

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

EMPLOYEE:	Commissioner B	randimarte	DEPARTMENT:	City Cor	City Commission						
LOCATION:	Orlando, Flo	orida	Augus	st 14-18, 2013							
PURPOSE:	To attend the 2013	FLC 87th Ann	ual Conference								
-	x F Overnight		Cut of State	☐ Air Travel							
	TRAVEL EXPENSES ESTIMATED: (Policy #2002-10-1)										
	REGISTRATION (a	attach conferer	ice brochure)	\$	375.00						
	LODGING (# of nig	hts _4_)			668.00						
	MEALS (per diem)		204.40								
	OTHER INCIDENT	AL EXPENSE	S:								
	AIRFARE										
	GAS/TOLLS (rou	ind trip)			322.30						
	OTHER TRANSP										
	SUPPLIES/MATI										
	TOTAL ESTIMATE	ED EXPENSES	3:	\$	1,569.70						
This seminar	is required for:	Certificatio	n 🦵 General Training								
		☐ License	C Other								

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

TRAVEL AUTHORIZA Finance Director

Department Director

City Manager

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

				RECONCILIATION				
	Check Payee:	Amount:	Date:	Actual	Differences			
Registration:	FLC - Florida League of Cities	\$ 375.00	C. Donnnelly P-Card					
Lodging:	World Center Marriott	668.00	T. Stevens P-Card					
Transportation:								
Traveler:	Chickie Brandimarte-Gas/Tolls/Parking/Per Diem	526.70						
Others:								
Account #:	001-1101-511.40-10	\$ 1,569.70						

Name:	Commissioner Chickie Brandimarte
Location:	Orlando, Florida
Purpose:	2013 FLC 87th Annual Conference

M&IE

IRS Pub 1542

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\$56.00 (obtain from Per diem from gsa.gov website)

	avel day 14/2013	8/15/2013	8/16/2013		8/17/2013	ravel day /18/2013	Tot	al Est Exps
				_	Lunch			
Meal Provided:					Dinner			
Per Diem	\$ 42.00	\$56.00	\$56.00	\$	8.40	\$ 42.00	\$	204.40
Lodging	167.00	167.00	167.00		167.00			668.00
Gas / Tolls/Parking						322.30		322.30
Conf Fees	375.00							375.00
Car Rental								-
	 						\$	1,569.70

* Travel day

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

Gas = 55.5cents @mile

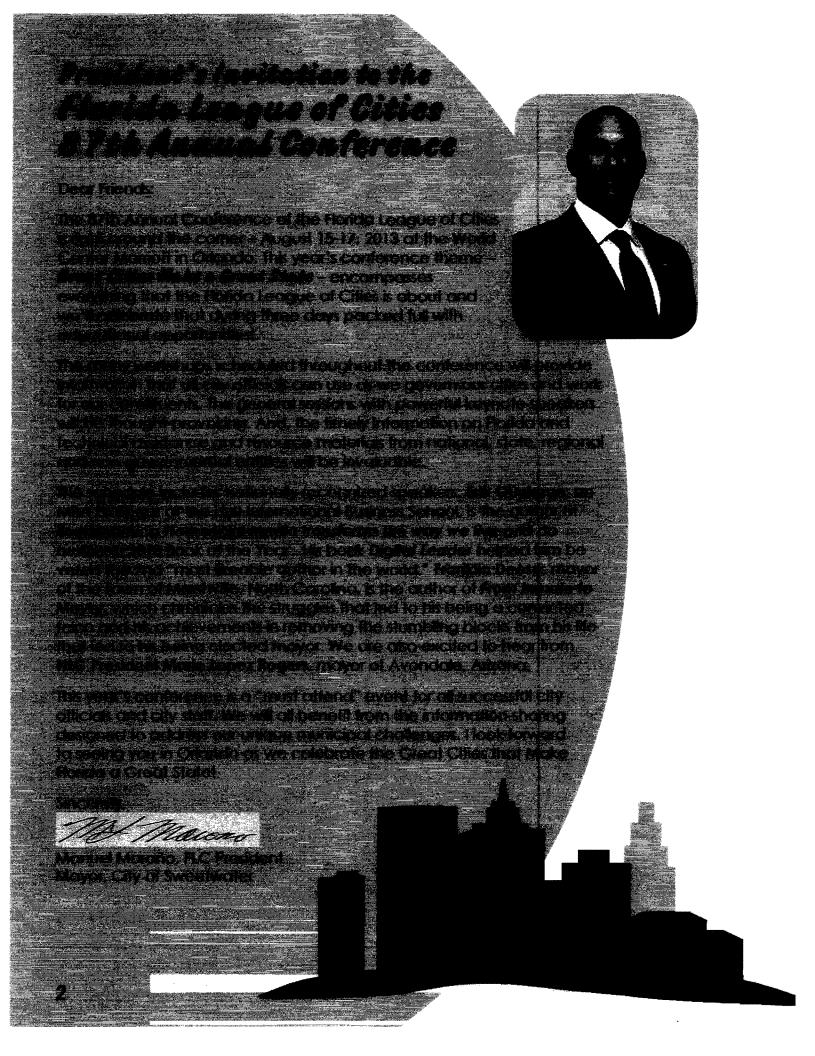
418 x 55.5 =\$232.00

Tolls = \$17.15 x 2= \$34.30

Parking = \$14 x 4= \$56.00

Figure of cities 87TH ANNUAL CONFERENCE

August 15-17, 2013 World Center Marriott | Orlando



General Information

The League's 2013 Conference will focus on how Florida's cities make our state a great place to live and work.



The conference schedule is packed with an informative line-up of topical workshops, engaging speakers and chances to network and share ideas with your colleagues from throughout the state.

Location/Dates

World Center Marriott, Orlando, Fla. Thursday, August 15 - Saturday, August 17, 2013

Registration Hours

Thursday, August 15	8:00 a.m 7:00 p.m.
Friday, August 16	7:00 a.m 5:00 p.m.
Saturday, August 17	8:00 a.m 4:00 p.m.

Deadlines

Registration: Conference registration forms must be postmarked on or before **Wednesday**, July 31, 2013. If you are unable to meet this deadline please register on-site. **Registration fees will increase** to \$405 for government and \$575 for corporate registrants for all registrations done on-site, so we encourage you to register in advance.

Hotel Reservations: The cut-off date for reservations at the Marriott is **July 24**, **2013**. Reservations must be made via an FLC-provided security code only; no one will receive housing information until **after** their **paid** registration is received. Please see page 9 for more details.

Registration Fees

City/County/Government (\$375), **Corporate** (\$545) **and Guest** (\$125): These fees cover your name badge, admission to all conference sessions and the exhibit hall, refreshment breaks, Friday's membership networking event, Saturday's Past Presidents' Luncheon and the "Viva Florida 500" closing night event. **Registrants** are defined as any elected government official, or any employee of governments, organizations or corporations. **Guests** are defined as spouses, partners or other non-professional relations of conference delegates. Guest registration **may not** be used for other elected government officials, staff or company representatives.

Teen Guest 13-18 years (\$20) and Child Guest 3-12 years (\$15): These fees cover your name badge, admission to the exhibit hall, Friday's membership networking event and refreshment breaks. Teen and child guest registration does not include Saturday's Past Presidents' Luncheon or closing night event.

> Exhibit Hall Pass (\$20): This pass allows family members and guests who are not registered for the conference to visit our vendors on Thursday and Friday. Passes permit access to the exhibit hall on Thursday afternoon, Thursday evening and Friday morning. The pass allows access to all events in the exhibit hall, as well as Friday's membership networking

Registration Fees Continued

event. The pass is not good for any other conference events, and is not equivalent to a registration.

Youth Council Program (\$35): This fee covers all Youth Council Program activities on Saturday, plus lunch. See page 13 for details and registration information.

Cancellation Policy

Conference registration cancellations must be done in writing by mail, e-mail or fax to the Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302-1757; mhowe@flcities. com; or fax (850) 222-3806. All cancellations received in the FLC office by 5:00 p.m., Friday, August 2, 2013, will receive refunds, minus a \$50.00 cancellation fee. Refunds will be issued after the conference. Hotel deposits will be refunded only if the hotel is given notification no later than 72 hours prior to the scheduled arrival date.

Special Needs

If you are physically challenged and require special services, or if you have special dietary needs (i.e. allergies or Kosher or vegetarian meals), please attach a written description to your registration form. Contact the hotel directly if you will need any special accommodations in your room.

FLC Bookstore

Our keynote speakers are the authors of several books. A "bookstore" will be open during the conference to purchase many of these titles, and you'll have the opportunity to have them signed after each presentation.

Continuing Education Credit

Some of the conference's educational sessions may be eligible for continuing education credit through the Florida Bar and/or the Florida Board of Accountancy. It is the attendee's responsibility to submit these hours for approval. FLC will provide sign-in sheets at each session and will send certificates of attendance to all delegates who complete the sign-in sheets.

Live Feeds via Twitter and Facebook

The League will be offering live updates via Twitter and Facebook during the conference. Follow the League at www.twitter.com/flcities or become a fan of the League on Facebook to participate.

Thursday Is City Shirt Day!

We encourage all of you to show your city spirit by wearing your city shirt on **Thursday, August 15**.

Contact Information

For additional information, please contact Barbara Solis by phone: (850) 222-9684; fax: (850) 222-3806; e-mail: bsolis@ flcities.com; or write to Florida League of Cities, P.O. Box 1757, Tallahassee, FL 32302.

Tentative Program

Workshop Topics

We are planning a variety of informative workshops to provide you with the tools to help your city navigate the current economic and political landscape. The specific workshop schedule will be posted to our website as soon as it is available, so check for updates!

Thursday, August 15, 2013

8:00 a.m. - 9:00 a.m. Florida League of Mayors Nominating Committee Meeting

8:00 a.m. - 7:00 p.m. Registration Desk Open

11:30 a.m. - 12:30 p.m. Florida League of Mayors Business Meeting For more information, contact Jenny Anderson at (850) 222-9684.

12:00 p.m. - 4:30 p.m. Municipal Marketplace Open

12:00 p.m. - 5:00 p.m. Technology Center Open

Need to check the local news? Are you looking for that important e-mail? Just want to browse the Internet or catch up on some work? The Florida League of Cities Technology Center provides you the perfect place to do all that with multiple PCs and staff to assist you. Please note that children must be supervised while in this area.

12:30 p.m. - 1:30 p.m. Florida League of Mayors Board of Directors Meeting

1:00 p.m. Beginning of League Conference Events

1:00 p.m. - 3:00 p.m. "Cities 101" Workshop

If you are newly elected or newly appointed, this "crash course" is designed for you. Details about Florida municipalities, services and governing challenges will be discussed. This is a prequel to the popular Institute for Elected Municipal Officials, but is not a substitute for the three-day IEMO class.

1:00 p.m. - 3:00 p.m. Legislative Policy Committee Meetings

- Energy and Environmental Quality
- Finance, Taxation and Personnel
- Growth Management and Economic Development
- Transportation and Intergovernmental Relations
- Urban Administration

3:00 p.m. - 4:00 p.m. Resolutions Committee Meeting

3:15 p.m. - 5:15 p.m. Workshops

4:00 p.m. - 5:00 p.m. International Relations Committee Meeting

5:15 p.m. - 6:15 p.m. First-Time Attendees' Orientation

If this is your first FLC Conference – Welcome! This workshop will acquaint you with the League, the conference program (with tips for the best use of your time), how to get involved in your local or regional league, FLC legislative policy committees and other municipal services.

6:00 p.m. - 7:00 p.m.

President's Welcome Reception in Municipal Marketplace

Friday, August 16, 2013

7:00 a.m. - 8:30 a.m.

Florida Black Caucus of Local Elected Officials Breakfast

To be eligible to attend, a membership application and paid dues must be submitted. Membership applications can be obtained at www.fbcleo.com. For more information regarding FBC-LEO, contact Bruce Mount at (407) 623-8913.





Marie Lopez Rogers is president of the National League of Cilies and mayor of Avandale: Arizona, where she was elected as the city's first Latina mayor in 2006. A Nelong resident of Avandale who grew up working side by-side

with her parents in the small migrant labor camps around the city, she has served on the city council since 1996. Today she is guiding the transformation of one of the nation's fastest growing municipalities and is directly engaged in shaping the future of the region's economic, social and cultural vitality.

In her position as president of the National League of Cilies, she helps to guide the advocacy efforts on Capitol Hill on behall of more than 19.000 cilies and towns represented by NLC.



Called a Digital Date Carnegie, Erik Qualman is the author of Socialnomics: How social media transforms the way we live and do business. His book Digital Leader helped him be voted the 2nd "Most Likeable Author in the World" behind Hany Potter author J.K.

Erik Qualman

Rowing. He also holds the Guinness Book of World Record for the longest continuous podcost.

Socialnomics was a finalist for the "2010 Book of the Year" awarded by the American Markeling Association. Qualman produced "Social Media Revolution", the most viewed social media video series in the world, which has been used by organizations from NASA to the National Guard. Fast Company Magazine listed him as a Tap 100 Digital Influencer.

Qualman is an MBA Professor at the Hult International Business School. For the past 18 years, Qualman has helped grow the digital capabilities of many companies including Cadillac, EarthLink, EF Education, Yahoo, Travelzoo and AT&T. He is the founder and owner of socialnomics.com, which PC Magazine ranks as a Top 10



Social Media Blog. He sits on the Boards of Manumatik, Bazaarvoice Inc., and WannaßeeSocial, Gualman holds a BA from Michigan State University and an MBA from The University of Texas.

Friday, August 16 (cont.)

7:00 a.m. - 9:00 a.m. Continental Breakfast in Municipal Marketplace

7:00 a.m. - 1:45 p.m. Municipal Marketplace Open

7:00 a.m. - 5:00 p.m. Registration Desk Open

8:00 a.m. - 8:45 a.m. Workshops

8:00 a.m. - 5:00 p.m. Technology Center Open See page 5 for more information.

9:00 a.m. - 11:00 a.m. Opening General Session

Featuring the presentation of the E. Harris Drew Award, a special address by NLC President **Marie Lopez Rogers** and a keynote presentation by **Erik Qualman**.

11:15 a.m. - 12:00 p.m. Workshops

11:30 a.m. - 3:00 p.m. Grants and Technical Assistance Resource Center

This unique and valuable service provides you with grants information, technical assistance and other resources that are available to your city. The Resource Center is designed so that you may drop by at your convenience to meet with representatives from various state, federal and nonprofit organizations that provide grants and other services.

11:45 a.m. - 1:15 p.m. Sidewalk Café in Municipal Marketplace (Cash Sales)

12:00 p.m. - 1:00 p.m. Women Elected to Municipal Government Luncheon

Luncheon by invitation only. If you do not receive your invitation, please contact WEMG at contact@wemg. org. See letter on page 15 for details. 1:30 p.m. - 2:15 p.m. Workshops

2:30 p.m. - 3:45 p.m. Workshops

4:00 p.m. - 5:00 p.m. Workshops

6:00 p.m. - 7:00 p.m. Membership Networking Event

Evening Open

Saturday, August 17, 2013

7:30 a.m. - 8:45 a.m. Various Local/Regional League Breakfast Meetings Contact your local league for more information.

8:00 a.m. - 4:00 p.m. Registration Desk Open

8:00 a.m. - 5:00 p.m. Technology Center Open See page 5 for more information.

8:30 a.m. - 9:00 a.m. Voting Delegate Registration Open

9:00 a.m. - 10:30 a.m. Annual Business Meeting

9:00 a.m. - 4:00 p.m. Youth Council Program See page 13 for details and registration information.

10:45 a.m. - 12:15 p.m. Second General Session Featuring recognition of the Years of Service awards and a keynote address by **Franklin D. Deese**.

12:30 p.m. - 2:15 p.m. Past Presidents' Luncheon and Installation of New President Franklin Deese was born in the late 1950s. facing segregation and racism. He grew up in the turbulent 1960s amidst the Civil Rights Movement and efforts to end racial discrimination. He came of age in the 1970s, unable to avoid



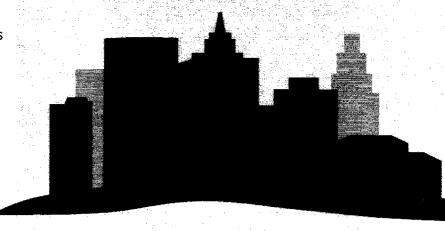
a system that promoted experimentation with drugs, sex and street life. By the 1980s he was convicted for robbery and spent his early adulthood in the prison system.

In 1989, he was paraled with the clothes on his back and \$30.00 in his packet, facing a dounting challenge to make a life for himself. Through study, mentarship and self-examination, he moved the mountains from his path and eventually rase to be mayor of the Town of Marshville, North Caralina. He is the only African American in the nation to serve 10 years in the prison system as a telan and then be elected to the top job in a city in the some county in which he was convicted. Deese chronicles his struggles and achievements in his book from Inmate to Mayor.

Invited State Leaders







2:30 p.m. - 4:00 p.m. Dreamers and Schemers

Presented by the Florida Humanities Council

In celebration of Florida's 500th anniversary, the Florida Humanities Council has developed a series of programs designed to engage audiences in thoughtful reflection and dialogue about our state's rich history. **The Land of Freedom**,

Opportunity and New Beginings tells the stories of Osceola, Francisco Menéndez and

Mary McLeod Bethune. Florida's wild frontier was the perfect place for someone to disappear or start over. Displaced Native Americans and runaway slaves both made Florida their home for just this reason. Watch as reenactors bring their stories to life, sharing their hopes for fresh starts and brighter futures.

This special session is open to all registrants, guests and members of the public wishing to attend and will include a Q&A period with the actors.

6:00 p.m. - 10:00 p.m.

Childcare Provided

Pre-registration required. See form on page 14 to register.

6:30 p.m. - 9:30 p.m.

Viva Florida 500 Closing Night Event

This year's conference will close with a celebration of Florida's 500 years. Sample selections of foods



from the state's various regions and time periods. Enjoy entertainment and demonstrations from native and historical musicians and artists. This will be a very special event you won't want to miss.

Schedule and speakers subject to change.

• Meef with collections and kiences from crowned the state and bucher gradmonalive idea and solutions.

Decare involve ways to expend services and serve
 <u>for dollars</u>

e Visit the Monte par Marketolage antibility and the Resource Center to get information to some your city's problems.

 Goin inside information on the 2013 legislative session and find out what you need to do to get ready for 2014.

 Bing value back to your municipality as you retain home a re-energized, renewed, educated and an informed official.

The North Language of Children Institute of Case Institute of Lands



Additional Activities

Off-Site and Children's Activities

The Marriott provides a professional concierge desk to answer all questions regarding what to do, where to dine and how to get there, as well as brochures on area attractions, shopping and restaurants. The Marriott also offers a wide range of children's activities that changes daily. For complete information, please contact the Marriott at (407) 239-4200 or visit their website at www.marriottworldcenter.com.

Saturday Night Childcare

Childcare services will be available on **Saturday**, **August 17**, **from 6:00 p.m. until 10:00 p.m.** during the "Viva Florida 500" closing night event. This service, provided by the League through Sitter Solutions, will be offered at no charge, but pre-registration is required. The League will provide pizza, popcorn and drinks. Sitter Solutions will provide quality childcare with loads of activities and games. Toys will be provided for children 1-3 years old, as well as videos for quiet time. Pillows and blankets will also be available. This service is licensed, bonded, insured and CPR trained, and there is no cost to you.

Agenda

 6:00 p.m. - 6:30 p.m.
 Registration

 6:30 p.m. - 7:30 p.m.
 Dinner

 7:30 p.m. - 9:30 p.m.
 Activities

 10:00 p.m.
 Closes

In order for us to provide this service, you will need to fill out the Childcare Registration Form on page 14 so we can determine how many sitters will be needed. Please return childcare forms to Barbara Solis, P.O. Box 1757, Tallahassee, FL 32302-1757 or fax to (850) 222-3806.

Please be sure to pick up your child by 10:00 p.m.

Conference Housing

The World Center Marriott will serve as the conference hotel. It is located at 8701 World Center Drive in Orlando. The resort phone is (407) 239-4200. (Note: Reservations may be made via an FLC-provided code only. Please do not call the resort to make reservations until you receive this code, which will be provided with your paid registration.) FLC has secured the reduced rate of \$5 per day for self-parking, and \$14 per day for valet parking.

Located on 200 lush acres only minutes away from Orlando's main attractions, the Marriott features championship golf, award-winning cuisine and an exquisite spa. There are multiple restaurants and lounges, a lagoon pool and lots of activities for the family. Visit the hotel's website at www. marriottworldcenter.com for more details. The Marriott is a smoke-free property.

Directions

From interstate 4: Exit 67 - hotel will be on the left.

From the Airport: Take south exit out of the airport to 417. Take 417 south to Exit 6, go straight at the light, cross 535 and the hotel will be on the right.

>>



Conference Housing

Room Reservations – IMPORTANT – PLEASE READ

In order to protect our room blocks 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 e-mail. (If you do not have an e-mail address, we will mail or fax the information to you.) **Note:** If you register online, but choose to mail in your check, you **will not** receive your housing information until your registration is **paid**. The reservation cut-off date at the Marriott is **July 24**, **2013**, and the rate is **\$167**/ **night**. It is important that you register for the conference early so you have plenty of time to make your reservations. **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**.

Registration Information

Mail Registrations

Use the enclosed registration form to register for the conference. Register early to avoid delays. Mail your conference registration form with payment to the Florida League of Cities. No purchase orders or telephone registrations will be accepted.

Online Registration

You can register online by accessing the Florida League of Cities' website at www.flcities.com. Simply fill out the online application, select your method of payment and your application will automatically be sent to the Florida League of Cities. For your convenience, the costs for all registration choices are automatically totaled for you.

Remember: A user name and password are required to access online conference registration. If you need help logging-in, please contact Melanie Howe at (850) 222-9684.

If you register online there are two payment options. You can send your registration fees by check to the Florida League of Cities, (you are not registered until we receive your payment and you will not receive your housing information until your registration is paid) or you can simply pay online with your Visa or MasterCard. Registrations submitted and paid online via credit card will automatically be marked as paid and you will receive your conference confirmation immediately via e-mail. Conference confirmations include your registration information, totals and registration number for your reference. Please check your confirmation carefully to verify that all information is correct. Please inform the League immediately of any errors.

Registration Fees

The registration fees for the 2013 annual conference are:

City/County/Government	\$375.00*
Corporate	\$545.00*
Guests	\$125.00
Guests (3-12 years)	\$15.00
Guests (13-18 years)	\$20.00
Exhibit Hall Pass	\$20.00
Edra Luncheon Ticket	\$40.00
Extra Closing Night Event Ticket	\$50.00
Youth Council Program	\$35.00

*Registration fees will increase to \$405 for government and \$575 for corporate registrants for all registrations done on-site.

City/County/Government (\$375), Corporate (\$545) and Guest (\$125): These fees cover your name badge, admission to all conference sessions and the exhibit hall, refreshment breaks, Friday's membership networking event, Saturday's Past Presidents' Luncheon and the "Viva Florida 500" closing night event. **Note: Registrants** are defined as any elected government official, or any employee of governments, organizations or corporations. **Guests** are defined as spouses, partners or other non-professional relations of conference delegates. Guest registration **may not** be used for other elected government officials, staff or company representatives. To assist our cities in these difficult economic times, registration fees remain at the 2008 rate.

Teen Guest 13-18 years (\$20) and Child Guest 3-12 years (\$15): These fees cover your name badge, admission to the exhibit hall, Friday's membership networking event and refreshment breaks. Teen and child guest registration does not include Saturday's Past Presidents' Luncheon or closing night event.

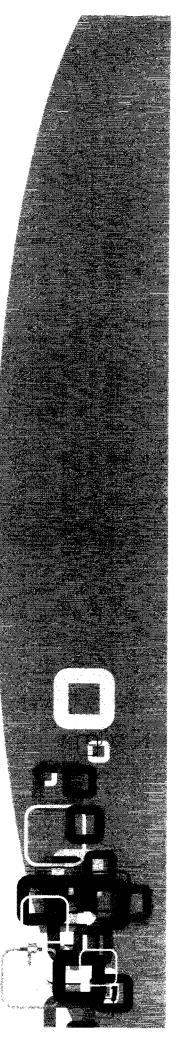
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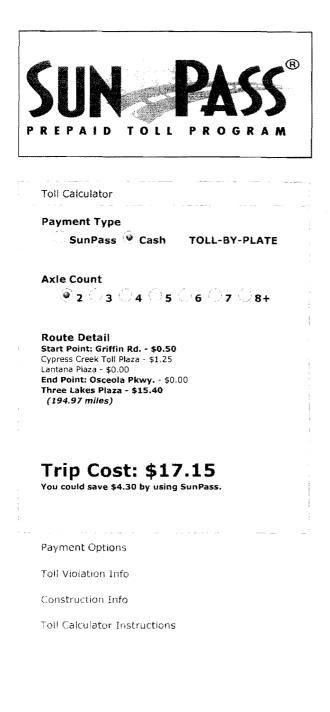
Youth Council Program (\$35): This fee covers all Youth Council Program activities on Saturday, plus lunch. See page 13 for details and registration information.

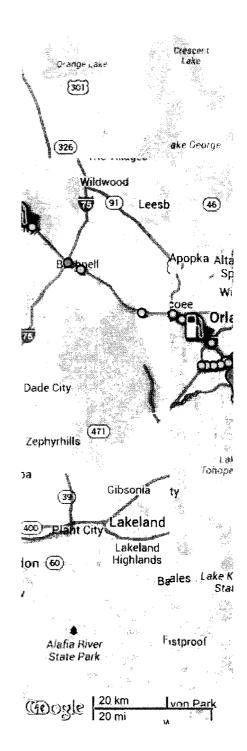
Deadlines/Cancellations

Advance registration forms must be postmarked on or before Wednesday, July 31, 2013. If you are unable to meet this deadline, please register on-site at the conference registration desk.

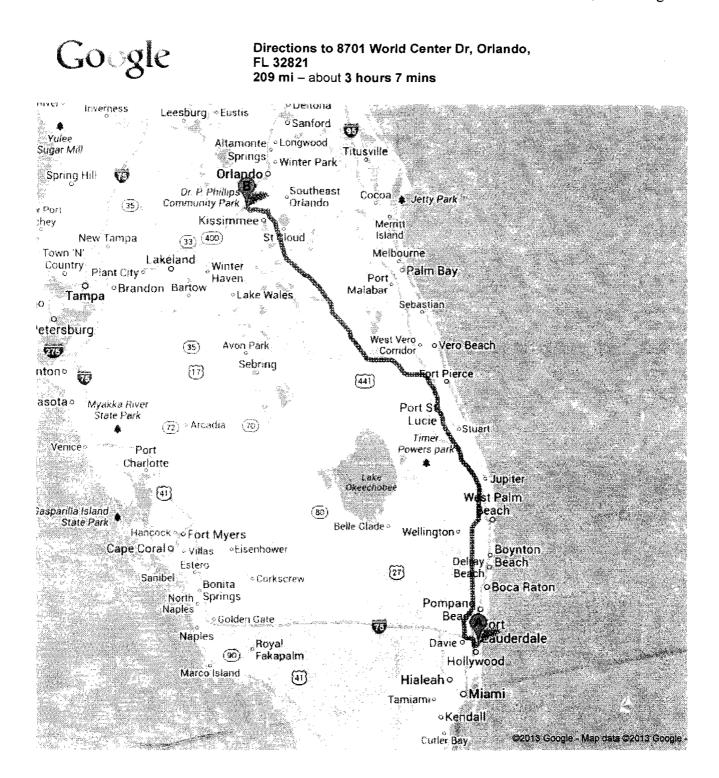
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Toll rates effective as of June 24, 2012 SunPass, the Florida Department of Transportation's innovative Prepaid Toll Program, will he save time and money when driving on our toll roads. Florida Turnpike Information 1-800.749 PIKE(7453)



	1.	Head west on W Dania Beach Blvd toward NW 3rd Ave	go 180 t total 180 t
1	2.	Take the 1st left onto SW 3rd Ave About 51 secs	go 0.2 m total 0.3 m
	3.	Take the 1st right onto Stirling Rd About 2 mins	go 0.9 m total 1.2 m
	4.	Slight right onto the I-95 N ramp to W Palm Beach	go 0.3 m total 1.5 m
,	5.	Turn right onto I-95 N About 1 min	go 1.5 m total 3.0 m
	6.	Take the exit toward I-595 W	go 0.3 m total 3.2 m
ļ	7.	Keep left at the fork, follow signs for I-595 W/I-75/Florida's Turnpike and merge onto I-595 W About 2 mins	go 1.9 m total 5.1 m
ļ	8.	Take exit 8 for Florida's Turnpike Partial toll road About 1 min	go 0.9 m total 6.0 m
	9.	Continue toward Florida's Turnpike Partial toll road	go 0.4 m total 6.4 m
	10.	Keep left at the fork and merge onto Florida's Turnpike Partial toll road About 2 hours 41 mins	go 193 m total 200 m
)	11.	Take exit 249 for Osceola Pkwy Partial toll road About 1 min	go 0.3 m total 200 m
	12.	Turn left onto E Osceola Pkwy Partial toll road About 10 mins	go 6.2 m total 206 m
	13.	Take the exit toward US-192/Resort Area/FL-535 Toll road	go 0.4 m total 206 m
	14.	Merge onto N Poinciana Blvd (signs for US-192 W/Marker) Toll road	go 0.1 m total 207 m
5)	15.	Turn right onto FL-535 N/Kissimmee Vineland Rd N About 3 mins	go 1.3 m total 208 m
6)	16.	Turn left onto FL-536 W/World Center Dr About 2 mins	go 0.5 m total 208 m
	17.	Turn right onto World Center Dr Destination will be on the right About 54 secs	go 0.3 n total 209 n

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your



U.S. General Services Administration

FY 2013 Per Diem Rates for Orlando, Florida

(October 2012 - September 2013)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

The following rates apply for Orlando , Florida

		Max lodging by Month (excluding taxes)											Meals & Inc. Exp.**	
Primary Destination* (1)	County (<u>2, 3</u>)		2012 Oct Nov Dec		2013 Jan Feb Mar Apr May Jun Jul Aug Sep									
Orlando	Orange	97	97	97	111	111	111	111	111	97	97	97	97	56

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, the ** Meals and Incidental Expenses, see <u>Breakdown of M&LE Expenses</u> for important information on first and last days of travel.

Last Reviewed 2013-02-08