

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

EMPLOYEE: Colin Donnelly, ACM DEPARTMENT: City Manager

LOCATION: Orlando, Florida TRIP/TRAINING DATE: 10/6/13 - 10/9/13

PURPOSE: To attend 2013 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>3</u>)	462.00
MEALS (per diem)	153.30
OTHER INCIDENTAL EXPENSES:	
AIRFARE	
GAS/TOLLS (round trip)	270.46
OTHER TRANSPORTATION Parking	56.64
SUPPLIES/MATERIALS	
TOTAL ESTIMATED EXPENSES:	\$ 1,242.40

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:

Colin Donnelly
Employee Signature: _____

TRAVEL AUTHORIZATION:

Department Director MS Finance Director **TAS** [Signature] 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:	FASA 2013 State Conference	\$ 300.00	City P-Card		
Lodging:	Orlando World Marriott Resort	462.00	City P-Card		
Transportation:					
Traveler:	Colin Donnelly per diem/gas/tolls	423.76			
Others:	Parking	56.64			
Account #:	103-7250-572-40-10	\$ 1,242.40			

Name: Colin Donnelly
Location: Orlando, Florida
Purpose: Florida After School Alliance 2013 State Conference

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

	10/6/2013	10/7/2013	10/8/2013	10/9/2013	Total Est Exps
Meal Provided:			Dinner	Lunch	
Per Diem	\$ 42.00	\$56.00	\$28.00	\$ 27.30	\$ 153.30
Lodging	462.00				462.00
Gas/Tolls	135.23			135.23	270.46
Conf Fees	300.00				300.00
Parking Fees	56.64				56.64
					\$ 1,242.40

*** Travel day**

per diem reductions

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

Tolls \$17.15 x 2 = \$34.30

Gas @56.5cents x 418 miles = \$236.16

Parking \$14.91 x 4 = \$56.64



Registration Cost

REGISTRATION FEES ARE NON-REFUNDABLE. SUBSTITUTIONS MAY BE MADE FOR PARTICIPANTS THAT ARE UNABLE TO ATTEND.

Regular Registration

Current 2012 FASA Member Fee
\$350.00

Discounted Price
 \$300.00

If Registered By
 Sunday, September 15, 2013

Non Member Fee
\$400.00

Discounted Price
 \$350.00

If Registered By
 Sunday, September 15, 2013

21st CCLC Grantee

21st CCLC Grantee
\$300.00

Primary Presenter - PRESENTATION ONLY

Presenters Fee
 Complimentary

Primary Presenter - FULL conference access

Primary Presenter - FULL access
\$185.00

Co-Presenter Registration

Co-Presenter Fee
\$350.00

Discounted Price
 \$300.00

If Registered By
 Sunday, September 15, 2013

FASA Board of Director

FASA Board of Director
 Complimentary

2012 Awards of Excellence Winners

2012 Awards of Excellence Winners
 Complimentary

Exhibitor Regular Registration

Exhibit Booth
\$425.00

Exhibitor Resource Table Registration

Resource Table
\$100.00

Exhibitor in a Bag Registration

Exhibitor in a Bag
\$100.00

On-Site Registration

On-Site Registration
\$450.00

Exhibitor in a Bag

\$100.00

Discounted Organizational Membership for Exhibitors

\$145.00

Extra person conference pass

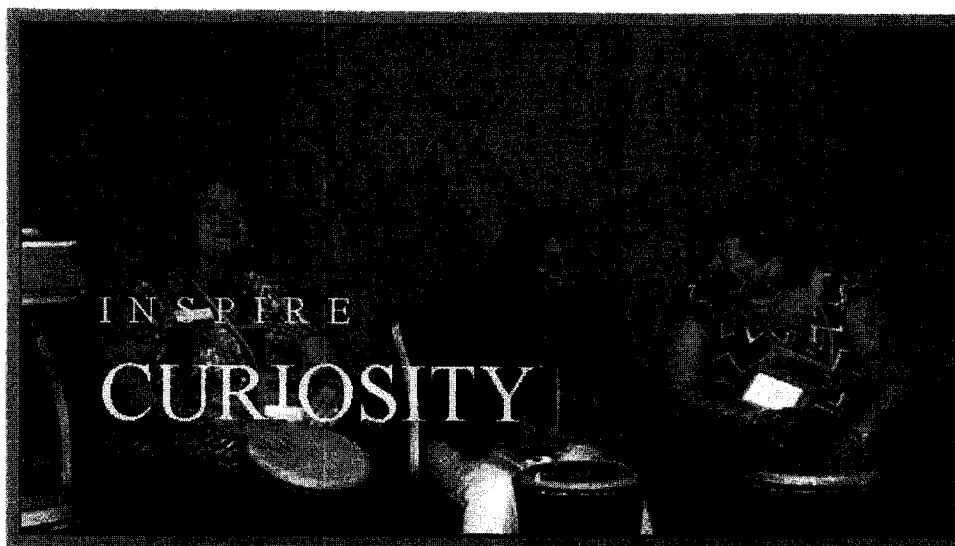
\$250.00

Present a Breakout Session

\$250.00

Additional Booth

\$275.00



Agenda

Sunday, October 6, 2013

4:00 PM - 6:00 PM	Registration open
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Monday, October 7, 2013

7:30 AM - 8:30 AM	Coffee and Juice provided in registration area
7:30 AM - 9:00 AM	Registration open for 21st CCLC participants
9:00 AM - 12:00 PM	21st CCLC Session
12:00 PM - 1:30 PM	Lunch on your own
1:30 PM - 4:30 PM	21st CCLC Session

Tuesday, October 8, 2013

7:30 AM - 9:00 AM	Coffee and Juice provided in the Registration Area
7:30 AM - 11:30 AM	Registration open
9:00 AM - 4:00 PM	21st CCLC Session
12:30 PM - 1:30 PM	Lunch on your own
2:00 PM - 6:00 PM	Registration open
3:00 PM - 6:00 PM	Site Visit Tour (Middle School Site) Meet at Bus Circle
6:30 PM - 8:30 PM	FASA Welcome Reception and Exhibitor's Sneak Peek

Wednesday, October 9, 2013

7:30 AM - 9:00 AM	Coffee and Juice provided in Exhibit Hall
7:30 AM - 5:00 PM	Exhibit Hall Open - Visit our Exhibitors
7:30 AM - 9:30 AM	Registration open
8:30 AM - 11:15 AM	Break Out Sessions
11:30 AM - 1:00 PM	Keynote Luncheon
12:00 PM - 2:00 PM	Registration open
1:30 PM - 4:15 PM	Break Out Sessions
1:30 PM - 2:00 PM	Exhibitor Grand Opening with Vendor Bingo
2:00 PM - 4:45 PM	Breakout Sessions
3:00 PM - 6:00 PM	Site Visit Tour (Elementary School site) Meet at Bus Circle
4:00 PM - 5:00 PM	Registration open Registration area
6:30 PM - 9:00 PM	FASA Frolics

Thursday, October 10, 2013

7:30 AM - 9:00 AM	Coffee and Juice provided in our Exhibit Hall
7:30 AM - 5:00 PM	Exhibit Hall Open - Visit our Exhibitors
8:30 AM - 11:15 AM	Break Out Sessions
11:30 AM - 1:00 PM	Luncheon in Exhibitor Hall with Vendor Bingo
1:30 PM - 4:15 PM	Break Out Sessions
6:00 PM - 11:00 PM	FREE Roundtrip Downtown Disney Shuttle for all FASA attendees

Friday, October 11, 2013

8:30 AM - 9:15 AM	Break Out Session
9:30 AM - 12:00 PM	Awards of Excellence Keynote Breakfast
11:30 AM - 12:30 PM	Drawing for Baskets

Lottier, Christine

From: The Orlando World Center Marriott Resort & Convention Center [groupcampaigns@pkghlrss.com]
Sent: Wednesday, August 28, 2013 2:01 PM
To: Lottier, Christine
Subject: The Orlando World Center Marriott Resort & Convention Center Reservation Confirmation

HOTEL CONFIRMATION

ORLANDO WORLD CENTER MARRIOTT



Dear Colin,

We are pleased to confirm your reservations for the Florida After School Alliance 2013 at the Orlando World Center Marriott. The entire staff of the Orlando World Center Marriott is looking forward to your arrival.

Below is a summary of your booking and room information. Should your travel plans change and you need to make changes to your reservation, please [click here](#) or call 1-888-789-3090.

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

- The Staff of the Orlando World Center Marriott

To modify your reservation online, click the box below



Reservation Details

Online Confirmation Number:	32795LVS
Date Booked:	28-Aug-2013
Reservation Name:	Colin Donnelly
Arrival Date:	06-Oct-2013
Departure Date:	09-Oct-2013
Room Type:	Standard Room
Number of	1



Rooms:
Number of
Guests: 1

Date	Guest(s)	Status	Rate
06-Oct-2013	1	Confirmed	154.00
07-Oct-2013	1	Confirmed	154.00
08-Oct-2013	1	Confirmed	154.00

**Nightly Rate &
Status:**

Additional Guest	Rate
Second Guest	0.00
Third Guest	0.00
Fourth Guest	0.00
Fifth Guest	0.00

Total Charges: 462.00 *

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.

Promotional Email Unsubscribe

We respect your privacy. If you do not wish to receive offers from the Marriott.com and/or Marriott Rewards, please go to <https://www.marriott.com/profile/email/unsubscribeRedirect.mi?uniqueId=0>.

Please do not reply to this message to unsubscribe as we will be unable to process your request. If you prefer to contact us or unsubscribe by mail, please send your request to the postal address below. Please remember to include your name and email address so that we can process your request.

Internet Customer Care - Unsubscribe
1818 North 90 Street
Omaha, Nebraska
68114-1315 USA

Please allow 10 business days for processing. If you unsubscribe from promotional email we will continue to send important, time sensitive transactional Marriott messages - like confirmation email - when you make reservations, use Marriott Rewards points, etc.

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Explore Our Suites



Orlando World Center Marriott suites have been designed to meet your every need. They are the perfect place to relax, entertain or connect.

[Learn more](#)

Orlando World Center Marriott Attractions



There is truly something for everyone when you stay at the Orlando World Center Marriott. From exciting theme parks nearby to shopping at our resort, we have it all here!

[Learn More](#)

Slide Tower NOW Open – Slide into Summer!

Check-in on our app from anywhere.
[Learn more.](#)

1 of 2

KEY FACTS

2 of 2

Fact Sheet

Marriott Rewards category: 6

AAA Diamonds: 4

Check-in and Check-out

Check-in: 4:00 PM

Check-out: 11:00 AM

Express Checkout

Video Review Billing , Video Checkout

High-Speed Internet Access

Guest rooms: Wireless for 14.95USD/day

Lobby and public areas: Complimentary Wireless

Meeting rooms: Wireless, Wired

Extra Credit And An Endless Summer - [Learn more!](#)

Parking

On-site parking, fee: 14.91 USD daily

Valet parking, fee: 26.63 USD daily

Self-parking fee for day guests is USD 15, valet service USD 26.63

[Driving Directions](#)

Property Details

28 floors , 1,890 rooms , 110 suites

94 meeting rooms, 450,000 sq ft of total meeting space

Smoke-free Policy

This hotel has a smoke-free policy

Pet Policy

Pets not allowed

Accessibility

For more information call the general manager of the hotel

Accessible guest rooms have a 32 inch wide opening

Fitness center entrance is accessible

Main entrance is accessible

Pathway to registration desk is accessible

Registration desk is not accessible

Route to accessible guest rooms is accessible

Service animals allowed for persons with disabilities

Business center entrance is accessible

Hotel has on site accessible self-parking

Meeting spaces are all accessible

Pool entrances some are accessible

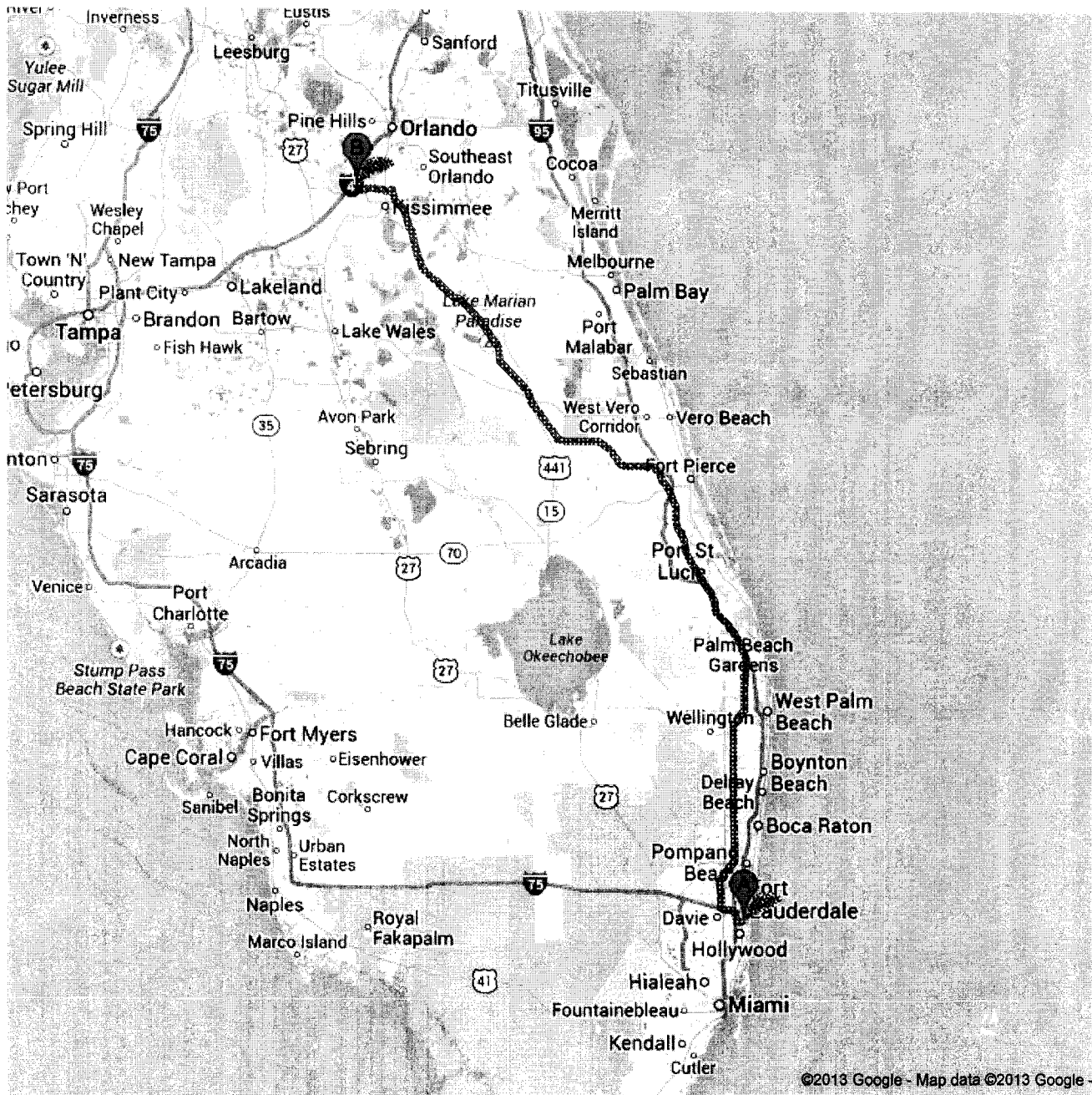
Restaurants and lounges are all accessible

Self-operating lifts are available for some pools


Spa entrance is accessible

















Directions to Orlando World Center Marriott
8701 World Center Dr, Orlando, FL 32821 - (407)
239-4200
209 mi – about 3 hours 3 mins



©2013 Google - Map data ©2013 Google -

 100 W Dania Beach Blvd, Dania Beach, FL

1. Head north on **Park Ave E** toward **W Dania Beach Blvd** go 167 ft
total 167 ft
-  2. Turn left onto **W Dania Beach Blvd** go 272 ft
total 440 ft
-  3. Take the 1st left onto **SW 3rd Ave**
About 50 secs go 0.2 mi
total 0.3 mi
-  4. Take the 1st right onto **Stirling Rd**
About 2 mins go 0.9 mi
total 1.2 mi
-  5. Slight right to merge onto **I-95 N** toward **W Palm Beach**
About 2 mins go 1.8 mi
total 3.0 mi
-  6. Take the exit toward **I-595 W** go 0.3 mi
total 3.3 mi
-  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 mi
total 5.2 mi
-  8. Take exit **8** for **Florida's Turnpike**
Partial toll road
About 1 min go 0.9 mi
total 6.1 mi
9. Continue toward **Florida's Turnpike**
Partial toll road go 0.4 mi
total 6.4 mi
-  10. Keep left at the fork and merge onto **Florida's Turnpike**
Partial toll road
About 2 hours 37 mins go 193 mi
total 200 mi
-  11. Take exit **249** for **Osceola Pkwy**
Partial toll road
About 1 min go 0.3 mi
total 200 mi
-  12. Turn left onto **E Osceola Pkwy**
Partial toll road
About 10 mins go 6.2 mi
total 206 mi
-  13. Take the exit toward **US-192/Resort Area/FL-535**
Toll road go 0.4 mi
total 207 mi
14. Merge onto **N Poinciana Blvd** (signs for **US-192 W/Marker**)
Toll road go 0.1 mi
total 207 mi
-  15. Turn right onto **FL-535 N/Kissimmee Vineland Rd N**
About 3 mins go 1.3 mi
total 208 mi
-  16. Turn left onto **FL-536 W/World Center Dr**
About 2 mins go 0.5 mi
total 208 mi
-  17. Turn right onto **World Center Dr**
Destination will be on the right
About 54 secs go 0.3 mi
total 209 mi

 **Orlando World Center Marriott**
8701 World Center Dr, Orlando, FL 32821 - (407) 239-4200

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 ZIP 32821

(October 2012 - September 2013)

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

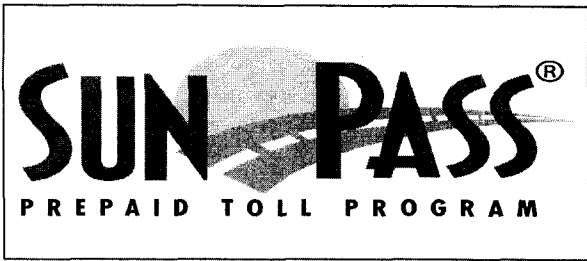
To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

The following rates apply for 32821														
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2012			2013									
		Oct	Nov	Dec	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 [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

Last Reviewed 2013-02-08



Toll Calculator

Payment Type
 SunPass Cash TOLL-BY-PLATE

Axle Count
 2 3 4 5 6 7 8+

Route Detail
 Start Point: Griffin Rd. - \$0.50
 Cypress Creek Toll Plaza - \$1.25
 Lantana Plaza - \$0.00
 End Point: Osceola Pkwy. - \$0.00
 Three Lakes Plaza - \$15.40
 (194.97 miles)

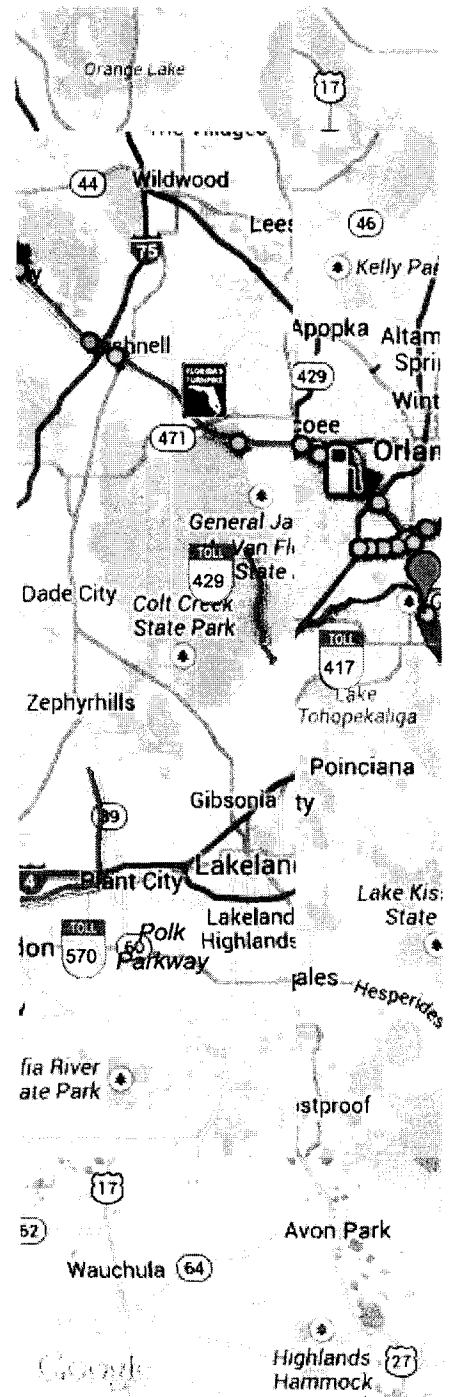
Trip Cost: \$17.15
 You could save \$4.03 by using SunPass.

Payment Options

Toll Violation Info

Construction Info

Toll Calculator Instructions



Toll rates effective as of July 1, 2013

SunPass, the Florida Department of Transportation's innovative Prepaid Toll Program, will help you save time and money when driving on our toll roads. Florida Turnpike Information 1-800.749.PIKE(7453)



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Standard Mileage Rates for 2013

R-2012-95, Nov. 21, 2012

WASHINGTON — The Internal Revenue Service today issued the 2013 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2013, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56.5 cents per mile for business miles driven.
- 24 cents per mile driven for medical or moving purposes.
- 14 cents per mile driven in service of charitable organizations.

The rate for business miles driven during 2013 increases 1 cent from the 2012 rate. The medical and moving rate is also up 1 cent per mile from the 2012 rate.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements for a taxpayer to use a standard mileage rate to calculate the amount of a deductible business, moving, medical, or charitable expense are in Rev. Proc. 2010-51. [Notice 2012-72](#) contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

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Page Last Reviewed or Updated: 13-Dec-2012