



# CITY OF PALM BAY, FLORIDA

## Travel Request/Advance Request

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

Request Date: \_\_\_\_\_

Contact/Ext \_\_\_\_\_

Name: Alexander Barna		Destination: Ocala, FL							
Department/Division: Fire Rescue		Departure Date of: 4/30/2024 Time of: 5:00 PM		Return 5/2/2024 8:00 PM					
Account To Be Charged:		Estimated Cost: before mileage reimbursement							
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY 2024 Fire Service Instructor Conference-Florida State Fire College, Ocala, FL									
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		Florida Fire College, Ocala, FL		Registration Fee				Vendor #      Check #	
Due Date								Date	
Hand Carry    Y      N						\$0.00			
Lodging		Sharing room with Benjamin Lamb		Rate      \$104.05				Vendor #      Check #	
Due Date				# Nights      2				Date	
Hand Carry    Y      N		Pay with P Card				\$208.10			
Common Carrier (if applicable)								Vendor #      Check #	
Due Date								Date	
Hand Carry    Y      N						\$0.00			
Other Expenses								Vendor #      Check #	
Due Date								Date	
Hand Carry    Y      N									
Other Expenses								Vendor #      Check #	
Due Date								Date	
Hand Carry    Y      N						\$0.00			
PER DIEM ADVANCE: Advanced or Upon Return (circle one) Refer to <a href="http://www.gsa.gov">www.gsa.gov</a> for rates - attach proof of rate (Lodging prepaid - receipt required)								Vendor #      Check #	
Breakfast      0      @      \$0.00      =      \$0.00								Date	
Lunch          2      @      \$15.00      =      \$30.00									
Dinner        3      @      \$26.00      =      \$78.00									
Incidentals    3      @      \$5.00      =      \$15.00									
						\$123.00			

### TRAVEL APPROVALS

Department Head \_\_\_\_\_

Date \_\_\_\_\_

Finance \_\_\_\_\_

Date \_\_\_\_\_

(if applicable)

City Manager \_\_\_\_\_

Date \_\_\_\_\_

(ATTACH TO EXPENSE REPORT UPON RETURN)



# CITY OF PALM BAY, FLORIDA

## Travel Request/Advance Request

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

Request Date: \_\_\_\_\_

Contact/Ext \_\_\_\_\_

<b>Name:</b> Benjamin Lamb		<b>Destination:</b> Ocala, FL			
<b>Department/Division:</b> Fire Rescue		<b>Departure</b>		<b>Return</b>	
<b>Account To Be Charged:</b> 001-6012-522-4001		<b>Date of:</b> 4/30/2024		<b>5/2/2024</b>	
<b>Account To Be Charged:</b>		<b>Time of:</b> 5:00 PM		<b>8:00 PM</b>	
<b>Estimated Cost:</b> before mileage reimbursement				<b>\$123.00</b>	
<b>Purpose of Travel</b> (Specify Conference, School or Other Reason) - <b>ATTACH ITINERARY</b>					
2024 Fire Service Instructor Conference-Florida State Fire College, Ocala, FL					
<b>Date Approved By Council:</b> _____					
<b>Transportation:</b> boldface or circle choice(s)		POV - Estimated Mileage _____		<b>City Vehicle</b>	
Common Carrier (complete below)					
<b>PREPAID EXPENSES</b>	<b>VENDOR/ADDRESS</b>	<b>EXPLANATION</b>	<b>AMOUNT</b>	<b>FINANCE USE ONLY</b>	
Registration	Florida Fire College, Ocala, FL	Registration Fee	\$0.00	Vendor #	Check #
Due Date				Date	
Hand Carry Y N					
Lodging	Sharing room with Alexander Barna	Rate	\$0.00	Vendor #	Check #
Due Date		# Nights		Date	
Hand Carry Y N		Pay with P Card			
Common Carrier (if applicable)			\$0.00	Vendor #	Check #
Due Date				Date	
Hand Carry Y N					
Other Expenses				Vendor #	Check #
Due Date				Date	
Hand Carry Y N					
Other Expenses			\$0.00	Vendor #	Check #
Due Date				Date	
Hand Carry Y N					
<b>PER DIEM ADVANCE: Advanced or Upon Return (circle one)</b>			\$123.00	Vendor #	Check #
<b>Refer to <a href="http://www.gsa.gov">www.gsa.gov</a> for rates - attach proof of rate</b>				Date	
(Lodging prepaid - receipt required)					
Breakfast	0	@ \$0.00 = \$0.00			
Lunch	2	@ \$15.00 = \$30.00			
Dinner	3	@ \$26.00 = \$78.00			
Incidentals	3	@ \$5.00 = \$15.00			

### TRAVEL APPROVALS

Department Head \_\_\_\_\_

Date \_\_\_\_\_

Finance \_\_\_\_\_

Date \_\_\_\_\_

(if applicable)

City Manager \_\_\_\_\_

Date \_\_\_\_\_

(ATTACH TO EXPENSE REPORT UPON RETURN)

**From:** [Choice Hotels Reservations](#)  
**To:** [Karen Hallowell](#)  
**Subject:** Your Reservation at the Comfort Suites Ocala North in Ocala is Confirmed.  
**Date:** Monday, March 18, 2024 4:20:33 PM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Open this message to review your booking details.

[View In Web](#)



Earn rewards for your stay.  
[Join Choice Privileges Rewards® >](#)



**Comfort Suites Ocala North**

- ☐ 3825 NW Blitchton Road, Ocala, FL, 34475, US
- ☐ +1 (352) 482-0800
- ☐ [Review All Hotel Details & Amenities](#)

Karen, your reservation is confirmed.

**Confirmation Number: 48465771**



☐ Check-in:

**30**

Tue, Apr 30, 2024  
3:00 PM

☐ Check-out:

**2**

Thu, May 2, 2024  
11:00 AM

☐ **Print**

**This stay qualifies for an extra personalized weeknight reward**

As a Choice Privileges® member, you get more from your weeknight stays. Choose from additional points, an Amazon.com® credit, a Starbucks® gift card and more. [Learn more>](#)

**[View Reservation Details >](#)**

**[Book Another Reservation >](#)**

**Summary of Charges**

Room Type: 2 Queen Beds, 1 Room Suite, Suite,

Number of Rooms:	No Smoking 1
Number of Occupants:	2
Daily Rates:	Apr 30, 2024 for 1 night at \$103.80 May 1, 2024 for 1 night at \$104.30

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Estimated Tax and Other Charges:	\$22.89
<b>Estimated Total:</b>	<b>\$230.99</b>

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**Cancellation Policy:** Free Cancellation until Apr 29, 2024 at 4:00:00 PM local hotel time.

**Standard Guarantee Policy:** Policies vary by hotel. Please view your reservation details online [here](#) to confirm the policy of the hotel you have booked.

**Special Guest Requests:** Tax Exempt - City of Palm Bay Florida

### Have your plans changed?

Your reservation may be changed or cancelled, without charge, via one of the following methods:

- From the [View Reservation Details](#) page
- If you are in the US, please call **800-424-6423** and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at **+1 352-482-0800**

Confirmation Number: 48465771

**MODIFY YOUR RESERVATION ›**

## ENHANCE YOUR STAY



**Earn Up to 5  
Reward Nights\*\***

**LEARN MORE ›**



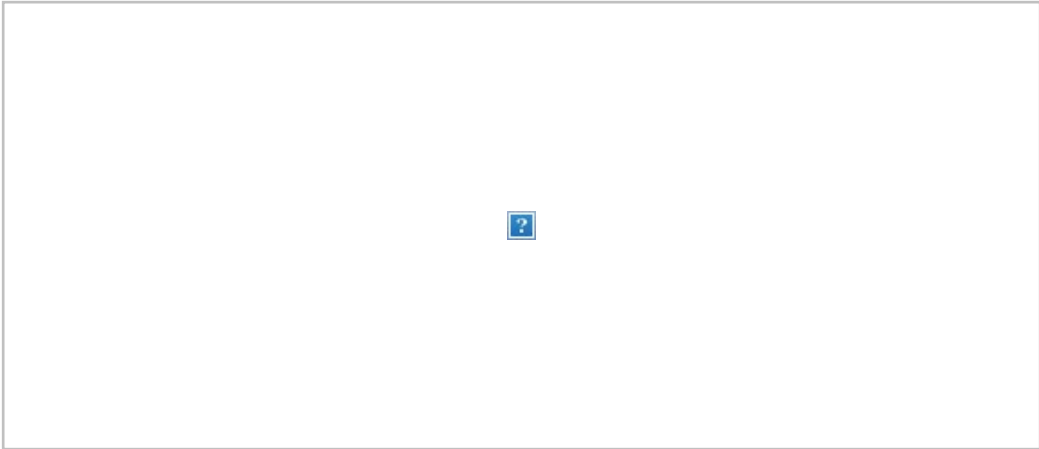
**Don't Forget to Book  
a Car and Save<sup>1</sup>**

**RESERVE TODAY ›**



**Book on the Go  
With the Mobile App**

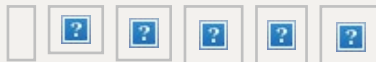
**DOWNLOAD TODAY ›**



## Housekeeping During Your Stay

To promote an uninterrupted stay, many Choice Hotels® locations offer housekeeping services upon request for shorter visits and after every third night during longer stays. If you'd like more frequent housekeeping or additional towels, toiletries and linens, simply call the front desk.

logos



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\*Weeknight rewards are earned on qualifying Choice Privileges® point-eligible stays that include at least one Sunday through Thursday night. Weeknight rewards are available only at participating Choice® locations; WoodSpring Suites® locations and Ascend Hotel Collection® all-inclusive properties do not participate with the weeknight rewards. Some reward options are not available at all Choice Hotels locations. All hotels are independently owned and operated.

<sup>1</sup> Avis Preferred members must mention a valid Choice Privileges number at time of reservation to receive points. All other rentals require the mention of Choice Privileges number at time of rental to receive points. Please allow 4 to 6 weeks for the Choice Privileges points to

post to the Choice Privileges member's account. The savings of up to 35% for Avis and up to 30% for Budget applies to Avis and Budget base rates and is applicable only to the time and mileage charges of the rental. Use Avis AWD # O4189000 and Budget BCD # T1349000 to receive this discount. Offer does not apply to car group X. All taxes, fees (including but not limited Air Conditioning Excise Recovery Fee, Concession Recovery Fee, Vehicle License Recovery Fee, Energy Recovery Fee, Tire Management Fee, and Frequent Travel Program Fee) and surcharges (including but not limited to Customer Facility Charge and Environmental Fee Recovery Charge) are extra. Offer is available for U.S. and Canadian residents only for rentals at participating locations in the U.S and Canada. Offer may not be used in conjunction with any other AWD or BCD number, promotion or offer. Weekly rates require a minimum five day rental period. Weekend rate available Thursday noon; car must be returned by Monday 11:59 p.m., or higher rate will apply. A Saturday night keep and an advance reservation may be required. Offer is subject to vehicle availability at the time of rental and may not be available on some rates at some times, including some online rates at [avis.com](https://www.avis.com). Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old. Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old. <sup>1</sup> Avis Preferred members must mention a valid Choice Privileges number at time of reservation to receive points. All other rentals require the mention of Choice Privileges number at time of rental to receive points. Please allow 4 to 6 weeks for the Choice Privileges points to post to the Choice Privileges member's account. The savings of up to 35% for Avis and up to 30% for Budget applies to Avis and Budget base rates and is applicable only to the time and mileage charges of the rental. Use Avis AWD # O4189000 and Budget BCD # T1349000 to receive this discount. Offer does not apply to car group X. All taxes, fees (including but not limited Air Conditioning Excise Recovery Fee, Concession Recovery Fee, Vehicle License Recovery Fee, Energy Recovery Fee, Tire Management Fee, and Frequent Travel Program Fee) and surcharges (including but not limited to Customer Facility Charge and Environmental Fee Recovery Charge) are extra. Offer is available for U.S. and Canadian residents only for rentals at participating locations in the U.S and Canada. Offer may not be used in conjunction with any other AWD or BCD number, promotion or offer. Weekly rates require a minimum five day rental period. Weekend rate available Thursday noon; car must be returned by Monday 11:59 p.m., or higher rate will apply. A Saturday night keep and an advance reservation may be required. Offer is subject to vehicle availability at the time of rental and may not be available on some rates at some times, including some online rates at [avis.com](https://www.avis.com). Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old. Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis and Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old.

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Choice Privileges Loyalty Services, LLC, 915 Meeting St, Suite 600, North Bethesda, MD 20852 United States

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The Bureau of Fire Standards and Training  
*FL* Florida State Fire College



TEACH • EDUCATE • LEAD

SAVE THE DATE

**MAY 1 - 2, 2024**

## 2024 FIRE SERVICE INSTRUCTOR CONFERENCE FLORIDA STATE FIRE COLLEGE

### Topics Covered:

- Trending AI
- 3rd Party Providers/Online Providers
- Rule Process
- FCDICE Curriculum Familiarization
- Hybrid Platforms (Canvas/Blackboard)
- Education vs. Training
- ADA Special Needs/Veterans - Instructor Responsibility  
~and more

FREE  
Conference

CEU's

Networking

Chief Kingman Schuldt, Master of Ceremonies

Florida State Fire College  
11655 NW Gainesville Rd.  
Ocala FL 34482  
(352) 369-2800

[https://www.myfloridacfo.com/division/sfm/notices-events/  
fsfc-instructor-conference](https://www.myfloridacfo.com/division/sfm/notices-events/fsfc-instructor-conference)

**Division of State Fire Marshal, Bureau of Fire Standards & Training, Florida State Fire College**  
**11655 NW Gainesville Road, Ocala, FL 34482-1486**  
**352-369-2800**

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