



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

EMPLOYEE: Commissioner Bobbie H. Grace DEPARTMENT: City Commission

LOCATION: Tallahassee TRIP/TRAINING DATE: January 31, 2016 - February 4, 2016

PURPOSE: To attend the Florida League of Cities Legislative Action Days in Tallahassee

x Overnight Out of State Air Travel

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

REGISTRATION (attach conference brochure)		
LODGING (# of nights <u>4</u>) (valet parking \$12 per night)		<u>1,364.00</u>
MEALS (per diem)		<u>224.10</u>
OTHER INCIDENTAL EXPENSES:		
AIRFARE		
GAS/TOLLS (round trip) (estimate)		<u>70.00</u>
OTHER TRANSPORTATION <u>Enterprise Car Rental</u> (estimate)		<u>232.00</u>
SUPPLIES/MATERIALS		
TOTAL ESTIMATED EXPENSES:		\$ 1,890.10

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:

August 2015 FLC 89th Annual Conference, Orlando Florida

Employee Signature: _____

TRAVEL AUTHORIZATION:

 Department Director TAS (Signature) Finance Director (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:					
Lodging:	Doubletree by Hilton, Tallahassee + parking	\$ 1,364.00	C Lottier Pcard		
Transportation:	Enterprise Rental Car + tolls (estimate)	\$ 252.00	C Lottier Pcard		
Traveler:	Commissioner Grace - Per Diem	\$ 224.10			
Others:	Commissioner Grace - Gas (estimate)	\$ 50.00			
Account #:	001-1101-511.40-10	\$ 1,890.10			

Name: Commissioner Bobbie H. Grace
Location: Doubletree by Hilton Tallahassee
Purpose: FLC 2016 Legislative Action Days

IRS Pub 1542 **M&IE**
\$54.00 (obtain from Per diem from gsa.gov website)

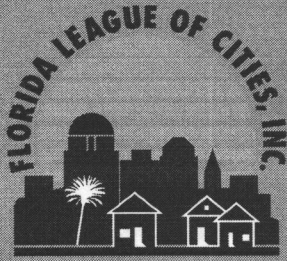
	*Travel day				*Travel day		
	1/31/2016	2/1/2016	2/2/2016	2/3/2016	2/4/2016	Total Est Exps	
Meal Provided:							
Per Diem	\$ 40.50	\$54.00	\$35.10	\$54.00	\$40.50	\$	224.10
Lodging	\$ 329.00	\$ 329.00	\$ 329.00	\$ 329.00		\$	1,316.00
Parking	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00		\$	48.00
Conf Fees							
Tolls (estimate)	\$ 20.00					\$	20.00
Gas (estimate)	\$ 50.00					\$	50.00
Enterprise Car Rental	\$ 232.00					\$	232.00
						\$	1,890.10

* Travel day@75%

per diem reductions

Breakfast (B) 15% **\$8.10**
Lunch (L) 35% **\$18.90**
Dinner (D) 50% **\$27.00**

FLORIDA LEAGUE OF CITIES Legislative Action Days



Doubletree by Hilton Tallahassee

February 2-3, 2016

Hotel Reservation Deadline: January 6, 2016

Registration Deadline: January 23, 2016

TENTATIVE SCHEDULE*

MONDAY, FEBRUARY 1

Ethics Training

1:00 p.m. - 5:00 p.m.

Class meets the state requirements for Ethics Continuing Education.

Tallahassee City Hall Chambers

TUESDAY, FEBRUARY 2

Legislative Briefing

10:00 a.m. - 11:00 a.m.

Sittig Hall at Kleman Plaza

Registration Desk Open

11:00 a.m. - 2:00 p.m.

Doubletree

Legislative Luncheon

11:45 a.m. - 1:30 p.m.

Doubletree

Opening Remarks

Invocation & Welcome

Speakers to include various House and Senate members

"Charge to the Delegates"
Matthew Surrency, President,
Florida League of Cities;
Mayor, City of Hawthorne

Capitol Visits

1:45 p.m. - 5:00 p.m.

FLC Board of Directors Meeting

4:00 p.m. - 6:00 p.m.

Sittig Hall at Kleman Plaza

Reception

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

Third Floor of FLC Office at Kleman Plaza

WEDNESDAY, FEBRUARY 3

Continental Breakfast with

FLC Legislative Advocates

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

Doubletree

Capitol Visits

8:45 a.m. - 12:00 p.m.

Florida League of Mayors Roundtable

12:00 p.m. - 2:00 p.m.

Sittig Hall at Kleman Plaza

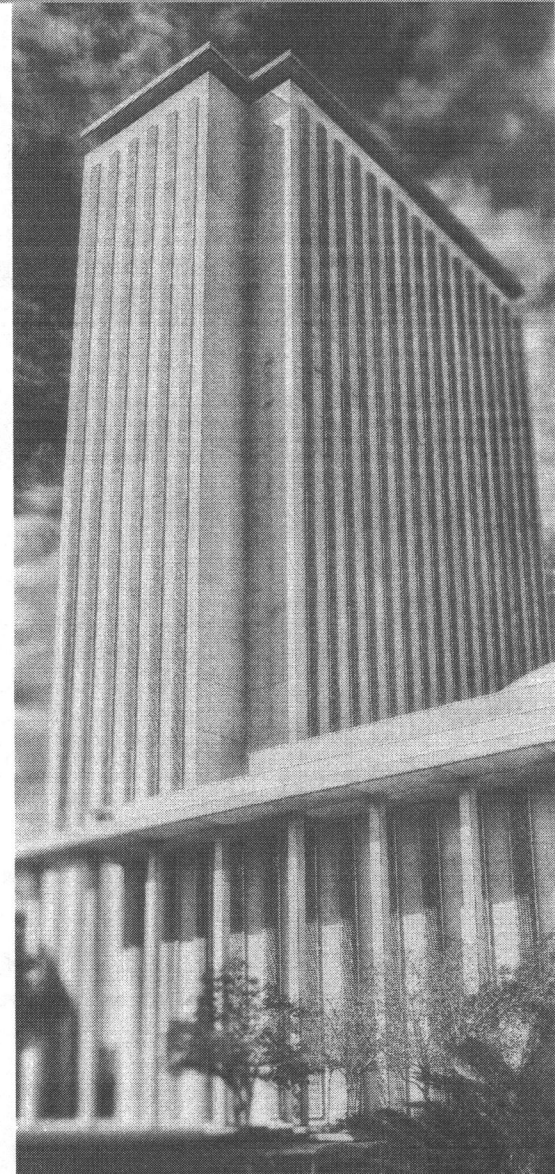
Florida League of Mayors

Board of Directors Meeting

2:00 p.m. - 3:00 p.m.

Sittig Hall at Kleman Plaza

*Subject to change



Lottier, Christine

From: EVENT PLANNING (TAL) <EVENTPLANNING-TAL@flcities.com>
Sent: Friday, January 08, 2016 2:21 PM
To: Lottier, Christine
Cc: Heidi Hogarth
Subject: FLC 2016 Legislative Action Days Registration Confirmation for Bobbie H. Grace (20179)

FLC 2016 Legislative Action Days

Doubletree by Hilton Tallahassee
101 S. Adams St.
Tallahassee, FL 32301

Dear Bobbie H. Grace,

Thank you for registering for the FLC 2016 Legislative Action Days. We look forward to your attendance. Please do not hesitate to contact us if you have any questions prior to the event. **This message is confirmation of your registration. If you paid by credit card, payment information will be detailed below.**

Contact Information:

Heidi Hogarth
Meeting Planner
(850) 222-9684
hhogarth@flcities.com

Notes:

The Florida League of Cities 2016 Legislative Action Days will be held February 2-3, 2016.

HOUSING INFORMATION: To make your hotel reservations at the **Doubletree by Hilton Tallahassee**, contact the hotel directly at 1-(800) 222-8733 and be sure to mention the Florida League of Cities to receive the correct rate. The group rate is **\$199/night**. Self parking is \$8 and valet is \$12. Please note that the reservation cut-off date is **January 6, 2016**, but the hotel could sell out before that time. **If the hotel is sold out, please contact Heidi Hogarth for a list of alternative suggestions.**

Registrant Information:

Registration Date	01/08/2016
Name	Bobbie H. Grace
Nickname	Bobbie
Title	Commissioner
Affiliation	Dania Beach
E-mail	clottier@ci.dania-beach.fl.us
What is your Local/Regional League Affiliation?	Broward
Will you attend the Ethics Session in Sittig Hall on Monday, 2/1?	Yes
Will you attend the Legislative Briefing in Sittig Hall on Tuesday, 2/2?	Yes

Your Itinerary:

Total	\$0.00
Payments	\$0.00

Balance \$0.00

Payment Receipt:

Date Processed 01/08/2016

Total Paid \$0.00

Payment Type Comp

This is an automated e-mail. Please do not reply to this message.

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Lottier, Christine

From: DoubleTree by Hilton Confirmed <doubletreebyhilton@res.hilton.com>
Sent: Friday, January 08, 2016 11:35 AM
To: Lottier, Christine
Subject: Your 31 Jan 2016 Confirmation #82161587


 DoubleTree by Hilton Hotel Tallahassee
101 South Adams Street, Tallahassee, FL
32301
Tel: +1-850-224-5000






[HOTEL DETAILS](#) | [DINING](#) | [AMENITIES & SERVICES](#) | [MAP & DIRECTIONS](#)


YOUR STAY DATES:
Jan 31, 2016 – Feb 04, 2016

CONFIRMATION:
82161587 [Modify >](#)

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Welcome,
Bobbie Grace

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ROOM INFORMATION:

2 QUEENS UPGRADED
NONSMOK

Rooms: 1

Guests: 1 Adult

Check In: 3:00 PM

Check Out: 12:00 PM

RATE INFORMATION:

Rate per night: 329.00 USD

Total for Stay per Room

Rate: 1,316.00 USD

Taxes: 164.50 USD

Total: 1,480.50 USD

Total for Stay: 1,480.50 USD

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FY 2016 Per Diem Rates for ZIP 32301

(October 2015 - September 2016)

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 **32301**

Primary Destination (1, 2)	County (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)	
		2015			2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Tallahassee	Leon	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$54

Footnotes

1. 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.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.

GRACE, BOBBIE

WALK IN

01/29/2016 11:30 AM FULLSIZE

Reservation: 39HX1Y

Date Taken: 01/11/2016

By: JOSEPH, KENLEY

Origin: BRANCH

Vehicle

Car Class: FULLSIZE
Rate Quoted: \$40.00/DAY
\$200.00/WEEK

Specials:
Mileage Charge: NO CHARGE
Preferences:

Authorization
Status:
Car Class:
Auth Amount:
of Days:
Max Per Day:
Total Max Amount:
% Auth:

Product/Services

DAMAGE WAIVER \$19.99/DAY
PAI \$3.40/DAY
RAP \$4.99/DAY
SUPPLEMENTAL LIABILITY PROTECTION 2 \$17.95/DAY

Authorization

Pick Up/Return

Pick Up Date: 01/29/2016 **Return Date:** 02/05/2016
Pick Up Time: 11:30 AM **Return Time:** 11:30 AM
Pick Up Group: A0041_ENTERPRISE LEASING COMPANY **Return Group:** A0041 ENTERPRISE LEASING COMPANY
Pick Up Branch: DANIA 41A7 **Return Branch:** DANIA 41A7
801 S FEDERAL HIGHWAY 801 S FEDERAL HIGHWAY
DANIA, FL 330044374 DANIA, FL 330044374
Pick Up Method: WALK IN **Return Method:**
Pick Up Location: **Return Location:**
Directions:

Renter Information

GRACE, BOBBIE **Home:** (954) 396-0941
110 NW 8 AVE **Work:**
DANIA, FL 33004 **Other:**

Bill-to

Rental Type: RETAIL
Claim Type:
Claim/Pol/PO/RO:
Insured Name:

Shop

Renters Vehicle:

Flight Information

Airline: **Flight:** **Terminal:**
Arrival Date: **Arrival Time:**