



**CITY OF PALM BAY, FLORIDA**

Control # \_\_\_\_\_

Request Date: 9/13/2024

Travel Request/Advance Request Contact/Ext x3415

<b>Name:</b> <u>Scott Stafford</u>	<b>Destination:</b> <u>1100 SE 17th St Ft. Lauderdale</u>
<b>Department/Division:</b> <u>Building</u>	<b>Departure</b> <u>10/2/2024</u> <b>Return</b> <u>10/3/2024</u>
<b>Account To Be Charged:</b> <u>451-0000-220-1024</u>	<b>Time of:</b> <u>3:00pm</u> <u>5:00pm</u>
<b>Account To Be Charged:</b> _____	<b>Estimated Cost:</b> before mileage reimbursement <b>\$275.00</b>

**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** POV - Estimated Mileage City Vehicle  
 or **circle choice(s)** Common Carrier (complete below)

PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration Due Date _____ Hand Carry Y N	BCAIB Meeting		\$0.00	Vendor #	Check # Date
Lodging Due Date <u>P Card</u> Hand Carry Y N	Embassy Suites by Hilton Fort	Rate <u>\$189.00</u> # Nights <u>1</u>	\$189.00	Vendor #	Check # Date
Common Carrier (if applicable) Due Date _____ Hand Carry Y N		Parking Fee	\$33.00	Vendor #	Check # Date
Other Expenses Due Date _____ Hand Carry Y N			\$0.00	Vendor #	Check # Date
Other Expenses Due Date _____ Hand Carry Y N			\$0.00	Vendor #	Check # Date
<b>PER DIEM ADVANCE:</b> <u>Advanced</u> or Upon Return (circle one) <b>Refer to <a href="http://www.gsa.gov">www.gsa.gov</a> for rates - attach proof of rate</b> (Lodging prepaid - receipt required)				Vendor #	Check # Date
Breakfast <u>0</u>	@	=	\$0.00		Date
Lunch <u>1</u>	@	=	\$17.00		
Dinner <u>1</u>	@	=	\$31.00		
Incidentals <u>1</u>	@	=	\$5.00		
			\$53.00		

**TRAVEL APPROVALS**

John [Signature] 9/13/24  
 Department Head 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.

**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**

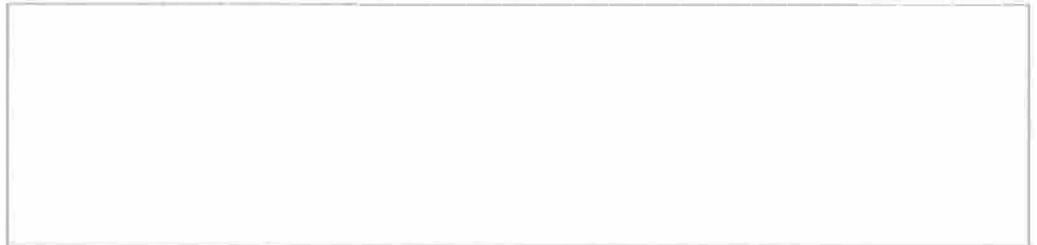
\$38.00 / night

### **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

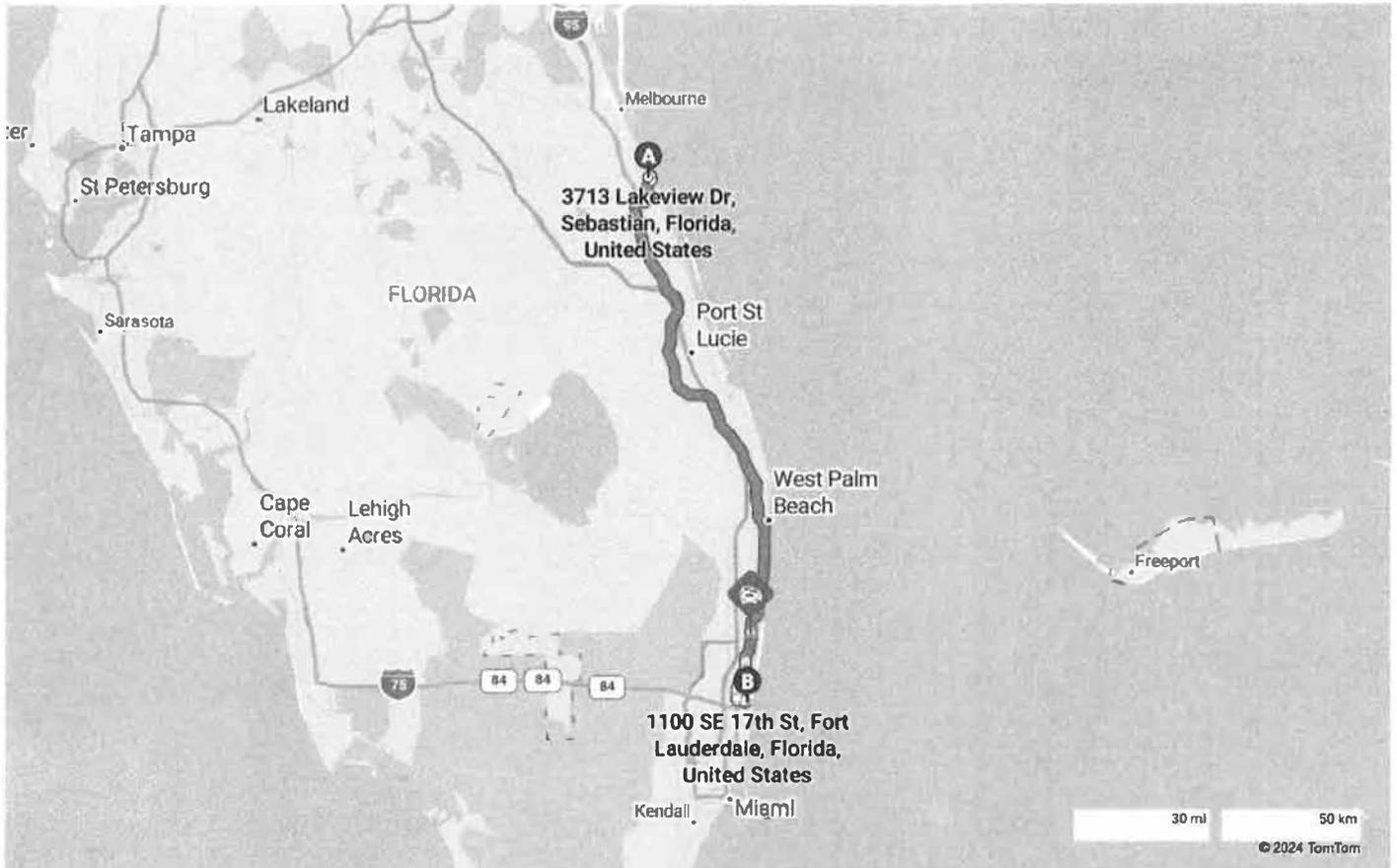


**A** 3713 Lakeview Dr, Sebastian, Florida, United States

↑	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

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