



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

EMPLOYEE: Michael Huck DEPARTMENT: 7202  
 LOCATION: Daytona Beach TRIP/TRAINING DATE: 8/5/15 to 8/7/15  
 PURPOSE: Training

Overnight  Out of State  Air Travel

**TRAVEL EXPENSES ESTIMATED: (Policy #F-2006-1000)**  
 REGISTRATION for 3 employees @ \$125 ea 375.00  
 REVIEW COURSE FEES (attach conference brochure)  
 LODGING (# of nights 3) x 2 rooms 629.42  
 MEALS (per diem) \_\_\_\_\_  
 OTHER INCIDENTAL EXPENSES:  
 TRANSPORTATION \_\_\_\_\_  
 EXAM FEES \_\_\_\_\_  
 OTHER TRANSPORTATION \_\_\_\_\_  
 SUPPLIES/MATERIALS \_\_\_\_\_  
**TOTAL ESTIMATED EXPENSES: \$1,004.42**

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:  
 \_\_\_\_\_

Employee Signature: Michael Huck

Mark Felicity Department Director  
**TRAVEL AUTHORIZATION:**  
Nick Satterfield Finance Director  
[Signature] City Manager

If payment is made through City's credit card, please indicate "credit card" under "Date" Column  
*(for commission certification) travel already occurred.*

	Check Payee:	Amount:	Date:	RECONCILIATION	
				Actual	Differences
Registration:		\$375.00	M. Huck Card	375.00	—
Lodging:		629.42	T. Stevens Card	629.42	—
Transportation:					
Traveler:					
Others:					
Account #:		\$1,004.42		1,004.42	

**United States Lifesaving Association**

**Invoice**

Date	Invoice #
8/5/2015	200005048

<b>Bill To</b>
Micahel Huck City of Dania Beach Dania Beach Ocean Rescue 100 W Dania Beach Blvd. Dania, FL 33060 United States

<b>Ship To</b>
Michael Huck Dania Beach Ocean Rescue 307 NE 8th Court Pompano Beach, FL 33060 United States

PO Number	Terms	Due Date
	Due on receipt	8/5/2015

Qty	Description	Price	Totals
1	2015 USLA National Lifeguard Championships - Adult - Michael Huck	\$125.00	\$125.00
<b>Sub-Total</b>			\$125.00
<b>Total</b>			\$125.00

**Payments/Adjustments**

*Mich Huck 7202 5510*

Qty	Description	Price	Totals
1	Payment via Credit Card (using card xxxxxxxxxxxx) Applied to invoice on 8/5/2015 9:56:00 AM	(\$125.00)	(\$125.00)
<b>Total Payments/Adjustments</b>			(\$125.00)
<b>Balance Due</b>			\$0.00

**United States Lifesaving Association - Thank you for your order**

Thursday, August 6, 2015 7:35 AM

**From:** "webmaster@usla.org" <webmaster@usla.org>

**To:** nicholasbuyme@yahoo.com

United States Lifesaving Association

Dear Nicholas Sanchez,

Confirmation for the order placed on 8/6/2015  
[Click here](#) for a printable view of the order.

The following is a description of the order:

Order Number is: 123994755

Ordered 1 products (see below):

Product Number: Z7XMM7  
Product: 2015 USLA National Lifeguard Championships - Adult  
Quantity: 1  
Price Each: \$125.00  
Total Price: \$125.00

**Total: \$125.00**

*Handwritten signature and notes:*  
[Signature] 202 5510

Thanks!

United States Lifesaving Association

This is an automated email sent from the United States Lifesaving Association. Please do not reply to this email. It has been sent from an email account that is not monitored. If you feel you have received this message in error, please free to contact us.

**United States Lifesaving Association**

**Invoice**

Date	Invoice #
8/5/2015	200005047

<b>Bill To</b>
Michael Huck Dania Beach Ocean Rescue 100 W Dania Beach Boulevard Dania Beach, FL 33004 United States

<b>Ship To</b>
Cyrus Writer Dania Beach Ocean Rescue 10930 Cedar Lane Pembroke Pines, FL 33026 United States

PO Number	Terms	Due Date
	Due on receipt	8/5/2015

Qty	Description	Price	Totals
1	2015 USLA National Lifeguard Championships - Adult - Cyrus Writer	\$125.00	\$125.00
<b>Sub-Total</b>			\$125.00
<b>Total</b>			\$125.00

**Payments/Adjustments**

*Handwritten signature and amount: 125.00*

Qty	Description	Price	Totals
1	Payment via Credit Card (using card xxxxxxxxxxxx) Applied to invoice on 8/5/2015 9:25:32 AM	(\$125.00)	(\$125.00)
<b>Total Payments/Adjustments</b>			(\$125.00)
<b>Balance Due</b>			\$0.00



MICHAEL HUCK  
 FL CITY OF DANIA BEACH  
 XXXX-XXXX-XXXX

**Purchasing Card**

August 01, 2015 - August 31, 2015

**Cardholder Activity**

Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238  <b>Customer Service:</b> 1.888.449.2273 24 Hours  <b>TTY Hearing Impaired:</b> 1.800.222.7365 24 Hours  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 08/31/15 Credit Limit ..... \$10,000 Cash Limit ..... \$101 Days in Billing Cycle ..... 31 Total Activity ..... \$2,114.57  <p style="text-align: center;"><b>THIS IS NOT A BILL - DO NOT PAY</b></p>	Credits ..... \$0.00 Cash ..... \$0.00 Purchases ..... \$2,114.57 Other Debits ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Total Activity ..... \$2,114.57

**Transactions**

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
08/03	07/30	SEA GEAR MARINE SUPPLY CAPE MAY NJ	24071055212987172778813	5941	400.00	
08/04	08/03	BOAT OWNERSWAREHOUSE#1 FT LAUDERDALEFL	24692165216000469810737	4468	29.23	
08/06	08/05	JOE'S AUTO MARINE SUP FT LAUDERDALEFL	24275395218408800545936	5085	28.18	
08/07	08/05	USLA Events 866-367-8752 CA	24707805218980153783831	8699	125.00	
08/07	08/05	USLA Events 866-367-8752 CA	24707805218980153783872	8699	125.00	
08/10	08/06	USLA Events 866-367-8752 CA	24707805219980153783863	8699	125.00	
08/12	08/10	MR SHARPIES LOCKSMITH ANDDANA BEACH FL	24707805223980170319299	7399	180.00	
08/17	08/13	USLA Events 866-367-8752 CA	24707805226980153783880	8699	300.00	
08/18	08/17	GREEN THUMB CORAL SPRINGS954-344-0760 FL	24445005229300355973240	5261	312.48	
08/28	08/26	THE HOME DEPOT 6310 HOLLYWOOD FL	24610435239010188202545	5200	29.73	
08/28	08/27	BOAT OWNERSWAREHOUSE#1 FT LAUDERDALEFL	24692165240000164525440	4468	324.00	
08/31	08/27	THE HOME DEPOT 6310 HOLLYWOOD FL	24610435240010189134546	5200	135.95	

0000000 0000000 0000000 4715291107141924

Account Number: XXXX-XXXX-XXXX-1924  
 August 01, 2015 - August 31, 2015

**Total Activity ..... \$2,114.57**

BANK OF AMERICA  
 PO BOX 15731  
 WILMINGTON, DE 19886-5731

MICHAEL HUCK  
 FL CITY OF DANIA BEACH  
 100 W DANIA BEACH BLVD  
 DANIA BEACH, FL 33004-3643

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Enter search criteria...

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# UNITED STATES LIFESAVING ASSOCIATION

*America's nonprofit association of  
beach lifeguards and open water rescuers*



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## USLA NATIONALS - KEY INFORMATION

More in this Section...

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The 2015 Nautica USLA National Lifeguard Championships will be held in Daytona Beach, FL from August 5 - 8, 2015. Details can be found at [www.uslanationals.org](http://www.uslanationals.org). Brush up on your competition rules, train hard and check back often on our website for regularly updated information!

**Who may participate:**

This competition is open to current Professional, Alumnus, Life, and Junior USLA Members. Approved international competitors who are current members of a national lifesaving organization that is a Full Member of the International Life Saving Federation are also eligible to compete, subject to approval. (Send a request for approval to [lifesavingsport@usla.org](mailto:lifesavingsport@usla.org)). Unfortunately, Associate Members are NOT eligible to compete, but we welcome you to attend and cheer our lifesavers on!

**Entry Fees:**

- National Lifeguard Adult Championship Entry Fees: \$125 ✓ *Mark T. Schultz*
- National Junior Lifeguard Championship Entry Fees: \$75
- National U19 Lifeguard Championship Entry Fees\*: \$75

\*Professionals who are competing in the U19 division will pay the Junior fee for this competition. Professionals who also want to compete in the Nationals, Thursday through Saturday must register separately for that competition.

- Junior Guard Instructor Meeting:** There will be a Junior Instructor Meeting on Tuesday, August 4 at 5PM at the Competitor Tent on the Boardwalk.

The following is important information from the Lifesaving Sport Committee for all competitors who will be attending the 2015 NAUTICA USLA NATIONAL LIFEGUARD CHAMPIONSHIPS in Daytona Beach.

**THERE IS NO LONGER AN "AA" AGE GROUP IN JUNIORS.**

- A NEW GROUPING HAS BEEN CREATED FOR JUNIOR DAY. IT IS CALLED THE UNDER 19 GROUP. THE SAME EVENTS WILL BE CONTESTED PLUS THERE WILL BE A SURF SKI EVENT. THIS COMPETITION IS OPEN TO BOTH JUNIOR AND PROFESSIONALS WHO QUALIFY.
- Please check the USLA website to review the new rules for this U19 group.

### SIGN IN

Username

Password

**FORGOT YOUR PASSWORD?** **SIGN IN**

**HAVEN'T JOINED USLA YET?**

### UPCOMING EVENTS

**11/4/2015 » 11/6/2015** [more](#)  
World Conference on Drowning Prevention 2015

**11/12/2015 » 11/14/2015**  
USLA Fall 2015 Board of Directors Meeting and Educational Conference

**4/28/2016 » 4/30/2016**  
USLA Spring 2016 Board of Directors Meeting

**9/1/2016 » 9/18/2016**  
World Lifesaving Championships - Rescue 2016

- Professionals who are competing in the U19 division will pay the Junior fee for this competition. Professionals who also want to compete in the Nationals, Thursday through Saturday must register separately for that competition.
- **Teams who wish to compete in the "B" Division please be aware of the rules.**  
No exceptions or excuses will be accepted.
  - All Chapter Teams are considered in the "A" Division until they request and submit verification to be included in the "B" Division.
  - Request must be done annually and must include a letter from the involved agency/agencies employer(s) verifying the number of employed lifeguards.
  - The letter must be from an administrator (not the Captain or Chief of a Beach Patrol) from the agency/agencies that comprise the chapter. Letters must be from an official with the agency, not involved in the daily beach patrol operations. It must be received by the Lifesaving Sport Chair one week prior to the start of competition
- **As the event is scheduled to be live streamed and taped for television we need to be professional and keep to our schedule.**
  - THE COMPETITION WILL BE STARTING DAILY AT THE SCHEDULED START TIME OF 8AM. Please be prepared and allow enough time for your warm-up. THERE WILL BE A SINGLE CALL FOR EACH EVENT. A FIRST & FINAL CALL ONLY. THE FIRST ONE EACH MORNING WILL BE AT 7:30AM
  - EVENTS WILL NOT BE DELAYED FOR CRAFT CONFLICTS, THIS IS A RULE AND WILL BE ENFORCED. BE PREPARED AND MAKE ARRANGEMENTS AHEAD OF TIME.
- **It is your responsibility to know the rules.** Please familiarize yourself with the rules of the event(s) you plan on participating in.
- **Please check the website** for additional details on the NAUTICA USLA NATIONAL LIFEGUARD CHAMPIONSHIPS.

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HILTON DAYTONA BEACH OCEAN WALK VILLAGE  
 100 N ATLANTIC AVE  
 DAYTONA BEACH, FL 32118  
 United States of America  
 TELEPHONE 386-254-8200 • FAX 386-253-0275  
 Reservations  
 www.hilton.com or 1 800 HILTONS

Huck, Michael  
 100  
 DANIA BEACH FL 33004  
 UNITED STATES OF AMERICA

Room No: 1196/Q2RF  
 Arrival Date: 8/5/2015 6:52:00 PM  
 Departure Date: 8/8/2015  
 Adult/Child: 4/0  
 Cashier ID: BHOEH/BOB  
 Room Rate: 99.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 922803 B

Confirmation Number: 3151049802

HILTON DAYTONA BEACH OCEAN WALK VILLAGE 8/7/2015 1:31:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
8/5/2015	GUEST ROOM	AARMS	7124131	\$99.00		
8/6/2015	GUEST ROOM	AARMS	7126621	\$99.00		
8/7/2015	VS *8210	SKRESS 73	7131219		(\$297.00)	✓
8/7/2015	GUEST ROOM	AARMS	7131985	\$99.00		
WILL BE SETTLED TO VS*8210						\$0.00
EFFECTIVE BALANCE OF						\$0.00

CREDIT CARD DETAIL

APPR CODE 094275  
 CARD NUMBER XXXXXXXXXX  
 TRANSACTION ID 7131219

MERCHANT ID 467845  
 EXP DATE 10/17  
 TRANS TYPE Sale

*P-card*  
 APPROVED

SEP 09 2015

BY: TAS

00172025725510





HILTON DAYTONA BEACH OCEAN WALK VILLAGE  
 100 N ATLANTIC AVE  
 DAYTONA BEACH, FL 32118  
 United States of America  
 TELEPHONE 386-254-8200 • FAX 386-253-0276  
 Reservations  
 www.hilton.com or 1 800 HILTONS

Huck, Michael  
 100  
 DANIA BEACH FL 33004  
 UNITED STATES OF AMERICA

Room No: 956/Q2RF  
 Arrival Date: 8/5/2015 6:51:00 PM  
 Departure Date: 8/8/2015  
 Adult/Child: 4/0  
 Cashier ID: BHOEH/BOB  
 Room Rate: 99.00  
 AL:  
 HH #  
 VAT #  
 Folio No/Che 922802 B

Confirmation Number: 3151049802

HILTON DAYTONA BEACH OCEAN WALK VILLAGE 8/7/2015 1:20:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
8/5/2015	*PARKING - SELF OVERNIGHT	AARMS	7125045	\$5.00		
8/5/2015	STATE TAX	AARMS	7125046	\$0.33		
8/5/2015	GUEST ROOM	AARMS	7125047	\$99.00		
8/5/2015	STATE TAX	AARMS	7125048	\$8.44		
8/5/2015	COUNTY OCCUPANCY TAX	AARMS	7125048	\$5.94		
8/6/2015	*PARKING - SELF OVERNIGHT	AARMS	7127566	\$5.00		
8/6/2015	STATE TAX	AARMS	7127567	\$0.33		
8/6/2015	GUEST ROOM	AARMS	7127568	\$99.00		
8/6/2015	STATE TAX	AARMS	7127569	\$8.44		
8/6/2015	COUNTY OCCUPANCY TAX	AARMS	7127569	\$5.94		
8/7/2015	VS *8210	SKRESS 73	7131214		(\$297.00) ✓	
8/7/2015	GUEST ROOM	AARMS	7133008	\$99.00		
WILL BE SETTLED TO VS*8210						\$35.42
EFFECTIVE BALANCE OF						\$0.00

CREDIT CARD DETAIL

APPR CODE	023616	MERCHANT ID	467845
CARD NUMBER	██████████	EXP DATE	10/17
TRANSACTION ID	7131214	TRANS TYPE	Sale

*\$25.42 Taxes  
 to be credited.  
 \$10.00 for  
 2 days parking  
 @ \$5 ea.*

Page:1

APPROVED  
 AUG 10 2015  
 BY: TAS  
 00172025725510





## Purchasing Card

TANIA STEVENS  
FINANCE  
XXXX-XXXX-XXXX  
August 01, 2015 - August 31, 2015

## Cardholder Activity

Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238  <b>Customer Service:</b> 1.888.449.2273 24 Hours  <b>TTY Hearing Impaired:</b> 1.800.222.7365 24 Hours  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 08/31/15 Credit Limit ..... \$10,000 Cash Limit ..... \$0 Days in Billing Cycle ..... 31 Total Activity ..... \$2,392.45  <b>THIS IS NOT A BILL - DO NOT PAY</b>	Credits ..... -\$267.88 Cash ..... \$0.00 Purchases ..... \$2,660.33 Other Debits ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Total Activity ..... \$2,392.45

Transactions						
Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
08/03	07/31	TCD*TTA-RESEARCH &CPE 800-323-8724 TX	24692165212000810924678	8299	600.00	
08/06	08/05	FEDEX 17748049 800-4633339 TN	24164075217741127202697	4215	36.22	
08/07	08/05	OFFICE DEPOT #1165 800-463-3768 FL	24445745218100397648642	5965	54.53	
08/10	08/06	PRIDE ENTERPRISES 727-556-3370 FL	24210735219206179900276	9399	54.53	
08/10	08/08	HILTON DAYTONA BEACH DAYTONA BEACHFL Arrival: 08/08/15	24231685220207020632778	3504	297.00	
08/10	08/08	HILTON DAYTONA BEACH DAYTONA BEACHFL Arrival: 08/08/15	24231685220207020632810	3504	297.00	
08/10	08/07	ONLINE INFORMATION SVC 252-7584141 NC	24060655221900015502174	7399	244.80	
08/10	08/08	HILTON DAYTONA BEACH DAYTONA BEACHFL Arrival: 08/08/15	24231685221207020635648	3504	35.42	
08/12	08/11	PRIDE ENTERPRISES 727-556-3370 FL	24210735224206179300132	9399	212.80	
08/12	08/11	DUNBAR BANKPAK BALTIMORE MD	74258025223513770083057	7393		267.88
08/14	08/12	OFFICE DEPOT #1165 800-463-3768 FL	24445745225200149475582	5965	88.24	
08/19	08/18	USHW MED GRP # 578 FT LAUDERDALEFL	24431065231207514200033	8011	304.00	
08/21	08/19	OFFICE DEPOT #1165 800-463-3768 FL	24445745232100406187527	5965	39.92	

0000000 0000000 0000000 4715291108948210

Account Number: XXXX-XXXX-XXXX-8210  
August 01, 2015 - August 31, 2015

Total Activity ..... \$2,392.45

BANK OF AMERICA  
PO BOX 15731  
WILMINGTON, DE 19886-5731

TANIA STEVENS  
FINANCE  
100 W DANIA BEACH BLVD  
DANIA BEACH, FL 33004-3643

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

## Stevens, Tania

---

**From:** Huck, Michael  
**Sent:** Monday, August 10, 2015 9:16 AM  
**To:** Stevens, Tania  
**Subject:** RE: Credit Card Authorization

Dear Tania,

Thanks again for all your help. We really appreciate it. If you use our training/education account 001-7202-572-5510. I will fax the hotel receipt. Let me know if anything else is needed.

Mike

---

**From:** Stevens, Tania  
**Sent:** Thursday, August 06, 2015 1:06 PM  
**To:** Huck, Michael  
**Cc:** Felicetty, Mark; Pollard, Antoine  
**Subject:** Credit Card Authorization

Hello Mike,

I spoke with the front desk and they are sending a credit card authorization form to my attention for the hotel charges. Once received, I will return it so that charges are paid. Upon your return, please provide me with the G/L account where the expenses should be charged.

Tania

*Tania A. Stevens*  
Purchasing Accountant  
City of Dania Beach  
(954) 924-6800 Ext. 3671  
(954) 922-5619 Fax  
[tstevens@ci.dania-beach.fl.us](mailto:tstevens@ci.dania-beach.fl.us)

NOTE: YOU ARE HEREBY ADVISED THAT FLORIDA HAS A VERY BROAD PUBLIC RECORDS LAW. MOST COMMUNICATION TO AND FROM CITY OFFICIALS AND/OR STAFF MAY BE SUBJECT TO PUBLIC RECORDS REQUEST.