



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

EMPLOYEE: Eleanor Norena

DEPARTMENT: Community Development

LOCATION: Key Largo, Florida

TRIP/TRAINING DATE: August 25 - 29, 2014

PURPOSE: Certified Floodplain Managers (CFM) Training & Exam

OVERNIGHT

OUT OF STATE

AIR TRAVEL

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

REGISTRATION *Attach conference brochure	<u>\$150.00</u>
LODGING (No. of nights: 4 @ \$139)	<u>\$556.00</u>
MEALS (Per Diem \$71)	<u>\$276.90</u>
TRANSPORTATION (\$0.56 per mile) 83.1 miles x 2	<u>\$93.08</u>
CAR RENTAL *Prior approval of City Manager required	<u>\$0.00</u>
OTHER INCIDENTAL EXPENSES (tolls reimbursable with receipts)	<u>\$0.00</u>

TOTAL ESTIMATED EXPENSES

\$1,075.98

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: _____

Eleanor Norena 5/14/14

TRAVEL AUTHORIZATION: _____

DEPARTMENT DIRECTOR

FINANCE DIRECTOR

CITY MANAGER

[Signatures]
5/15/14

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:	<u>ASFPM</u>	<u>\$150.00</u>	<u>Credit</u>		
Lodging:	<u>Hampton Inn</u>	<u>\$556.00</u>			
Transportation:	<u>Eleanor Norena</u>	<u>\$93.08</u>			
Traveler:	<u>Eleanor Norena</u>	<u>\$276.90</u>			
Others:					
Account No:		<u>\$1,075.98</u>			

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

Name: Eleanor Norena
Location: Key Largo, FL
Purpose: CFM Training & Exam

IRS Pub 1542 **M&IE**
 \$71.00 (obtain from Per diem form on City's Intranet)

	8/25/2014	8/26/2014	8/27/2014	8/28/2014	8/29/2014	Total Est Exps
Meal Provided:						
Per Diem	\$60.35	\$60.35	\$60.35	\$60.35	\$35.50	\$ 276.90
Lodging	\$ 139.00	\$ 139.00	\$ 139.00	\$ 139.00		\$ 556.00
Gas/Tolls/Parking	\$ 46.54				\$ 46.54	\$ 93.08
Registration Fees						\$ 150.00
Airfare						\$ -
Car Rental						\$ -
						\$ 1,075.98

*** Travel day**

per diem reductions

Breakfast (B) 15% **\$10.65**
Lunch (L) 35% **\$24.85**
Dinner (D) 50% **\$35.50**

Norena, Eleanor

From: sally.cook@mymanatee.org
Sent: Thursday, May 15, 2014 9:42 AM
To: Norena, Eleanor
Subject: Re: L-273 Monroe County 8/25 - 8/29

Eleanor,
Lunch is not provided. There will be snacks and such in the room but no meals.
Have a great day.
Sally

Thank you and feel free to contact me with any questions you may have.
Sally Cook, CFM, Floodplain Review Specialist,
Manatee County Building & Development Services
FFMA Associate Director of Education
phone: (941) 748-4501 #3815



From: "Norena, Eleanor" <enorena@ci.dania-beach.fl.us>
To: "training@ffloods.org" <training@ffloods.org>
Date: 05/14/2014 05:06 PM
Subject: L-273 Monroe County 8/25 - 8/29

I would like to know if lunch is included during the training (see attached flyer)? I am getting approval from finance to attend this training w/ exam and this was the questions they had. Please let me know at your earliest convenience.

Thank you and have a great day. ☺



Eleanor Norena

Permitting Office Supervisor
Community Development Department
CITY OF DANIA BEACH
100 W. Dania Beach Blvd. Dania Beach, FL 33004



Search

Home > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

FY 2014 Per Diem Rates for ZIP 33037

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city Enter your ZIP Code

OR

[Per Diem Map >](#)

- ADDITIONAL PER DIEM TOPICS**
- Meals & Incidental Expenses Breakdown (M&IE)
 - FAQs
 - State Tax Exemption Forms
 - Factors Influencing Lodging Rates
 - FY 2014 Per Diem Highlights
 - Fire Safe Hotels
 - Have a Per diem Question?
 - Downloadable Per Diem Files

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 **33037**

Primary Destination* (1)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
	2013	2014											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Key West	167	167	210	210	246	246	246	167	167	167	167	167	71
Monroe													

* 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, then the agency may authorize the rate where lodging is obtained.
 ** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

Last Reviewed 2014-02-12



**Directions to 102050 Overseas Hwy, Key Largo,
FL 33037**
83.1 mi – about 1 hour 29 mins

100 W Dania Beach Blvd, Dania Beach, FL 33004

- | | | |
|--|--|-----------------------------|
| | 1. Head west on W Dania Beach Blvd toward NW 3rd Ave | go 180 ft
total 180 ft |
| | 2. Take the 1st left onto SW 3rd Ave | go 0.2 mi
total 0.3 mi |
| | 3. Turn right onto Stirling Rd
About 2 mins | go 1.0 mi
total 1.3 mi |
| | 4. Turn left to merge onto I-95 S toward Miami
About 2 mins | go 2.2 mi
total 3.5 mi |
| | 5. Take exit 20 for FL-820/Hollywood Blvd | go 0.3 mi
total 3.9 mi |
| | 6. Keep right at the fork, follow signs for Pembroke Pines and merge onto FL-820 W/
Hollywood Blvd
About 2 mins | go 1.0 mi
total 4.8 mi |
| | 7. At the traffic circle, continue straight onto Hollywood Blvd
About 4 mins | go 2.0 mi
total 6.8 mi |
| | 8. Turn left onto the ramp to Florida's Turnpike
Partial toll road | go 361 ft
total 6.9 mi |
| | 9. Keep left at the fork, follow signs for Florida's Turnpike S/Miami and merge onto
Florida's Turnpike
Toll road
About 3 mins | go 2.9 mi
total 9.8 mi |
| | 10. Take the exit toward Homestead
Toll road
About 55 secs | go 0.9 mi
total 10.7 mi |
| | 11. Merge onto Florida 821 Toll S
Partial toll road
About 42 mins | go 46.3 mi
total 57.0 mi |
| | 12. Exit on the left onto U.S. 1 S/NE 1st Ave toward Key W
Continue to follow U.S. 1 S
Partial toll road
Destination will be on the right
About 30 mins | go 26.1 mi
total 83.1 mi |

102050 Overseas Hwy, Key Largo, FL 33037

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 route.

Map data ©2014 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.



News Essentials

- [What's Hot](#)
- [News Releases](#)
- [IRS - The Basics](#)
- [IRS Guidance](#)
- [Media Contacts](#)
- [Facts & Figures](#)
- [Problem Alerts](#)
- [Around the Nation](#)
- [e-News Subscriptions](#)

The Newsroom Topics

- [Multimedia Center](#)
- [Noticias en Español](#)
- [Radio PSAs](#)
- [Tax Scams](#)
- [The Tax Gap](#)
- [Fact Sheets](#)
- [IRS Tax Tips](#)
- [Armed Forces](#)
- [Latest News Home](#)

2014 Standard Mileage Rates

IR-2013-95, Dec. 6, 2013

WASHINGTON — The Internal Revenue Service today issued the 2014 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, 2014, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56 cents per mile for business miles driven
- 23.5 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

The business, medical, and moving expense rates decrease one-half cent from the 2013 rates. The charitable rate is based on statute.

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.

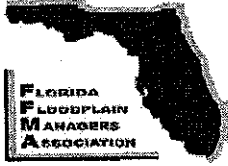
Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciating 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 2013-80](#) 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.

[Follow the IRS on New Media](#)
[Subscribe to IRS Newswire](#)

Page Last Reviewed or Updated: 06-Dec-2013



"Managing Floodplain Development Through The NFIP"

(EMI Course Code: L-273)

This 4-day course is designed to provide an organized training opportunity for local officials responsible for administering their local floodplain management ordinances.

The course will focus on the National Flood Insurance Program, the concepts of sound floodplain management, Flood Insurance Rate Maps and Flood Insurance Studies, ordinance administration, and the relationship between floodplain management and flood insurance.

After the L-273 Course, the Association of State Floodplain Managers (ASFPM) Certified Floodplain Managers (CFM) exam will be offered.

The exam will be offered on Friday, August 29, 2014 from 9:00 a.m. to Noon.

The L-273 Course is for enhancement and/or refresher of the material only and not intended to prepare someone for the exam.

Primary Instructors: Prasad Inmula and Jason Hunter, FEMA, REGION IV

When: August 25 - August 28, 2014

Time: 8 a.m. - 5 p.m.

Where: Monroe County Murray Nelson Center
Auditorium,
102050 Overseas Highway,
Key Largo, FL 33037

Fee: \$50.00 for FFMA individual members and \$150.00 for non-members.

Seating is limited to the first 35 paid attendee's. Please note that if at least 20 attendees have not registered by August 11, 2014, the course will be canceled.

To register for the class

go to www.flfloods.org and access the Conferences and Events Calendar link on the left.

Not a member of FFMA?

Click on the "Join Now" button before registering to take advantage of the discounted fee.

After you have registered,

you must complete and submit the new Emergency Management Institute application for approval from the Florida Division of Emergency Management.

FFMA will seek the approval for you, but you **MUST** download and complete the application located at <https://training.fema.gov/Apply/119-25-1.pdf?v=20140204>, have it signed by both you and your supervisor, and email it by August 11th to sally.cook@mymanatee.org.

If you have any questions, e-mail them to sally.cook@mymanatee.org or training@flfloods.org.