



# CITY OF PALM BAY, FLORIDA

## Travel Request/Advance Request

Control #

Request Date:

Contact/Ext

Name:	Brandon McKee	Destination:	West Palm Beach, FL			
Department/Division:	Fire Rescue	Date of:	Departure 5/13/2024	Return 5/17/2024		
Account To Be Charged:	001-6012-522-4001 & 5501	Time of:	6:00 AM	6:00 PM		
Account To Be Charged:		Estimated Cost:	before mileage reimbursement		\$1,254.00	
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY						
Governor's Hurricane Conference, West Palm Beach, 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	
Registration		Conference and Training		Registration Fee		
Due Date						
Hand Carry Y N		Pay with P Card			\$305.00	
Lodging		Rate is variable by day. Breakfast & Pkg included		Rate	\$171.00	
Due Date				# Nights	4	
Hand Carry Y N		Pay with P Card			\$684.00	
Common Carrier (if applicable)						
Due Date						
Hand Carry Y N					\$0.00	
Other Expenses						
Due Date						
Hand Carry Y N					\$0.00	
Other Expenses						
Due 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)						
Breakfast						
Lunch						
Dinner						
Incidentals						
					\$265.00	

Richard E. Stover

Digitally signed by Richard E. Stover  
Date: 2024.04.10 14:01:47 -04'00'

## 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

Name:	Hayley Coniglio	Destination:	West Palm Beach, FL			
Department/Division:	Fire Rescue	Date of:	Departure 5/13/2024	Return 5/17/2024		
Account To Be Charged:	001-6012-522-4001 & 5501	Time of:	6:00 AM	6:00 PM		
Account To Be Charged:		Estimated Cost:	before mileage reimbursement		\$1,254.00	
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY						
Governor's Hurricane Conference, West Palm Beach, 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		
Registration		Conference and Training		Registration Fee		
Due Date						
Hand Carry Y N		Pay with P Card		\$305.00		
Lodging		Rate is variable by day. Breakfast & Pkg included		Rate \$171.00		
Due Date				# Nights 4		
Hand Carry Y N		Pay with P Card		\$684.00		
Common Carrier (if applicable)				Vendor #		
Due Date				Check #		
Hand Carry Y N				\$0.00		
Other Expenses				Vendor #		
Due Date				Check #		
Hand Carry Y N				\$0.00		
Other Expenses				Vendor #		
Due Date				Check #		
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 - <u>attach proof of rate</u>						
(Lodging prepaid - receipt required)						
Breakfast		@		=	\$0.00	
Lunch		@	\$17.00	=	\$85.00	
Dinner		@	\$31.00	=	\$155.00	
Incidentals		@	\$5.00	=	\$25.00	
				\$265.00		

Richard E. Stover

Digitally signed by Richard E.

Stover

Date: 2024.04.10 14:02:30 -04'00'

## TRAVEL APPROVALS

Department Head

Date

Finance

Date

(if applicable)

City Manager

Date

(ATTACH TO EXPENSE REPORT UPON RETURN)





**\*\*\* Exhibitors, please go to the Exhibit Hall tab to register for a booth \*\*\***

You do not need to register if attending General Session only.

REGISTER & PAY  
ONLINE

**OR**

SUBMIT A  
REGISTRATION FORM

If registering for Training, please complete and submit the Training Session Selection Form below.

You cannot enroll in sessions (classes) through our mobile app.

TRAINING SESSION  
SELECTION FORM

**Registration Form(s):** Email completed Form(s) to [rene@flghc.org](mailto:rene@flghc.org). Please do not mail (via USPS) registration forms and payments after April 19th. You may continue to email or fax registration forms until 5:00 p.m. Wednesday, May 8, 2024. After May 8th, you can register onsite at the convention center starting Sunday, May 12th at 10:00 a.m.

**No registrations or training session selections accepted without payment.**

**Instructors/Speakers:**

If you are instructing/speaking only in a session(s) and have no intention of attending any other functions/events at the conference, the registration fee is waived (Presenter Registration Forms will be sent in March). However, if you intent to participate in other functions/events (awards lunch and/or other sessions), then the regular registration fees apply to cover the cost of those events.

**\*\* Refund Policy \*\***

Refund requests must be received in writing no later than March 31, 2024. A processing fee of \$50 per registration will be applied to all refunds. Requests received after March 31st will be considered for approval after the conference in June. Refunds are not guaranteed.

Questions: [rene@flghc.org](mailto:rene@flghc.org) or (727) 944-2724

**NO PURCHASE ORDERS ACCEPTED**

**Email All Forms To: [rene@flghc.org](mailto:rene@flghc.org)**

**OR**

**Mail to: Governor's Hurricane Conference®**

**P.O. Box 279**

**Tarpon Springs, FL 34688-0279**

**Phone: (727) 944-2724**

**Fax: (727) 944-2687**

**\$305**

**Training & Conference**

**\$280**

**Conference Only**

- May 12-17, 2024
- Training & Conference Includes:
- General Session
- Access to Exhibit Hall & Lunch
- Awards Luncheon (Thursday)
- All Training and Workshop Sessions

ONLINE OR EMAIL

- May 16-17, 2024
- Conference Only Includes:
- General Session
- Access to Exhibit Hall & Lunch
- Awards Luncheon (Thursday)
- All Workshops

ONLINE OR EMAIL

# \$155

## Training Only

- 
- May 12-15, 2024
  - Training Only Includes:
  - General Session
  - Access to Exhibit Hall & Lunch
  - All Training Sessions

ONLINE OR EMAIL



## QUICK LINKS

[REGISTRATION](#)

[AGENDA](#)

[HOTELS & TRAVEL](#)

[FREQUENTLY ASKED  
QUESTIONS](#)

[REFUND POLICY](#)

[CONTACT US](#)

[ARCHIVES](#)

[PRIVACY POLICY](#)

**From:** [NOREPLYWyndhamReservations@synxis.com](mailto:NOREPLYWyndhamReservations@synxis.com)  
**To:** [Karen Hallowell](#)  
**Subject:** Reservation Itinerary at Hawthorn Suites by Wyndham West Palm Beach  
**Date:** Thursday, March 28, 2024 6:09:52 PM

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**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.



**THANK YOU. YOUR ROOM RESERVATION HAS BEEN CONFIRMED.**

**Itinerary: 5136B443526357**

**Name: Karen Hallowell**

**Hotel Information:**

***Hawthorn Suites by Wyndham West Palm Beach***

301 Lambertson Drive  
West Palm Beach Florida  
United States  
1 561 472 7000  
[Hawthorn Website](#)

**Reservations:**

**Confirmation #:**  
85757EE037105

**Room:**  
2 Queens Suite NSMK with free WiFi, free buffet breakfast, sitting area, kitchenette, cooktop

**Stay:**  
1 Room(s);4 Night(s)

**Daily Rate:**  
Rate without taxes & fees: USD 171.00  
Rate including taxes & fees: USD 193.23

**Package:**

**Occupancy:**  
Adults 1 (1);Children 0

**Check-In:**  
Monday, May 13, 2024 15:00 (3:00 PM)

**Check-Out:**  
Friday, May 17, 2024 11:00 (11:00 AM)

**Confirmation #:**  
85757EE037103

**Room:**  
2 Queens Suite NSMK with free WiFi, free buffet breakfast, sitting area, kitchenette, cooktop

**Stay:**  
1 Room(s);4 Night(s)

**Daily Rate:**  
Rate without taxes & fees: USD 171.00  
Rate including taxes & fees: USD 193.23

**Package:**



**Occupancy:**

Adults 1 (1);Children 0

**Check-In:**

Monday, May 13, 2024 15:00 (3:00 PM)

**Check-Out:**

Friday, May 17, 2024 11:00 (11:00 AM)

Itinerary Total	<b>USD 1,368.00</b>
<b>Itinerary Total with tax</b>	<b>USD 1,545.86</b>



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**Earn Points for up to 10 Free Nights**

*Earn up to 75,000 bonus points, enough for up to 10 free nights with the Wyndham Rewards Earner® Card. Terms and Conditions apply. [Learn More](#)*

**Cancellation Policy:** Cancel 24 Hours prior to 4pm day of arrival to avoid 1 Night charge plus tax.

**Payment Method:** VISA

**Comments:**

*At Wyndham Hotels & Resorts, your safety is a top priority. Subject to local law or hotel policy, face masks are optional for fully vaccinated hotel guests in the U.S. Masks or face coverings are required for unvaccinated guests in public areas, and strongly encouraged for all others. Our elevated cleaning standards require use of approved disinfectants in guest rooms and public spaces. Locations outside of the US are subject to local guidelines.*

