



**CITY OF DANIA BEACH  
FINANCE DEPARTMENT  
MEMORANDUM**

TO: Honorable Mayor Marco A. Salvino, Sr.  
Honorable Vice-Mayor Albert Jones  
Honorable Commissioner Chickie Brandimarte  
Honorable Commissioner Bobbie Grace

FROM: Robert Baldwin, City Manager

BY: Nicki Satterfield, Finance Director *NS*

DATE: March 1, 2016

SUBJECT: Florida Assoc. of Business Tax Professionals Conference

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This memo is to request approval for Megan Jelaso, Revenue Coordinator, to attend the annual Florida Association of Business Tax Professionals education conference in Orlando which takes place from May 31<sup>st</sup> - June 3, 2016. Megan intakes and processes business tax receipts for the City for nearly four years.

The conference will provide valuable educational and networking opportunities for the City of Dania Beach as well as Ms. Jelaso. We estimate the total cost to the City for Megan's attendance to be \$1,061.54. To become a FABTO Certified Business Tax Official certification requires attendance at two conferences within a three year period. This will be Megan's second attendance allowing her to apply for certification.

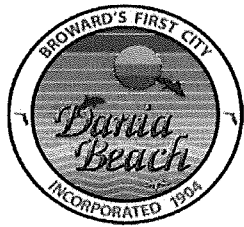
The City's FY 2015 - 2016 budget planned for and has sufficient funding for attending this conference.

The following is a summary of the cost of the conference:

|  |                    |
|--|--------------------|
| Lodging (3 Nights)                       | \$ 363.00          |
| Conference Fee                           | \$ 265.00          |
| Per Diem/Transportation                  | \$ 433.54          |
| <b>Estimated cost of the conference:</b> | <b>\$ 1,061.54</b> |

The Finance Department recommends Commission approval to allow Ms. Jelaso, Revenue Coordinator, to attend this annual educational conference as this opportunity will be a great benefit to enhance Ms. Jelaso knowledge in processing business tax receipts.





## CITY OF DANIA BEACH Per Diem Calculator

**Name:** Megan Jelaso, Revenue Coordinator  
**Location:** Lake Buena Vista, FL  
**Purpose:** Florida Assoc. of Business Tax Officials Educational Conference

### M&IE

[www.gsa.gov](http://www.gsa.gov)

**\$59.00** (obtain from Per diem form on City's Intranet)  
 Conference Hours

| Day            | 5/31/2016  | 6/1/2016        | 6/2/2016        | 6/3/2016   | Total Est Exps |
|----------------|------------|-----------------|-----------------|------------|----------------|
| Meal Provided: | Travel Day | Lunch/Breakfast | Lunch/Breakfast | Travel Day |                |
| Per Diem       | \$ 44.25   | \$29.50         | \$29.50         | \$44.25    | \$ 147.50      |
| Lodging        | 121.00     | 121.00          | 121.00          |            | \$ 363.00      |
| Mileage        | 229.18     |                 |                 |            | \$ 229.18      |
| Tolls          | 34.36      |                 |                 |            | \$ 34.36       |
| Parking        | 7.50       | 7.50            | 7.50            | -          | \$ 22.50       |
| Conf Fees      | 265.00     |                 |                 |            | \$ 265.00      |
|                |            |                 |                 |            | \$ 1,061.54    |

**\* Travel day - 75% of Per diem**

### per diem reductions

|                   |         |
|-------------------|---------|
| Breakfast (B) 15% | \$8.85  |
| Lunch (L) 35%     | \$20.65 |
| Dinner (D) 50%    | \$29.50 |

# FY 2016 Per Diem Rates for Orlando Florida

(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 **Orlando Florida**

| Primary Destination<br>(1, 2) | County (3, 4) | Max lodging by Month (excluding taxes) |       |       |       |       |       |       |       |       |       |       |       | M&IE<br>(5) |      |
|-------------------------------|---------------|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------|------|
|                               |               | 2015                                   |       |       | 2016  |       |       |       |       |       |       |       |       |             |      |
|                               |               | Oct                                    | Nov   | Dec   | Jan   | Feb   | Mar   | Apr   | May   | Jun   | Jul   | Aug   | Sep   |             |      |
| Orlando                       | Orange        | \$127                                  | \$127 | \$127 | \$127 | \$127 | \$127 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110 | \$110       | \$59 |

## 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.

## FY 2016 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 \$51 to \$74). 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](http://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).

| <b>Total</b> | <b>Continental Breakfast/ Breakfast</b> | <b>Lunch</b> | <b>Dinner</b> | <b>IE</b> |
|--------------|---|--------------|---------------|-----------|
| <b>\$51</b>  | \$11                                    | \$12         | \$23          | \$5       |
| <b>\$54</b>  | \$12                                    | \$13         | \$24          | \$5       |
| <b>\$59</b>  | \$13                                    | \$15         | \$26          | \$5       |
| <b>\$64</b>  | \$15                                    | \$16         | \$28          | \$5       |
| <b>\$69</b>  | \$16                                    | \$17         | \$31          | \$5       |
| <b>\$74</b>  | \$17                                    | \$18         | \$34          | \$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.

| <b>Total</b> | <b>First &amp; Last Day of Travel</b> |
|--------------|---------------------------------------|
| \$51         | <b>\$38.25</b>                        |
| \$54         | <b>\$40.50</b>                        |
| \$59         | <b>\$44.25</b>                        |
| \$64         | <b>\$48.00</b>                        |
| \$69         | <b>\$51.75</b>                        |
| \$74         | <b>\$55.50</b>                        |

**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 table listed above.)

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## 2016 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2015-137, Dec.17, 2015

WASHINGTON — The Internal Revenue Service today issued the 2016 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, 2016, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven, down from 57.5 cents for 2015
- 19 cents per mile driven for medical or moving purposes, down from 23 cents for 2015
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased 3.5 cents per mile and the medical, and moving expense rates decrease 4 cents per mile from the 2015 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 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 2016-01](#) 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: 17-Dec-2015*

# YOUR TRIP TO:



1761 Hotel Plaza Blvd, Orlando, FL 32830-8430

3 HR 25 MIN | 212.2 MI

$212.2 \times 2 \times .54 = \$229.18$

1. Start out going **east** on W Dania Beach Blvd toward SW 1st Ave.

Then 0.05 miles ..... 0.05 total miles

2. Take the 2nd **right** onto S Federal Hwy/US-1 S/FL-5/FL-A1A.  
*S Federal Hwy is just past SW 1st Ave.*

*Casino Dealer School is on the right.*

*If you are on E Dania Beach Blvd and reach FL-A1A you've gone a little too far.*

Then 0.25 miles ..... 0.30 total miles

3. Take the 2nd **right** onto Stirling Rd/FL-848.  
*Stirling Rd is 0.1 miles past SW 1st St.*

*International House of Pancakes is on the corner.*

*If you are on S Federal Hwy and reach SW 3rd St you've gone about 0.1 miles too far.*

Then 1.11 miles ..... 1.40 total miles

4. Merge onto I-95 N toward **W Palm Bch**.

Then 1.75 miles ..... 3.16 total miles

5. Take the **I-595** exit, EXIT 24, toward **Port Everglades/Ft Laud-Hlwd Int'l Airport**.

Then 0.30 miles ..... 3.46 total miles

6. Merge onto I-595 W via the ramp on the **left** toward I-75.

Then 1.87 miles ..... 5.33 total miles

7. Take the **Florida's Turnpike/US-441/FL-84** exit, EXIT 8&9A-B, toward **Orlando/Miami**.

Then 0.21 miles ..... 5.54 total miles

8. Keep **left** at the fork in the ramp.

Then 0.71 miles ..... 6.25 total miles

9. Keep **right** at the fork in the ramp.

Then 0.35 miles ..... 6.60 total miles



(Portions toll).

Then 8.65 miles ..... 15.25 total miles



11. Take Florida's Tpk N (Portions toll).

Then 184.14 miles ..... 199.39 total miles



12. Take the **Osceola Parkway** exit, EXIT 249.

Then 0.29 miles ..... 199.69 total miles



13. Turn **left** onto E Osceola Pkwy (Portions toll).

Then 6.20 miles ..... 205.89 total miles



14. Turn **slight right** onto ramp.

Then 0.42 miles ..... 206.31 total miles



15. Merge onto N Poinciana Blvd.

Then 0.09 miles ..... 206.41 total miles



16. Turn **right** onto State Road 535/FL-535.

Then 1.35 miles ..... 207.75 total miles



17. Turn **slight left** onto World Center Dr/FL-536. Continue to follow FL-536 W.

*FL-536 W is 0.2 miles past International Dr S.*

*If you are on State Road 535 and reach Lake Bryan Beach Blvd you've gone about 0.3 miles too far.*

Then 1.50 miles ..... 209.25 total miles



18. Take Epcot Center Dr W toward **FL-536/Disney World**.

Then 0.93 miles ..... 210.18 total miles



19. Take the exit toward **Downtown Disney/Typhoon Lagoon**.

Then 0.23 miles ..... 210.41 total miles



20. Keep **right** at the fork in the ramp.

Then 0.05 miles ..... 210.46 total miles



21. Merge onto E Buena Vista Dr.

Then 1.59 miles ..... 212.04 total miles



22. E Buena Vista Dr becomes Hotel Plaza Blvd.

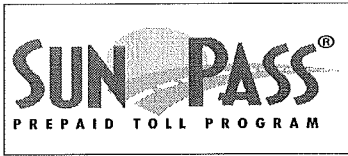
Then 0.11 miles ..... 212.15 total miles



23. 1761 HOTEL PLAZA BLVD is on the **right**.



Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



**Toll Calculator**

**Payment Type**  
 SunPass  Cash  TOLL-BY-PLATE

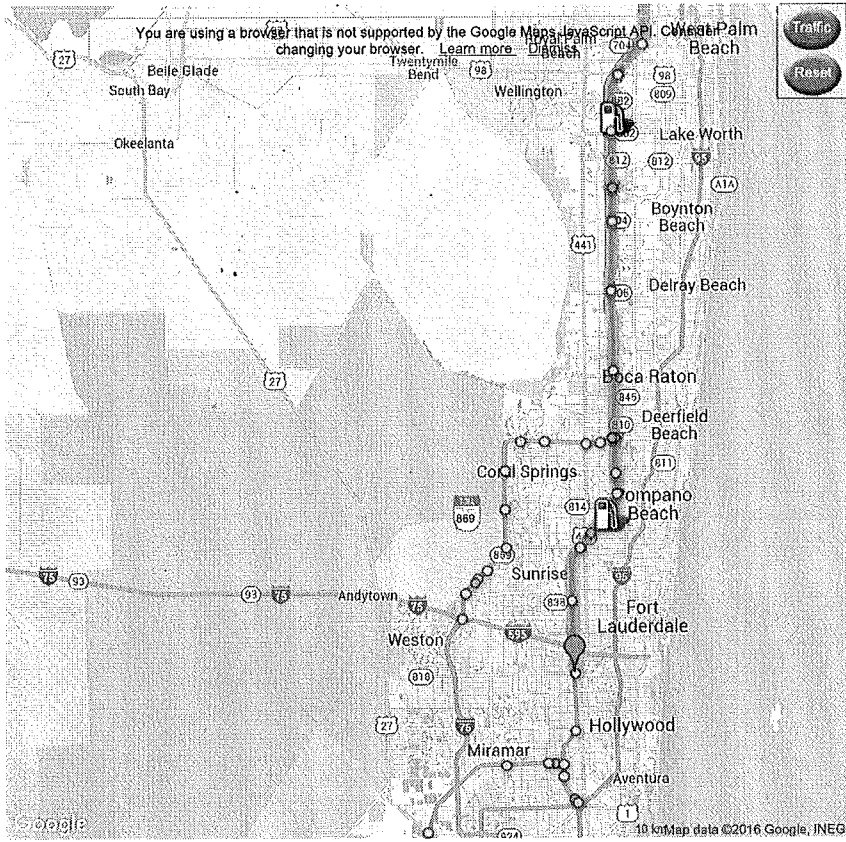
**Axle Count**  
 2  3  4  5  6  7  8

**Route Detail**  
 Start Point: Griffin Rd. - \$0.53  
 Cypress Creek Toll Plaza - \$1.25  
 Lantana Plaza - \$0.00  
 Three Lakes Plaza - \$15.40  
 End Point: Orlando South (U.S. 17/92/441) - \$0.00

**Trip Cost: \$17.18**  
 You could save \$3.65 by using SunPass.  
 \*TOLL-BY-PLATE tolls are billed monthly, plus a \$2.50 administrative charge.

Payment Options  
 Toll Violation Info  
 Construction Info  
 Toll Calculator Instructions

**Supported Browsers**  
 IE10 or older, Firefox and Chrome  
 IE11 may require adjustments to the compatibility settings



**Toll rates effective as of July 1, 2015**  
 Please note that the toll values shown in this application are the same as the toll rates displayed at each respective toll collection location on the Turnpike system, which are shown via roadway signs and toll tickets. In the unlikely event that there is a discrepancy between the toll rates shown in this application and those displayed at the toll collection locations, those shown at the toll collection locations are the official toll rates on the Turnpike system facilities.

**Map Legend**

- Interchange
- Mainline Toll Point
- Service Plaza



*Make plans now  
to attend the*

**FLORIDA  
ASSOCIATION OF  
BUSINESS TAX  
OFFICIALS INC.**

**28<sup>th</sup> ANNUAL  
EDUCATIONAL  
CONFERENCE**

**May 31 – June 3, 2016**

**Hilton Resort  
at the Walt Disney  
World<sup>®</sup> Resort**

Lake Buena Vista, Florida

Please visit our website:  
[www.fabto.org](http://www.fabto.org)

## A MESSAGE FROM YOUR PRESIDENT

### Great News and Exciting Opportunities!

The Florida Association of Business Tax Officials is proud to present its 28th Annual Educational Conference. FABTO remains committed to providing quality educational opportunities to business tax professionals throughout the State to help ensure Local Business Taxes are administered properly and efficiently. The 2016 FABTO Educational Conference promises to do just that.

FABTO in coordination with the John Scott Dailey Florida Institute of Government at Florida Atlantic University has assembled a very exciting and informative agenda for the 2016 FABTO Educational Conference that will include:

- Florida Department of Agriculture and Consumer Services
- Florida Department of Health
- Florida Department of Revenue
- Florida Department of State, Division of Corporations
- Insurance Company Delinquent Business Tax Collection Program
- Legislative Update from Ken Small with the Florida League of Cities
- Public Records Management Update

You will find our agenda packed full of informative and educational value! On Tuesday, we offer the FS Chapter 205/Business Tax 101 session — a requirement for first time attendees and a prerequisite to certification but everyone is welcome. This session is sure to fill up fast so get your registration in early. We will also offer our Governments helping Governments session which is a great opportunity to share and learn from each other. Those are just a few of the many educational opportunities we have in store.

Please visit our website at [www.fabto.org](http://www.fabto.org) where you will find links for online conference registration, renewal or application for membership, payment of fees and so much more. Many useful links can be found there as well as a brand new Members Forum.

There are many rewarding volunteer opportunities available to you at both the local chapter level and the state level. Serve as an officer for your chapter or as a Member of the Board of Directors. There are many opportunities for personal development and growth. Our diverse knowledge base and varied experiences have developed FABTO into a powerful professional association. Talk to your local chapter representative or contact me directly if you are interested in volunteering. I encourage you all to get involved; participate in your local chapter meetings; attend the conference; volunteer!

I look forward to seeing you at the conference for another opportunity to learn, interact and exchange ideas.

Sincerely,

*Deborah A. Morakis, MBTO*

**Deborah A. Morakis, MBTO**

President - Florida Association of Business Tax Officials, Inc.

# The Program

## TUESDAY, MAY 31

- 12:00 noon Registration/check-in
- 2:00-5:00 p.m. **F.S. Chapter 205/Licensing 101**  
(required for first-year attendees)  
*Presented by FABTO Board of Directors and  
Education Committee Members*
- 7:30-8:30 p.m. Meet and Greet Reception  
*Hosted by BIG BEND CHAPTER*

## WEDNESDAY, JUNE 1

- 8:00 a.m. Registration/Continental Breakfast
- 8:30 a.m. **Welcome**  
*DEBBY MORAKIS, President  
Florida Association of Business Tax Officials*
- 8:45 a.m. **Keynote Session: The Art of  
Verbal Judo**  
*BOB HARRIS, Training Consultant*
- 10:15 a.m. Break
- 10:30 a.m. Keynote session continued
- 12:00 noon Lunch (provided)
- 1:15 p.m. **Florida Department of  
Agriculture and Consumer  
Services**  
*SASHA VELEZ, Senior Financial Investigator,  
Florida Department of Agriculture and  
Consumer Services*
- 3:15 p.m. Break
- 3:30 p.m. **City/County Discussions –  
Governments Helping  
Governments**
- 4:45 pm. Presentation of Certificates  
*(single day recertifications only)*
- 5:00 p.m. Adjourn

## THURSDAY, JUNE 2

- 8:30 a.m. Registration/Continental Breakfast
- 9:00 a.m. Conference Information/General  
Membership Meeting
- 9:30 a.m. **Florida Department of Revenue**  
*Speaker to be announced.*
- 10:30 a.m. Break
- 10:45 a.m. **Legislative Update**  
*KEN SMALL, Financial Technical Assistance  
Manager, Florida League of Cities*
- 12:00 noon Lunch (provided)
- 1:00 p.m. **Public Records Management  
Update**  
*TIM FEW, Government Operations Consultant II,  
Division of Library and Information Services,  
Department of State*
- 2:30 p.m. Break
- 2:45 p.m. **Insurance Company Delinquent  
Business Tax Collection Program**  
*PETER CATLIN, Attorney, President,  
Municipal Revenue Services, Inc., Florida  
League of Cities Business Tax Program*
- 3:45 p.m. **Division of Corporations**  
*LYN SHOFFSTALL, Chief, Bureau of  
Commercial Recording*
- 4:45 p.m. Presentation of Certificates  
*(single day recertifications only)*
- 5:00 p.m. Adjourn

## FRIDAY, JUNE 3

- 8:00 a.m. Registration/Continental breakfast
- 8:30 a.m. **Session IV: Department of Health**  
*JIM ISAJEWICZ, Investigations Manager,  
Florida Department of Health*
- 9:30 a.m. Morning break – extended for check-out
- 10:00 a.m. **Closing session: “License” to  
Thrive**  
*MARI YENTZER RAINS*
- 11:30 a.m. Presentation of Certificates  
*(1st time and Advanced Certifications)*
- 12:00 noon Adjourn

For more information about the  
Florida Association of Business  
Tax Officials, Inc. or the 28th  
Annual Conference, please visit  
our website: [www.fabto.org](http://www.fabto.org)

## Conference Details

- CONFERENCE REGISTRATION FEE:** *On or Before April 29:* Member – \$265.00 Non-Member – \$305.00  
*After April 29:* Member – \$290.00 Non-Member – \$330.00
- 1 DAY RECERTIFICATION FEE:** *On or Before April 29:* \$220.00  
*After April 29:* \$245.00
- REGISTRATION DEADLINE:** Due to planning considerations, please submit all registrations no later than May 15, 2016.
- CERTIFICATION:** FABTO Certified Business Tax Official (CBTO) certification requires obtaining a Certificate of Completion and participation at two complete FABTO conferences within three consecutive conferences. Recertification requires one full-day's attendance at a FABTO conference within a three-year period.

## Conference Location and Reservations



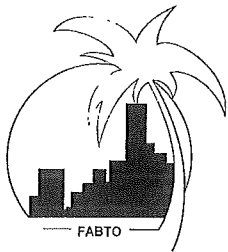
Hilton Resort at the Walt Disney World<sup>®</sup> Resort  
1761 Hotel Plaza Boulevard  
Lake Buena Vista, FL 32830  
(407) 827-4000 FAX (407) 560-2108

- HOTEL RATES:** Single or Double \$121.00 when reserved by April 25, 2016. Parking fee is \$7.50 per day which represents a 50% discount extended towards FABTO attendees.
- HOTEL RESERVATIONS:** (407) 827-4000 - local or (800) 782-4414  
*(When making reservations, you MUST specify you are with FABTO to receive the group rate. The FABTO group code is BTO.)*
- HOTEL INFORMATION:** Check in: 4:00 p.m. Check out: 11:00 a.m. or earlier

*A one-night deposit, by check or credit card, is requested at the time a reservation is made. Reservations will be accepted on a room- and rate-available basis. Cancellation within three days of arrival will result in forfeiture of first night's room and tax. This room rate is extended three days prior to and following the conference, depending on availability.*

All rates are subject to State of Florida sales tax and Orange County tourist tax. *To qualify for tax-exempt status, you will need to supply the hotel with a copy of the city/county tax-exempt certificate when you check in and pay with a city or county check or credit card. A personal check or credit card, to be reimbursed by your agency, does not qualify for tax-exempt status.*

Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act of 1990.



**Florida Association of Business Tax Officials, Inc.**  
**28<sup>th</sup> Annual Educational Conference**  
**May 31 – June 3, 2016**  
**CONFERENCE REGISTRATION FORM**

For your convenience, you may now register online at [www.fabto.org](http://www.fabto.org). Fees may also be paid via the website OR complete this form and return it with a check to the address at the bottom of this form. Due to planning considerations, your registration form and payment must be received by the conference registrar no later than May 15, 2016. All participants will receive a confirmation and receipt by email.

This form may be duplicated for additional registrations. PLEASE PRINT OR TYPE.

Name \_\_\_\_\_ First Time Attendee?  Yes  No

Name for Nametag (if different) \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ EXT. \_\_\_\_\_ FAX \_\_\_\_\_

Email (Required) \_\_\_\_\_

**I PLAN TO ATTEND:**

- |  |  |                               |
|--|--|-------------------------------|
| <input type="checkbox"/> Entire FABTO Conference – Member              | \$265.00 on or before April 29, 2016                       | \$290.00 after April 29, 2016 |
| <input type="checkbox"/> Entire FABTO Conference – Non-Member          | \$305.00 on or before April 29, 2016                       | \$330.00 after April 29, 2016 |
| <input type="checkbox"/> 1 Day Re-certification – Wed., June 1, 2016   | \$220.00 on or before April 29, 2016                       | \$240.00 after April 29, 2016 |
| <input type="checkbox"/> 1 Day Re-certification – Thurs., June 1, 2016 | \$220.00 on or before April 29, 2016                       | \$240.00 after April 29, 2016 |
| <input type="checkbox"/> FS 205 Class – Tuesday, May 31, 2016          |  |                               |
|  | <input type="checkbox"/> Luncheon, Wednesday, June 1, 2016 |                               |
|  | <input type="checkbox"/> Luncheon, Thursday, June 2, 2016  |                               |

Payment Enclosed \$ \_\_\_\_\_ OR  Paid Online

*Please make check for FABTO Conference fees payable to FABTO (FEIN #91-2000956) and mail to:*

FABTO Educational Conference

Michelle Forstrom

204 Ash Street

Fernandina Beach, FL 32034

Telephone: (904) 310-3136

Fax: (904) 310-3460

email: [mforstrom@fbfl.org](mailto:mforstrom@fbfl.org)

This form and corresponding payment is for registration for the 2016 FABTO Educational Conference ONLY. Please do not include chapter membership fees with this registration. (Membership forms and fees must be submitted directly to the FABTO Membership Director). Refunds minus a \$50.00 processing fee will be made if a written request for refund is received by the FABTO Conference Registrar no later than May 4, 2016. Due to planning considerations no refunds will be issued after that date.

*Individuals must be a current paid member of FABTO in order to receive certification at any level.*

# Hilton Orlando Lake Buena Vista

1751 Hotel Plaza Boulevard, Lake Buena Vista, Florida, 32830, USA TEL: +1-407-827-4000 FAX:  
+1-407-827-3890

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- [Print](#)

## Hotel Policies

It's important to us that each Guest is given appropriate information to make their stay as comfortable as possible. Here you can find details of our Hotel Policies on items such as Check-In/Check-Out times, Cancellations, Payment, and much more. For additional details, please contact the hotel and speak to one of our helpful Team Members

## Charges & Fees

Daily Resort Charge will be added to the room rate and includes: Guest internet access; shuttle transportation to Disney theme parks; unlimited movie rentals from DVDNow; 2-16oz Starbucks coffees or 2-16.9 oz bottles of water; local, toll-free, domestic and credit card calls (no access fee)

## Smoking

Non-Smoking

This hotel is 100% non-smoking in all guest rooms and public spaces.

## Family Children

Children under 18 years of age are complimentary when registered with an adult in the same guest room.

### Check-in / Check-out

**Check-In Time** 4:00 pm

**Minimum Age to Register** 18

**Check-Out Time** 11:00 am

### Cancellations

**Cancellation Policy** Cancellation policies may vary depending on the rate or dates of your reservation. Please refer to your reservation confirmation to verify your cancellation policy. If you

**Cancellations**

need further assistance, call the hotel directly or contact customer service.  
Alternatively, you can cancel your reservation online.

**Payment**

**Hotel Currency** US Dollar

- Accepted Payment Options**
- Air Canada
  - American Express
  - Banamex
  - Bancomer
  - Bankamericard
  - Carte Blanche
  - China Union Pay
  - Choice
  - Diner's Club
  - Discover
  - Air Canada EnRoute
  - Eurocard
  - Interbank
  - JAL
  - JCB
  - MasterCard
  - MasterCard (Canada)
  - MasterCard (Int'l)
  - Visa

**Pets**

**Service animals allowed** Yes

**Pets allowed** No

**Other Pet Services** Service pets are allowed

**Parking**

**Self parking** \$17.00 ✓  
Parking Lot

**Valet parking** \$22.00  
Valet Parking

**Secured** Available

**Covered** Not Available

**In/Out Privileges** Available

**Other Parking Information** All parking charges are taxable at 6.5%.

February 2016

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7 8 9 10 11 12 13