



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

EMPLOYEE: Jacquelyn Whiting-Beauzil DEPARTMENT: Human Resources

LOCATION: Tallahassee, Florida TRIP/TRAINING DATE: April 11-12, 2012

PURPOSE: Travel to attend FRS Employer Training Seminar

Overnight Out of State Air Travel

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

REGISTRATION (attach conference brochure)	\$	-
LODGING (# of nights <u>1</u>)		<u>72.64</u>
MEALS (per diem)		<u>69.00</u>
OTHER INCIDENTAL EXPENSES:		
AIRFARE		<u>425.60</u>
GAS/TOLLS (round trip)		<u>-</u>
OTHER TRANSPORTATION (Shuttle/Taxi/Parking)		<u>60.00</u>
SUPPLIES/MATERIALS		<u> </u>
TOTAL ESTIMATED EXPENSES:	\$	627.24

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

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

Employee Signature:

TRAVEL AUTHORIZATION:

Department Director _____ Finance Director 3/21/12 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:	Florida Retirement System Seminar	\$ -	4/12/2012	0	0
Lodging:	Best Western - Pride Inn & Suites	72.64	CREDIT CARD		
Transportation:	United Express	425.60	CREDIT CARD		
Traveler:	Jacquelyn Whiting-Beauzil - Per Diem	69.00			
Others:	Taxi/Shuttle Fees - Jacquelyn Beauzil	60.00			
Account #:	001-1300-513-40-10	\$ 627.24			

Name: Jacquelyn Whiting-Beauzil
Location: Tallahassee, Florida
Purpose: FRS Employer Training Seminar

IRS Pub 1542 **M&IE**
\$46.00 (obtain from Per diem form on City's Intranet)

	4/11/2012	4/12/2012		Total Est Exps
Meal Provided:				
Per Diem	\$ 34.50	\$34.50	\$0.00	\$ 69.00
Lodging		72.64		72.64
Gas/Tolls/Parking	25.00	35.00		60.00
Conf Fees	-	-		-
Airfare/Car Rental		425.60		425.60
				\$ 627.24

*** Travel day**

per diem reductions

Breakfast (B) 15% **\$6.90**
Lunch (L) 35% **\$16.10**
Dinner (D) 50% **\$23.00**

Employer Training Seminars

The Division of Retirement offers training seminars for all FRS participating agencies at our offices located at **1317 Winewood Blvd., Tallahassee, Florida**. These seminars are a good opportunity for your staff to hear an overview of the FRS, and the various areas, functions and processes that involve them. This training provides attendees a better understanding of the FRS Pension Plan and the coordination of your agency's responsibilities with the Division.



The 2012 training seminars dates are listed below. There is no registration fee to attend the seminar. The only cost to your agency would be travel and meal expenses.

2012 Training Seminar Dates

✓ April 12, 2012	September 13, 2012
May 10, 2012	October 11, 2012

Seminars begin at 8:30 a.m. The following schedule shows approximate times for the individual sessions including a lunch break.

Daily Schedule

8:00	Registration	1:00	Research and Education ✓
8:30	Enrollments ✓	1:30	Disability ✓
9:30	Contributions ✓	2:00	Survivor Benefits ✓
10:30	Retirement Calculations ✓	2:45	DROP Termination and Refund Payments ✓
11:30	Lunch	3:15	Retired Payroll ✓

You may obtain a map showing directions to the Division's office complex. When you arrive for the seminar, there will be signs indicating the direction to Building 4 where the seminars are held. Visitor parking is available on the upper level of the parking garage adjacent to Building 4 (see our parking map for more information). The website www.mapquest.com can provide detailed driving instructions and directions to some hotels near the Winewood complex in case your employees need overnight accommodations.

Please contact Kristina Corbally in the Bureau of Retirement Calculations for further information or to register for a seminar. You may reach her by email at Kristina.Corbally@dms.MyFlorida.com or by telephone at (850) 414-7032 or toll free at (888) 738-2252.

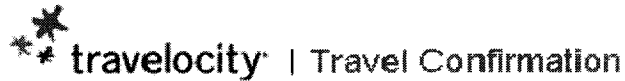
Please make reservations at least 30 days before your desired seminar date. We accommodate reservation requests on a space available basis. Please provide the names, telephone numbers, agency name and email addresses of attendees when registering. If we do not have enough participation for a specific seminar or we reach our capacity for attendance, we may need to contact your employees.

If you need to change or cancel your reservation, please notify us as soon as possible to keep our list of attendees up to date and give us an opportunity to offer the reservation to another

participánt if space is available. Your agency may find it helpful to have a representative from each of your personnel and payroll areas attend. You can send as many employees as you like to our training seminars.

Beauzil, Jackie

From: Travelocity Customer Support <travelocity@travelocity.com>
Sent: Wednesday, March 21, 2012 9:55 AM
To: Beauzil, Jackie
Subject: Travelocity Confirmation - Tallahassee, FL



Jacquelyn,

Thank you for booking your travel with Travelocity.

Your Travelocity Trip ID is: **4208 1852 8483**

You can view your Trip Details by logging onto Travelocity.com

If any issues arise with your reservation before or during your trip, please contact us immediately.



Customer Support

In the US	1.888.872.8356	24 hours/7 days a week
Outside the US	1.210.521.5871	24 hours/7 days a week
En Español	1.866.828.3933	7am - 10pm CST

[How to change my trip](#)
[How to cancel my trip](#)
[Email Travelocity](#)

Flights

1 Round-Trip Ticket

All flight times are local to each city.

Wed, Apr 11, 2012

Depart: 03:20 pm Fort Lauderdale, FL (FLL)
Arrive: 05:05 pm Tallahassee, FL (TLH)

[Online check-in code:](#) DWH3KF

■ United, Flight 3977
Economy Class
Operated by
SILVER AIRWAYS DBA
UNITED EXPRESS
Non-stop

Total Travel Time: 1 hr 45 mins
Seat request: 3A

Thu, Apr 12, 2012

Depart: 05:35 pm Tallahassee, FL (TLH)
Arrive: 07:20 pm Fort Lauderdale, FL (FLL)

[Online check-in code:](#) DWH3KF

■ United, Flight 3978
Economy Class
Operated by
SILVER AIRWAYS DBA
UNITED EXPRESS
Non-stop

Total Travel Time: 1 hr 45 mins
Seat request: 3A

Passengers
Jacquelyn Whiting

Frequent Flier Information
Add your number at the airport.

[Flight policies](#)

Hotel

1 Room, 1 Night

Confirmation number: 221268009

Contact: Jacquelyn Whiting

BEST WESTERN Pride Inn & Suites

2016 Apalachee Parkway
Tallahassee, FL 32301
1.850.656.6312

Check in: Wed, Apr 11, 2012

Check out: Thu, Apr 12, 2012

Room 1: 1 King Bed Non Smoking
Wireless High Speed Internet (1 adult)

[Hotel policies](#)

Attention - Hotel Front Desk

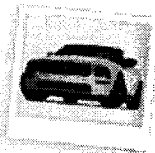
This is a pre-paid reservation. Please check your reservation system for payment information.
Pre-paid amount may not include extra fees payable to the hotel at check out.

Pricing

Flight + Hotel	\$442.43	
<u>Tax Recovery Charge & Service Fees:</u>	\$55.81	<u>Additional baggage fees may apply</u>
Total:	\$498.24	

We charged a total of \$498.24 to your Visa® xxxx-xxxx-xxxx-4640.

Complete Your Travel Plans for TLH



Add a Car

From compacts to SUVs, we've got cars well-suited for your time behind the wheel.

[More car deals](#)



Add an Activity

Plan now and play later! Choose from oodles of activities to make your trip more fun.

[More things to do](#)

The Travelocity Guarantee

We look out for you all trip long, and even before you go.

The Travelocity Guarantee is our commitment to you that we are here for you.

We stand behind everything we sell, everything about your booking will be right, or we'll work with our partners to make it right, right away.

[Learn more](#)



Additional Information

Online Support

- [What if my flight schedule changes?](#)
- [What if I experience a problem during my trip?](#)
- [How can I change or cancel my trip?](#)
- [View all Travel Alerts](#)
- [View Frequently Asked Questions](#)

Travel Checklist

- **Printed itinerary** - Please print this information and take it with you on your trip.
- **Photo ID** - Every air passenger must have a valid government-issued photo ID (e.g. driver's license or passport). The name on the photo ID must match the passenger name in the reservation. A valid photo ID is also required for hotel check-in.
- **TSA Secure Flight Information** - Any information you provided has been added to your reservation.
- **Flight information** - Check for [flight and gate updates](#) prior to your departure. Some airlines allow you to pre-print your boarding pass with an [online check-in](#) feature.
- **Schedule changes** - The airline may change your flight itinerary at any time. If we are notified of an itinerary change, we will contact you by email and/or phone. If the airline has not provided you with an acceptable alternative itinerary, our agents will try to re-accommodate you according to the airline's policy and availability.
- **Security Procedures** - Check the TSA Web site (www.tsa.gov) for the most up-to-date information about security procedures. If you are departing from a non-U.S. airport, be sure to check that airport's security policies and pack accordingly.
- **Baggage guidelines** - Check with your airline for rules and prices for carry-on and checked baggage. Please review the carry-on baggage guidelines from the [Transportation Security Administration](#).
- **Credit card** - A valid major credit (not debit) card may need to be presented at hotel check in for incidentals. Examples: Parking, phone calls, room service, or energy surcharges.

Policies

- We know that sometimes you have to change your plans, which is why we do not charge any cancel or change fees. We do, however, have to pass along any change or cancel fees that come directly from the travel provider(s).
- **Please review your itinerary immediately.** If any issues arise before or during your trip you must call us right away. Why? We work with our suppliers to resolve your concerns, so the only opportunity we have to help you is before your trip ends. If you wait until you return, it's too late.
- Changes to the destination or the name on the reservation and air tickets are not permitted after the booking is completed.
- There are times when we are unable to confirm a reservation. In the rare event that this occurs, we will

attempt to reach you by phone and email so that we can re-accommodate you. You must call us back within 48 hours or we may not be able to honor your original booking price.

- If you experience an issue during your trip, you must call us immediately so that we can assist you in resolving your problem. Any portion of your trip that has been used is non-refundable. We are not responsible for any modifications you make to your trip without our assistance.
- No refunds for unused nights will be given, including those resulting from delayed check-in, no shows, or early checkout.

General Policies

Air Policies

Hotel Policies

Change and Cancellation Policies

Domestic Flight Notice

International Flight (Warsaw Convention) Notice

View All Policies

General Policies

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Air Policies

Additional baggage fees may apply

There may be an additional departure surcharge, payable to the appropriate airport authority at time of departure or prior to departure, depending upon the destination.

Your reservation may be ineligible for airline mileage.

The total price for your booking may increase after your purchase due to an increase of a government-imposed tax or fee.

Hotel Policies

Guests must be at least 18 to 21 years of age at time of check-in (dependent on individual hotel policy) unless accompanied by a parent or guardian.

Your hotel reservation is guaranteed for late arrival.

Bed types, smoking preference, and in-room amenities are subject to hotel availability. Additional fees may apply to some hotel amenities.

Any incidental charges at your hotel (parking, phone calls, room service, or energy surcharges) will be handled directly between you and the hotel.

Charges for extra persons and/or children may apply and will be due upon check-in to the hotel.

Your hotel reservation is generally ineligible for hotel award points.

If you are reserving multiple rooms at the same hotel for the same dates, you must use a different name for each reservation. Using the same name for multiple reservations may cause the hotel to cancel reservations that appear to be duplicates.

Change and Cancellation Policies

If a promo code was used, that code is only good once and cannot be used again. Any discount taken will be lost and is non-refundable (i.e., it has no cash value).

Call us to make any changes to your reservation. Please do not call the travel provider(s) directly to make changes or cancel this reservation, as their agents will not be able to change or issue refunds for these specially negotiated rates.

Ticket is **non-refundable**.

If you fail to show up for any segment of your flight itinerary, the airline will automatically cancel the remainder of your flights and they will lose all monetary value. You will not be entitled to a refund for any unused portions of your flight travel.

Change fees, cancellation fees, and other charges are assessed based on the original departure date of your trip, and

the date you change or cancel.

The departure date is considered to be Wed, Apr 11, 2012, 12:01am Central Standard Time. Days are defined as 24-hour periods completed between the date of your trip cancellation or modification and the departure date.

Your selected air reservation is non-changeable.

You can make changes only to the hotel portion of this trip after purchase, subject to fees, and availability.

If you make a change to the hotel portion of your trip prior to Tue, Apr 10, 2012, you will be charged a fee of \$0.00.

If you make a change to the hotel portion of your trip between Tue, Apr 10, 2012 and Wed, Apr 11, 2012 (not including Wed, Apr 11, 2012), you will be charged a hotel imposed fee of \$72.64.

Trip changes other than car cannot be accommodated on or after Wed, Apr 11, 2012.

Please note that this trip includes airfare that is non-refundable. After purchase you may only cancel the complete trip (air and hotel together). Supplier penalties fees may apply.

If you cancel prior to Tue, Apr 10, 2012, you will be refunded your purchase price, minus any flight or hotel cancel fees totaling \$425.60.

If you cancel between Tue, Apr 10, 2012 and Wed, Apr 11, 2012 (not including Wed, Apr 11, 2012), you will be refunded your purchase price minus any flight related or hotel imposed cancel fees totaling \$498.24. Credit will be issued to your original form of payment i.e. credit card.

This trip is non-refundable on or after Wed, Apr 11, 2012.

Domestic Flight Notice

Air transportation to be provided between points in the U.S. (including its overseas territories and possessions) is subject to the individual contract terms (including rules, regulations, tariffs and conditions) of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage.

Where this coupon is issued for transportation or services other than air travel, specific terms and conditions may apply.

These terms and conditions may be included in the ticket set or may be obtained from the issuing company or agent.

Please make sure you have reviewed the important legal notice entitled "Conditions of Contract", "Notice of Incorporated Terms", "Notice of Baggage Liability Limitations", and "Notice of Overbooking" in Terms & Conditions of Travel or the specific terms and conditions relating to non-air transportation or services.

The Terms & Conditions of Travel will also be available at the airport prior to your flight departure.

International Flight (Warsaw Convention) Notice

If the passenger's journey involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers for death or personal injury and for the loss of or damage to baggage.

See also the notices entitled "Advice to International Passengers on Limitation of Liability" and "notice of Baggage Liability Limitations" Terms & Conditions of Travel.



Trip to:

Tallahassee Regional Airport (TLH)

3300 Capital Cir SW

Tallahassee, FL 32310

(850) 891-7801


8.67 miles / 16 minutes

Notes



DISTANCE FROM AIRPORT TO HOTEL

Advertisement



A 2016 Apalachee Pkwy, Tallahassee, FL 32301-4818

- 


1. Start out going west on **Apalachee Pky / US-27 N / SR-20 W** toward **Evangeline Way**. [Map](#) **2.1 Mi**
2.1 Mi Total

- 




2. Turn **left** onto **US-27 / SR-61 / S Monroe St**. Continue to follow **SR-61 / S Monroe St**. [Map](#) **1.8 Mi**
3.9 Mi Total

- 



3. Turn **right** onto **E Orange Ave / SR-373**. [Map](#)
If you reach Laura Lee Ave you've gone about 0.2 miles too far **1.4 Mi**
5.3 Mi Total

- 

4. Turn **left** onto **Springhill Rd**. [Map](#)
Springhill Rd is 0.4 miles past Holton St
If you reach Lake Munson St you've gone about 0.2 miles too far **1.7 Mi**
7.0 Mi Total

- 


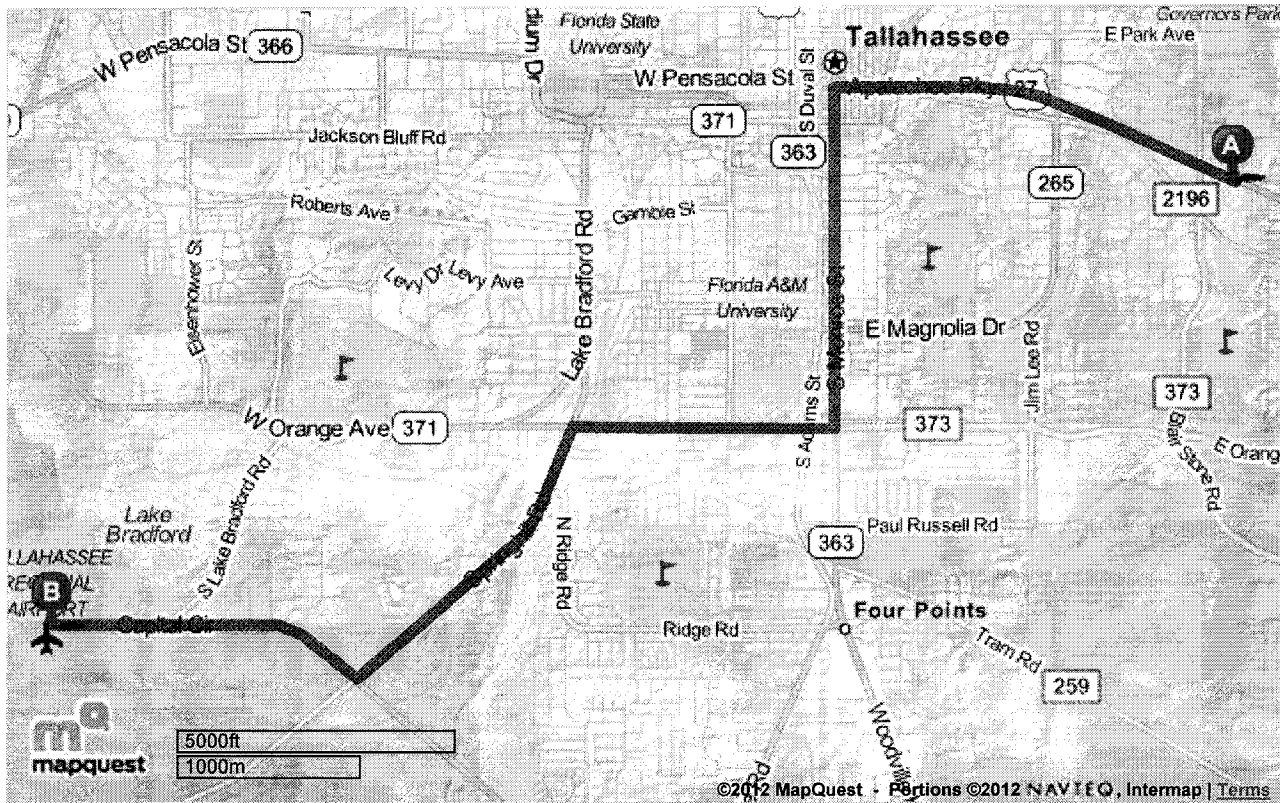
5. Turn **right** onto **Capital Cir SW / SR-263**. [Map](#)
Capital Cir SW is 0.5 miles past Windy Pine Way
If you reach Lonnie Gray Rd you've gone about 1.6 miles too far **1.6 Mi**
8.7 Mi Total

- 

6. **3300 CAPITAL CIR SW** is on the **left**. [Map](#)
Your destination is 0.6 miles past S Lake Bradford Rd
If you reach General Aviation you've gone about 0.1 miles too far

B Tallahassee Regional Airport (TLH)
3300 Capital Cir SW, Tallahassee, FL 32310
(850) 891-7801

Total Travel Estimate: **8.67 miles - about 16 minutes**



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Trip to:

2016 Apalachee Pkwy

Tallahassee, FL 32301-4818

0.94 miles / 2 minutes

Notes

DISTANCE FROM HOTEL TO VENUE

X Advertisement



1317 Winewood Blvd, Tallahassee, FL 32399-6570



1. Start out going northeast on **Winewood Blvd** toward **Blair Stone Rd / CR-373 S**. **0.08 Mi**
[Map](#) 0.08 Mi Total



2. Take the 1st left onto **Blair Stone Rd / CR-373 N**. [Map](#) **0.7 Mi**
Woodland Hills Community Chr in Blairstone Plz is on the corner
If you reach the end of Fairfax Rd you've gone about 0.5 miles too far 0.7 Mi Total



3. Turn right onto **Apalachee Pky / US-27 / SR-20**. [Map](#) **0.2 Mi**
Apalachee Pky is 0.2 miles past Old St Augustine Rd
If you reach Governors Square Blvd you've gone about 0.3 miles too far 0.9 Mi Total

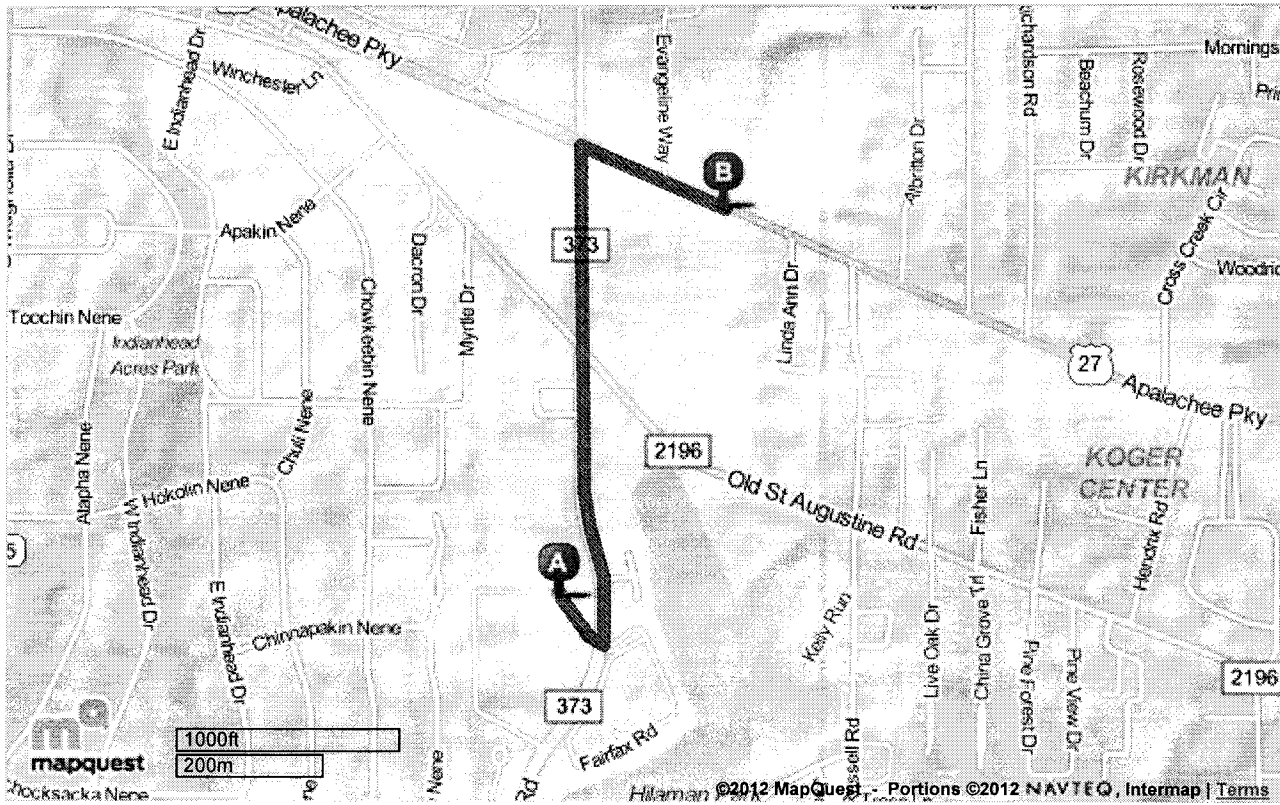


4. **2016 APALACHEE PKWY**. [Map](#)
Your destination is just past Evangeline Way
If you reach Linda Ann Dr you've gone a little too far



2016 Apalachee Pkwy, Tallahassee, FL 32301-4818

Total Travel Estimate: **0.94 miles - about 2 minutes**



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Table 4. (Effective October 1, 2011 – September 30, 2012) (Continued)

State	Per Diem Locality			Computing Maximum Rate		
	Key City ²	County and/or Other Defined Location ^{3,4}	Effective Dates	Maximum Lodging Rate	M&IE Rate	Maximum Per Diem Rate
FL	Miami	Miami-Dade	1/1 - 3/31	\$152	\$66	\$218
			4/1 - 5/31	125	66	191
			6/1 - 11/30	105	66	171
			12/1 - 12/31	152	66	218
	Naples	Collier	1/1 - 4/30	156	61	217
			5/1 - 9/30	96	61	157
			10/1 - 12/31	109	61	170
	Ocala	Marion	All year	79	46	125
	Orlando	Orange	1/1 - 5/31	111	56	167
			6/1 - 12/31	97	56	153
	Panama City	Bay	1/1 - 2/29	79	51	130
			3/1 - 7/31	103	51	154
			8/1 - 12/31	79	51	130
	Pensacola, Pensacola Beach	Escambia	All year	102	46	148
	Punta Gorda	Charlotte	1/1 - 1/31	77	51	128
2/1 - 4/30			85	51	136	
5/1 - 12/31			77	51	128	
Sarasota	Sarasota	1/1 - 4/30	112	56	168	
		5/1 - 12/31	87	56	143	
Sebring	Highlands	1/1 - 3/31	120	46	166	
		4/1 - 12/31	80	46	126	
St. Augustine	St. Johns	All year	95	56	151	
Stuart	Martin	1/1 - 4/30	100	51	151	
		5/1 - 12/31	81	51	132	
Tallahassee	Leon	All year	85	46	131	
Tampa, St. Petersburg	Pinellas, Hillsborough	1/1 - 4/30	112	51	163	
		5/1 - 12/31	93	51	144	
Vero Beach	Indian River	1/1 - 1/31	99	51	150	
		2/1 - 4/30	132	51	183	
		5/1 - 12/31	99	51	150	
GA	Athens	Clarke	All year	91	46	137
	Atlanta	Fulton, DeKalb, Cobb	All year	133	56	189
	Augusta	Richmond	All year	83	51	134
	Columbus	Muscogee	All year	82	46	128
	Jekyll Island, Brunswick	Glynn	1/1 - 3/31	91	56	147
			4/1 - 11/30	112	56	168
			12/1 - 12/31	91	56	147
Savannah	Chatham	All year	95	56	151	
IA	Cedar Rapids	Linn	All year	80	51	131
	Des Moines	Polk	All year	84	51	135
	Dallas County	Dallas	All year	98	51	149
ID	Bonner's Ferry, Sandpoint	Boundary, Bonner, Shoshone	1/1 - 6/30	78	61	139
			7/1 - 8/31	100	61	161
			9/1 - 12/31	78	61	139
	Coeur d'Alene	Kootenai	1/1 - 5/31	81	61	142
			6/1 - 8/31	114	61	175
			9/1 - 12/31	81	61	142
Driggs, Idaho Falls	Teton, Bonneville, Fremont	All year	81	46	127	