



CITY OF DANIA BEACH
DEPARTMENT OF HUMAN RESOURCES &
RISK MANAGEMENT

TO: Honorable Mayor Marco Salvino, Sr.
Honorable Vice-Mayor Bobbie H. Grace
Honorable Commissioner Chickie Brandimarte
Honorable Commissioner Walter B. Duke, III
Honorable Commissioner Albert C. Jones

FROM: Robert Baldwin, City Manager

BY: Jacquelyn Beauzil, Human Resources Manager

DATE: April 10, 2015

SUBJECT: **Annual Conference – New World Systems 2015 Public Administration Executive Conference**

The New World Systems 2015 Public Administration Executive Conference is this September in Dallas, Texas. Human Resources requests Commission approval to allow HR Generalist Kristin Milligan to attend.

It is important that Human Resources have representation at this conference to discover new ways to boost productivity and improve our services by getting the most from using our Human Resources and Payroll solutions. Not only will attendance allow Kristin to interact with and learn directly from New World Systems' staff, the conference will also allow her to meet other administrators from across the country to exchange ideas, insights, and solutions to common problems.

Most importantly, attendance at the conference is imperative to Human Resources' ability to utilize the system to remain compliant with new Affordable Care Act reporting requirements. Continuing education on proper reporting is critical to ensuring the City is compliant and not liable for fines.

Additional benefits of attending this educational event include:

- One-on-one training with a NWS specialist about Dania Beach's specific needs
- Choosing from over **120+** educational sessions highlighting software enhancements, tips and tricks, and providing advanced training
- Networking opportunities with my professional peers (500+ attendees expected)

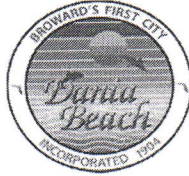
- Connecting with 60+ New World Software Architects, Project Managers, Senior Leadership, etc.
- Learning about New World's latest projects and future focuses from the CEO
- Using the newest New World - Logos products in various hands-on labs

Below is a breakdown of the conference costs:

Registration:	\$1,395.00 (includes 3 days/2 nights stay, Sunday-Tuesday)
Additional Nights:	\$450.00 (Saturday night and Tuesday night at \$225/night)
Airfare:	\$300.00 (approximation)
Meals:	\$166.85 (2 days of breakfast, lunch, and dinner are included)
Transportation:	\$90.00 (approximately \$45 each way to and from airport)
Total:	\$2,401.85(approximate)

Sufficient funding to attend this conference is available in account #001-1301-513-40-10 in the approved Human Resource budget.

I recommend Commission consideration and approval to allow our Human Resources representative to attend this annual conference.



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

EMPLOYEE: Kristin Milligan DEPARTMENT: Human Resources

LOCATION: Dallas, TX TRIP/TRAINING DATE: 9/12/15 TO 9/16/15

PURPOSE: To gain knowledge and experience in utilizing NWS to its fullest capacity to ensure departmental functionality and compliance with reporting standards set forth by the Affordable Care Act

Overnight Out of State Air Travel

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

REGISTRATION (attach conference brochure)	\$ 1,395.00
LODGING (# of nights <u>2</u>)	450.00
MEALS (per diem)	166.85 177.50
OTHER INCIDENTAL EXPENSES:	
AIRFARE	300.00
GAS/TOLLS (round trip)	90.00
OTHER TRANSPORTATION (Shuttle/Taxi/Parking)	90.00
SUPPLIES/MATERIALS	
TOTAL ESTIMATED EXPENSES:	\$ 2,401.85 2,412.50

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:

_____ FPHRA Conference July 2014 in Marco Island

Employee Signature: *Kristin Milligan*

Cal Donnelly
Department Director

TRAVEL AUTHORIZATION:
TAS 4/30/15
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:		\$ 1,395.00			
Lodging:		450.00			
Transportation:		300.00			
Gas/Tolls/Taxi		90.00			
Per Diem:		166.85			
Others:		-			
Account #:		\$ 2,401.85			

2,412.50 *[Signature]*

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U.S. General Services Administration

Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

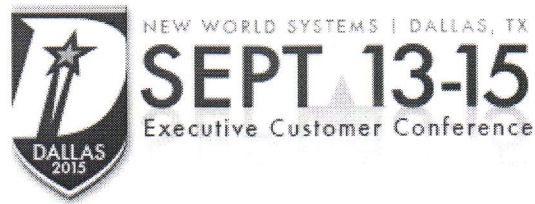
Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

The shortcut to this page is www.gsa.gov/mie.

Last Reviewed 2014-10-15

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CONFERENCE REGISTRATION

[Click Here to Download the FAQ flyer for additional information](#)

Please Do Not Register Until You Have Authorization from your Organization to Attend
Cancellations after July 29, are subject to a \$300.00 Cancellation Fee

[Click here if you want to *Pay by Invoice*](#)

Attendee Information

Fill in Your CREDIT CARD Information Below

Prefix*

First Name*

Last Name*

Address Line 1*

Address Line 2

City*

State*

Zip*

Phone*

Email*

Fill in Your Name Badge Information Below

Advisory Group Member* Yes No

Job Title*

Organization Type

Organization*

Platform* .NET iSeries

Select Your Conference Package

Packages Package A: \$1395 Package B: \$930

Package A: \$1395

Includes Processing Fee

3 Days / 2 Nights

- Hotel Accommodations
- All Sessions
- Meals Include:
Sun. Dinner - Tues. Lunch
- All Conference Activities

Package B: \$930

Includes Processing Fee

No Hotel

Accommodations

- All Sessions
- Meals Include:
Sun. Dinner - Tues. Lunch
- All Conference Activities

AFTER July 24, we may not be able to accommodate your lodging request
Please select desired package (select only one per attendee):

APPROVED ADDITIONAL NIGHT(S) STAY: \$225.00 per night

0 1 2 3 4 5

Additional night stay is \$225.00 (this includes taxes) there are limited rooms available. We will try to accommodate but will honor on a first come, first serve basis. Thank You.

INCIDENTAL CHARGES: Room Service - Additional Meals, Snacks, Etc.

Incidental charges outside of conference packages such as room service, etc. are the responsibility of the conference attendee. You will be required to pay for those charges upon check-out. Any additional night(s) stay will be billed separately by the hotel upon checkout.

ARRIVAL/DEPARTURE DATES:

Include pre & post conference dates at the hotel

Arrival Date* 

Departure Date* 

Please include your dates of arrival and departure in the fields provided, including night(s) before and/or after the conference. New World will book all nights for you.

You will be responsible for the cost of the additional night(s) outside of your approved night(s) selected below and will pay the hotel directly upon check-out.

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WHEN AND WHERE IS THE CONFERENCE?

2015 New World Systems- Logos Public Safety Executive Customer Conference will be held on **Sept. 13-15, 2015** (Sunday-Tuesday). The conference will be held at the **Omni Dallas Hotel** (omnihotels.com/hotels/dallas) in Dallas, TX.

WHO SHOULD ATTEND?

The conference is structured so that everyone in local government that has any contact with New World Systems software solutions should attend. Finance, HR and Payroll, Utility Billing, Community Development Staff as well as IT, Managers and Directors will all benefit. This is an investment your organization makes to maximize the use of the Logos software purchased..

HOW DO I MAKE RESERVATIONS?

PLEASE REGISTER ONLINE:

newworldsystems.com/LogosCustomerConference/Register Do not call the hotel. Because this is a group reservation, a different department manages the master account. Therefore, the reservation desk will not be able to assist you. If you have questions about your reservation, please contact [Ruth Ann Hines](mailto:RuthAnn.Hines@newworldsystems.com) (RuthAnn.Hines@newworldsystems.com) at New World Systems.

CAN I SHARE A ROOM WITH A CO-WORKER?

Yes. If you're sharing a room with a Package A registered conference attendee, it's **\$930** for sharing a room with the Package B registration.

CAN MY SPOUSE OR GUEST ATTEND?

Yes, they are welcome to share a room with you at no additional cost. If your spouse or guest will be joining you in any conference meal/networking receptions, there is a **\$309.50 Non-conference GUEST Fee per individual.** You must register them separately newworldsystems.com/LogosCustomerConference/Guest. Registered guests will receive a special name badge that they must wear at all meals/activities. Guests are NOT eligible to participate in any conference sessions. **All guests must be 21 years or older** to attend any New World Systems event.



WHAT IS INCLUDED IN THE CONFERENCE PACKAGES THAT WILL BE BILLED TO MY ORGANIZATION?

- **Package A: \$1395** *(processing fee included)*
 - **3 days / 2 nights**
 - Hotel Accommodations
 - All Sessions
 - Meals Include: Sunday Dinner through Tuesday Lunch
 - All Conference Activities

- **Package B: \$930** *(processing fee included)*
 - **NO HOTEL ACCOMODATIONS**
 - All Sessions
 - Meals Include: Sunday Dinner through Tuesday Lunch
 - All Conference Activities

HOW DO WE PAY FOR THE CONFERENCE?

- Credit Card
- Invoice
 - Select the "Pay by Invoice" link on the registration form.An invoice will be sent to the billing contact at your organization.

HOW DO I BOOK EXTRA NIGHTS AT THE HOTEL?

Discounted additional nights are limited and available on a first come, first served basis at our specially negotiated group rate. When filling out the 2015 Conference Registration form online, please fill in arrival and departure dates. New World will make room reservations for all nights, including pre and/or post conference nights. Accommodations

Additional night(s) stay will be billed separately by the hotel upon checkout, unless pre-arranged through your registration submission indicating that the extra night is to be added to the package fee that will be billed to your organization

HOW MUCH DOES AN EXTRA NIGHT AT THE HOTEL COST?

Outside of the Package

An additional night's stay at the Omni Dallas Hotel: **\$225.00** (this includes taxes). Customers are responsible for the cost of all extra nights. Please keep in mind that New World must book those additional nights in order to receive the group rate.



WHAT IS THE CANCELLATION OR SUBSTITUTION POLICY?

All cancellations must be made in writing. A credit will be applied if notified before July 29, 2015. **Cancellations made after July 29, 2015, will be subject to a \$300 administrative fee.** Substitutions for a registered attendee may be made by another employee by notifying Ruth Ann Hines and the submission of a new registration form.

WHAT MEALS ARE INCLUDED?

New World will provide a full breakfast and lunch both Monday and Tuesday. Dinner will be provided Sunday night at the Meet and Greet Welcome dinner and Monday evening at the Peer-2-Peer Networking event. Refreshments will be served throughout the conference.

ARE THERE OTHER OPTIONS FOR MEALS OUTSIDE OF THE HOTEL?

There are a variety of restaurants in the hotel. Additionally, the hotel is located in close walking/driving/cab distance to many dining establishments off property. We will include in our conference communications a description of close, cost-effective options for our conference attendees.

IS THERE A CHARGE FOR INTERNET ACCESS?

- No Charge: High-speed internet access in all guest rooms
When you access the internet through the hotels' browser, put in your room number and accept the internet access. The fee listed will not be charged to your room.
- No Charge: High-speed internet access throughout conference meeting rooms
New World will communicate an access code onsite at the conference.



**WHAT ARE MY OPTIONS FOR TRANSPORTATION?
AIRPORT: DALLAS FORT WORTH (DFW)**

WYNNE TRANSPORTATION: 972-915-7300 (APPROXIMATE PRICING)

- Sedan (3 passenger): \$89.50
- SUV (6 passenger): \$130.25
- Van (10 passenger): \$150.85

TAXI: \$45.00 (Approximate Pricing)

HOW MUCH IS PARKING AT THE HOTEL?

- Self-Parking: \$18.00+tax per vehicle / per night
- Valet: \$28.00+tax per vehicle / per night

WHAT IS THE DRESS CODE FOR THE CONFERENCE?

We recommend that you wear layers due to the temperature variations from room to room and outdoors. There are no dress code requirements for our attendees.

WHAT IS THE DRESS CODE FOR THE CONFERENCE EVENTS?

Sunday night dinner is on property and indoors. We recommend wearing something comfortable. This year's Monday evening event will take place slightly off property indoors and the theme is Jerseys and Jeans. Please feel free to wear your favorite NFL team swag with jeans.

WILL THERE BE ANY HANDS-ON EDUCATIONAL LAB SESSIONS?

Yes. More information and how to register for the lab session will be listed soon. We suggest you register for a lab well in advance of the conference to secure a seat in a lab session.

HOW MUCH ONE-ON-ONE CONSULTATION WILL WE RECEIVE?

You can schedule a one-on-one consultation with a New World representative at any time prior to the conference (please see One-on-one Consultation link and register OR contact your customer care representative as soon as possible). Additionally, you will have an opportunity to schedule Service and Support consultations throughout the conference.

To expedite questions, you have the opportunity to sit in on the "Ask the Expert" Learning Lab. On your schedule you will see the practice in which we have assigned team "Experts" to answer and work through any questions you may have in a running lab environment.



WHEN ARE THE ADVISORY GROUPS TAKING PLACE?

- If you are an Advisory Group member or are interested in more information regarding the Advisory Group, please contact [Tom Wydra](mailto:Tom.Wydra@newworldsystems.com) (Tom.Wydra@newworldsystems.com) at New World Systems.
- Advisory Groups will meet late **Tuesday afternoon in a General Advisory Group Session.**
- Advisory Groups will meet in **Breakout Sessions on Wednesday morning.**
(please make sure you add an additional night stay to your registration submission).

HOW MUCH FREE TIME WILL WE HAVE?

Due to overwhelming requests from Conference Attendees and success from last year's conference schedule, we have included more sessions on Sunday afternoon and Tuesday morning. Your free time is based on what sessions you want to attend.



City of Dania Beach Florida

Date Issued:	Effective Date:	Number:
June 13, 2006	June 13, 2006	F-2006-1000
Issue Type:	Department:	Distribution:
Policy	Finance	All Employees
Subject:	Amends:	Rescinds:
Travel Policy	Prior Policy	Prior Policy

Purpose/Scope

All employees (including for the purposes of this policy the City Commission, the City Manager and the City Attorney) traveling at City expense or on City time are governed by this policy. This policy is designed to cover reasonable employee expenses while traveling on City business and to promote the prudent use of public funds and establish standards for travel while representing the City.

Definitions

Employee: shall mean an individual who is appointed to a regular full-time or regular part-time position traveling on City business (but shall also, for purposes of this policy only, include elected officials, the City Manager and the City Attorney).

Travel Expenses: shall mean the usual, ordinary and incidental costs incurred for travel purposes.

Point of Origin: shall mean the City of Dania Beach municipal building in which an employee works.

Out of State Trip: shall mean a trip out of the state of Florida.

Out of Town Trip: shall mean a trip within the state of Florida.

Local Travel: shall mean travel within the tri-county area (Miami-Dade, Broward, and Palm Beach).

Policy / Procedures

Travel Authorization

Overnight travel, out-of-state travel, and air travel require the advance approval, in writing, by the City Manager and the City Commission. This is to be accomplished using the City of Dania Beach Pre-Approved Travel Authorization form.

Employees requesting only mileage, meal reimbursement or both must obtain pre-approval from the Department Director and should submit for mileage reimbursement to the Finance Department upon their return.

Failure to obtain approval for a travel request before expenses are incurred will be disallowed unless such travel is approved by the City Manager and City Commission, based on extenuating circumstances.

Whenever possible, arrangements should be made for advance billing and direct payment for registration, lodging and airline tickets, from the City directly to the vendors.

Travel Policy - Continued

Lodging

For travel outside the tri-county area (Miami-Dade, Broward and Palm Beach), the employee will be allowed reasonable costs for lodging, priced at a single-occupancy standard rate, or if appropriate, the preferred rate offered by conference sponsors. Room sharing will be encouraged, when appropriate.

A hotel/motel receipt is required for all lodging and must be returned with the Travel Expense Voucher Reconciliation.

The employee must provide the hotel/motel with a copy of the City's tax-exempt certificate upon check-in. If the employee does not provide the hotel with the certificate, he/she will not be reimbursed for the sales tax portion of the bill. In the event that the hotel/motel does not honor the tax-exempt certificate and state sales tax is applied, the employee will be reimbursed for that amount.

Meals

When traveling, a flat rate (per diem and incidental charges) inclusive of gratuities will be granted to an employee. The City adopts the IRS allowable rate (Publication 1542). This publication provides a standard rate for most United States counties. The Finance Department is responsible for obtaining from IRS the annually revised rate and distributing it to each department. The per diem eliminates the need for actual receipts and itemized per meal listings and adopting the IRS rules will eliminate any reporting to IRS as additional earnings.

This flat per diem rate will be reduced for meals provided by the Conference or additional registration for special functions. The prorated amount will be based on the following percentage applying to the IRS allowable rate:

Breakfast: 15% Lunch: 35% Dinner: 50%

For the day of traveling, the City utilizes Method 1 of the IRS regulation which repays the employee $\frac{3}{4}$ of the daily standard allowance.

For a one-day seminar at which lunch is not provided, upon proof or receipt, the City will reimburse up to \$10.00, except for those individuals who receive a monthly expense allowance.

Miscellaneous Incidental Expenses Not Covered Under Per Diem

The following incidental expenses of the employee shall be reimbursed:

Local call charges and communication expenses if related to city business and one safe arrival telephone call up to \$5.00 will be reimbursable. All calls must be detailed on the hotel or telephone bill, including person called and purpose of call, to be eligible for reimbursement.

Public transportation such as hotel shuttles should receive first consideration. A taxi may be reimbursed only if circumstances warrant and a valid receipt is provided. These items will only be reimbursed if the employee is not eligible for mileage reimbursement.

Tolls and parking fees shall be reimbursed at actual cost with proper receipts.

The following incidental expenses of the employee **will not be reimbursed under any circumstances:**

Personal entertainment (e.g. video rentals, happy hour)

Expenses of spouse, family or other persons

Snacks, meals or drinks other than what is provided under the per diem

Laundry or dry-cleaning

Travel Policy - Continued

Airline insurance

Medical or hospital expenses which are not ordinarily covered under the employees' health insurance

Any other expenses not related to official City business

Transportation

Each employee is expected to use the most economical mode of transportation available. Although air transportation is preferred, transportation may also be accomplished by private vehicle or City vehicle. However, **in no case shall such travel reimbursement exceed the cost of the most economical round trip coach class airfare on a common carrier (i.e., jet airplane) plus reimbursement for transportation to/from or long-term parking at the airport.** Should one decide to utilize air transportation, please obtain at least two quotes either through the internet, or travel agent or from the conference sponsor airline(s) before purchasing your ticket. If the employee elects to drive on a long trip, the cost for the most economical round trip coach class airfare should be included on the Pre-Approved Travel Authorization form as an alternative mode of transportation. Receipts are required for all transportation and parking.

Whenever more than one person from the City is going to the same conference/training session and an automobile is a suitable means of transportation, those employees will be encouraged to car pool in the minimum number of vehicles required to accommodate the group.

Employees receiving an expense allowance are not eligible for mileage reimbursement in the tri-county area. In addition, employees shall not be allowed either mileage or transportation expenses when transported by another person, or when transported by another employee who receives those same mileage or transportation expenses or a car allowance.

Employees driving a City vehicle or personal vehicle while representing the City must adhere to the City of Dania Beach Vehicle Operation Policy.

Employees traveling on trips using City vehicles will be reimbursed for incurred expenses necessary for the efficient and safe operation of the vehicle. Actual operating expenses shall be reimbursed upon submittal of valid receipts.

Employees with a take-home vehicle will not receive mileage reimbursement under any circumstances.

All other employees shall be entitled to a mileage allowance as set by the Internal Revenue Service from the City of Dania Beach to point of destination, plus official additional mileage not to exceed 50 miles while at the point of destination.

Rental car charges must be approved in advance and in writing by the City Manager. The employee must elect to take the additional insurance offered by the rental company. The City will reimburse the cost of this additional insurance.

Reimbursement/Reconciliation

To obtain reimbursement, the Travel Expense Voucher form, accompanied by the Pre-Approved Travel Authorization form and required receipts shall be submitted to the Finance Department within ten (10) working days after the employee has returned to work. Failure to do so may result in refusal of the claim.

All travel expenses for Department Directors must be approved by the City Manager.

Fiscal Year Overlap

Travel which occurs in the next fiscal year will be approved and paid for out of next year's fiscal funds.

Travel Policy - Continued
General Standards

Employees are expected to use prudence in expending public funds and are expected to economize where practical and convenient. Receipts should be secured for all expenses, when possible.

Travel at City expense or on City time should be restricted to that which does not interfere unreasonably with the personal responsibility to carry out regular job requirements.

Department Directors are responsible for travel budgets and monitoring the training needs of the Department.

No overtime is compensated during attendance at any conference or seminar if the training or traveling extends beyond normal working hours.

Special conditions and unusual circumstances may merit exceptions to the stated policy on travel. Each request for variances to stated policy will be considered in light of existing conditions, needs and circumstances and must be approved by the City Manager.

Approved:

Ivan Pato
City Manager

Date

Budget Worksheet Report

Account Number	Description	2015 Commission Approval
Fund	001	General Fund
Expenses		
Department	13	Human Resources/Risk Mgmt.
Division	01	Admin
Activity	513	Financial/Administrative
30 Operating Expenditures		
Other Operating Expenditures		
40-10	Travel and Per Diem Training and Per Diem	\$5,150.00

Comment: Level

Department Request
 HR Generalist - FPHRA Conference & SHRM Seminar
 HR/Risk Manager - EEOC Seminar, FRS Coordinator Seminar, PRIMA State Conference, SHRM State Conference, South Florida IPMA Conference

Budget Transactions:

Transaction Level	Number of Units	Cost Per Unit	Total Amount
Department Request	1.00	350.0000	\$350.00
Department Request	1.00	1500.0000	\$1,500.00
Department Request	1.00	1000.0000	\$1,000.00
Department Request	1.00	150.0000	\$150.00
Department Request	1.00	1500.0000	\$1,500.00

Budget Worksheet Report

Account Number	Description	2015 Commission Approval
Fund	001	General Fund
Department	13	Human Resources/Risk Mgmt.
Division	01	Admin
Activity	513	Financial/Administrative
	Department Request	SHRM Seminar
	Department Request	South Florida IPMA Conference
		Total Department Request
	Total: Other Operating Expenditures	\$5,150.00
	Total: 30 Operating Expenditures	\$5,150.00
	Activity Total: Financial/Administrative	\$5,150.00
	Division Total: Admin	\$5,150.00
	Department Total: Human Resources/Risk Mgmt.	\$5,150.00
	Expense Totals	\$5,150.00
	Fund Total: General Fund	(\$5,150.00)
	Revenue Grand Totals:	\$0.00
	Expense Grand Totals:	\$5,150.00
	Net Grand Totals:	(\$5,150.00)

2.00 \$500.00
1.00 \$150.00
\$5,150.00