All year	78	46	124	