



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		Departure	
		Date of: 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** POV - Estimated Mileage _____ **City Vehicle**
 or **circle choice(s)** Common Carrier (complete below)

PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	Conference and Training	Registration Fee		Vendor #	Check #
Due Date					Date
Hand Carry Y N		Pay with P Card	\$305.00		
Lodging	Rate is variable by day. Breakfast & Pkg included	Rate	\$171.00	Vendor #	Check #
Due Date		# Nights	4		Date
Hand Carry Y N		Pay with P Card	\$684.00		
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			\$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	@		= \$0.00		Date
Lunch	@	5 @ \$17.00	= \$85.00		
Dinner	@	5 @ \$31.00	= \$155.00		
Incidentals	@	5 @ \$5.00	= \$25.00		
			\$265.00		

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

Department Head _____ Date _____ Finance _____ Date _____

(if applicable)

City Manager _____ Date _____



FY 2024 Per Diem Rates for ZIP Code 33401

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	\$69	\$16	\$17	\$31	\$5	\$51.75



***** 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. 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 or (727) 944-2724

NO PURCHASE ORDERS ACCEPTED

Email All Forms To: 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
To: [Karen Hallowell](#)
Subject: Reservation Itinerary at Hawthorn Suites by Wyndham West Palm Beach
Date: Thursday, March 28, 2024 6:09:52 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.



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	USD 1,368.00
Itinerary Total with tax	USD 1,545.86



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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.

