



# CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext x3415

Control #

Request Date: 9/13/2024

Name:	Scott Stafford	Destination:	1100 SE 17th St Ft. Lauderdale		
Department/Division:	Building	Departure	10/2/2024	Return	10/3/2024
Account To Be Charged:	451-0000-220-1024	Time of:	3:00pm	5:00pm	
Account To Be Charged:		Estimated Cost:	before mileage reimbursement \$275.00		
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY					
Attend the Building Code Administrator and Inspectors Board Meeting in Fernandina Beach Florida for staff member to obtain licensure approval from the board.					
Date Approved By Council:					
Transportation: boldface or circle choice(s)	POV - Estimated Mileage City Vehicle				
Common Carrier (complete below)					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	BCAIB Meeting			Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Lodging	Embassy Suites by Hilton Fort	Rate \$189.00		Vendor #	Check #
Due Date P Card		# Nights 1			Date
Hand Carry Y N			\$189.00		
Common Carrier (if applicable)		Parking Fee		Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$33.00		
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
Other Expenses				Vendor #	Check #
Due Date					Date
Hand Carry Y N			\$0.00		
PER DIEM ADVANCE: Advanced or Upon Return (circle one)				Vendor #	Check #
Refer to www.gsa.gov for rates - attach proof of rate					
(Lodging prepaid - receipt required)					
Breakfast 0	@	\$0.00			Date
Lunch 1	@	\$17.00			
Dinner 1	@	\$31.00			
Incidentals 1	@	\$5.00			
			\$53.00		

## TRAVEL APPROVALS

Department Head 9/13/24 Date

Finance Date

(if applicable)

City Manager Date

# You're all set, Scott!

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**Confirmation number: 85111773**

We sent the details to s....d@palmbayflorida.org.

## Hotel Information



### Embassy Suites by Hilton Fort Lauderdale 17th Street

1100 SE 17th Street

Fort Lauderdale, Florida 33316 USA

+1 954-527-2700

## Stay Information

**2** OCT WED — **3** OCT THU

Check-in: 4:00 PM

Check-out: 11:00 AM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

## Guest information

**Scott Stafford**

Hilton Honors#:

**1 room for 1 adult**

**1 King Bed Nonsmoking - Flexible Rate**

Total room charge \$189.00

Total taxes \$24.57

**Total for stay: \$213.57**

Payment  1042 Sep 2027

## Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

## Cancellation policy

Free cancellation before 11:59 PM local hotel time on 01 Oct 2024.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

## Optional services for an additional charge

### Self parking

\$33.00 / night

### Valet parking

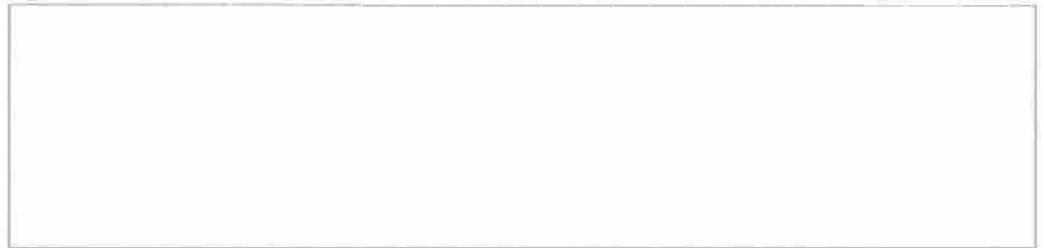
\$38.00 / night

### Pets

Pets allowed, \$75.00 non-refundable fee, \$75(1-4n), \$125(5+n)2petsMax, dog/cat only

- A** 3713 Lakeview Dr, Sebastian, Florida, United States
- B** 1100 SE 17th St, Fort Lauderdale, Florida, United States

2 hr 21 min , 143 miles  
 Light traffic (13 min delay)  
 Via I-95 S

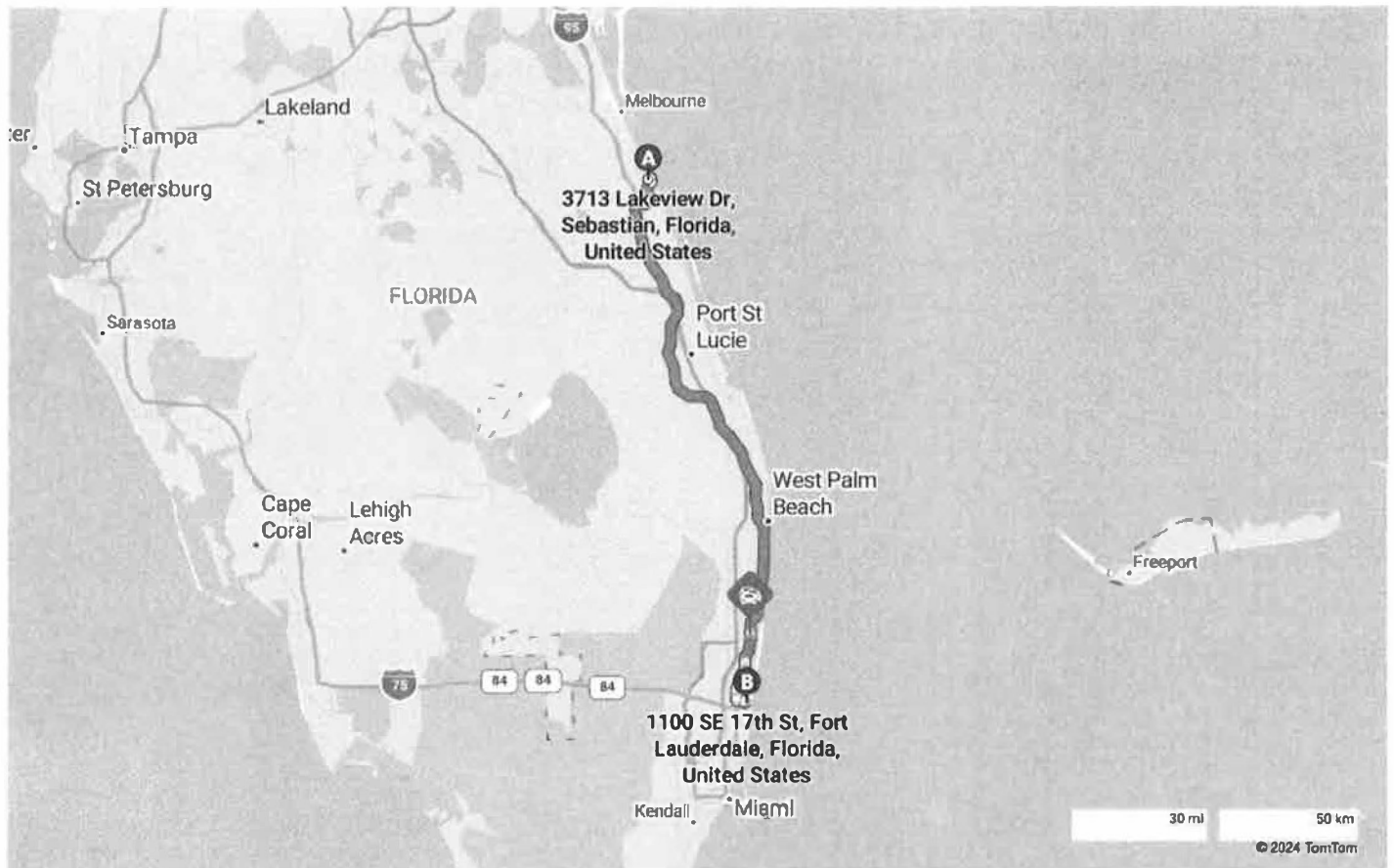


- A** 3713 Lakeview Dr, Sebastian, Florida, United States

↑	1.	Head <b>east</b> on <b>Lakeview Dr</b> toward Mika Ln	0.1 mi
↶	2.	Turn <b>left</b> onto <b>Holly St</b>	0.1 mi
↵	3.	Bear <b>left</b> onto <b>Riverview Dr</b>	0.3 mi
↷	4.	Turn <b>right</b> onto <b>Main St</b>	0.4 mi
↷	5.	Turn <b>right</b> onto <b>US-1 S / FL-5 / US Highway 1</b> ▲ <i>Moderate congestion</i>	1.1 mi
↷	6.	Turn <b>right</b> onto <b>Roseland Rd</b>	4.7 mi
↗	7.	Bear <b>right</b> onto <b>Sebastian Blvd / County Hwy-512</b>	1.3 mi
↑	8.	Keep <b>straight</b> to get onto <b>FL-512 / Sebastian Blvd</b>	2.5 mi
↶	9.	Take the ramp on the <b>left</b> for <b>I-95 South</b> and head toward <b>West Palm Beach</b>	0.4 mi
	10.	Merge onto <b>I-95 S</b> ▲ <i>Minor congestion</i>	128.8 mi, 1 hr 49 min
↷	11.	At Exit <b>26</b> , head on the ramp <b>right</b> and follow signs for <b>FL-736</b>	0.6 mi
↶	12.	Turn <b>left</b> onto <b>FL-736 / Davie Blvd</b>	1.6 mi
↷	13.	Turn <b>right</b> onto <b>S Andrews Ave</b>	0.5 mi
↶	14.	Turn <b>left</b> onto <b>SE 17th St</b>	46 ft

↑	15. Keep <b>straight</b> to get onto <b>SE 17th St</b>	0.3 mi
↑	16. Continue on <b>FL-A1A / SE 17th St</b>	0.3 mi
↗	17. Turn <b>right</b> Embassy Suites by Hilton Fort Lauderdale 17th Street on the corner	98 ft
↖	18. Turn <b>left</b> Embassy Suites by Hilton Fort Lauderdale 17th Street on the corner • <i>Private Road</i>	66 ft
<p>Arrive at your destination on the right</p> <p>19. The last intersection before your destination is FL-A1A / SE 17th St If you reach SE 18th St, you've gone too far</p>		

**B** 1100 SE 17th St, Fort Lauderdale, Florida, United States



### A 3713 Lakeview Dr, Sebastian, Florida, Unit...



### B 1100 SE 17th St, Fort Lauderdale, Florida, ...



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# FY 2024 Per Diem Rates for ZIP Code 33316

## Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Fort Lauderdale	Broward	\$69	\$16	\$17	\$31	\$5	\$51.75