



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # _____

Request Date: _____

Contact/Ext _____

Name: Richard E. Stover	Destination: Tampa, FL	
Department/Division: Fire Rescue	Departure Date of: 7/18/2024	Return 7/23/2024
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 \$2,259.00	

Purpose of Travel (Specify Conference, School or Other Reason) - **ATTACH ITINERARY**
 FFCA Executive Development Conference
 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 Due Date _____ Hand Carry Y N	Conference	Registration Fee		Vendor #	Check #
	Pay with P Card		\$550.00		Date
Lodging Due Date _____ Hand Carry Y N		Rate \$259.00 # Nights 5		Vendor #	Check #
	Pay with P Card		\$1,295.00		Date
Common Carrier (if applicable) Due Date _____ Hand Carry Y N				Vendor #	Check #
			\$0.00		Date
Other Expenses Due Date _____ Hand Carry Y N				Vendor #	Check #
			\$0.00		Date
Other Expenses Due Date _____ Hand Carry Y N				Vendor #	Check #
			\$0.00		Date
PER DIEM ADVANCE: Advanced or Upon Return (circle one) Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast 6	@	\$16.00	=	\$96.00	Date
Lunch 6	@	\$17.00	=	\$102.00	
Dinner 6	@	\$31.00	=	\$186.00	
Incidentals 6	@	\$5.00	=	\$30.00	
				\$414.00	

Richard E. Stover

Digitally signed by Richard E. Stover
 Date: 2024.04.10 13:51:35 -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: Nathan Thomas	Destination: Tampa, FL
Department/Division: Fire Rescue	Departure 7/18/2024 Return 7/23/2024
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 \$2,259.00

Purpose of Travel (Specify Conference, School or Other Reason) - **ATTACH ITINERARY**
 FFCA Executive Development Conference
Date Approved By Council: _____

Transportation: boldface or circle choice(s) **POV - Estimated Mileage** _____ **City Vehicle**
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	Pay with P Card		\$1,295.00		Date
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Breakfast 6	@	\$16.00 =	\$96.00		Date
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Dinner 6	@	\$31.00 =	\$186.00		
Incidentals 6	@	\$5.00 =	\$30.00		
			\$414.00		

TRAVEL APPROVALS

Richard E. Stover Digitally signed by Richard E. Stover
 Date: 2024.04.10 13:50:53 -04'00'

Department Head _____ Date _____

Finance _____ Date _____

(if applicable) _____
 City Manager _____ Date _____

(ATTACH TO EXPENSE REPORT UPON RETURN)



Search

Executive Development Conference

Our annual summer conference is intended for head of department Fire Chiefs, Chief Officers and any Fire Service professionals who currently hold or wish to pursue a career in leadership. The educational program is structured as all general sessions, bringing together executive and management level discussions as well as topics at the forefront of concern. This program aims to give the participants a more expansive view of Fire Service issues and their role as leaders to influence the future of their department and the industry as a whole.

Full registration to the conference includes access to various networking events and a guest pass for a spouse/partner. In an industry so close knit and where relationships matter, this event fosters the concept of the "fire family" and encourages participants to connect and share ideas with one another so together, we can make the Fire Service better than we left it.

The vendor opportunity at this event is through sponsorship and a limited vendor showcase of cocktail rounds with only informational material/giveaways permitted to give all vendors equal representation.

NEXT:

EDC2024 Tampa Marriott Water Street



Friday, July 19 - Tuesday, July 23, 2024
Tampa Marriott Water Street
505 Water Street, Tampa, FL 33602

[Hotel Information & Booking](#)

[Conference Registration](#)

[S](#)

[Memorial Service Information](#)

[Pricing](#)

[Vend](#)

Hotel Information & Booking

Please carefully review and note the terms specific to this hotel

FFCA Group Rate

A reduced nightly rate of **\$259.00** (plus tax) per night for Run of House

accommodations has been negotiated for conference attendees. The group rate is subject to availability, and room types are limited, so be sure to make your hotel reservations in advance. No resort fees and 25% discount on prevailing valet parking rates has been extended to conference attendees for the dates of the event. Group rate ends **Wednesday, June 26, 2024.**

Terms

- Rates quoted are for single or double occupancy. An additional charge of twenty-five dollars (\$25.00) will apply for each additional adult. Children under age eighteen (18) stay free in the same room with parents. Maximum occupancy is 4 (four) persons per room, regardless of age.
- Run of House rooms will be assigned based on hotel availability at check-in. **Check in time is 4:00 p.m. and check out time is 11:00 a.m.** Early check-in is based upon availability at time of arrival and cannot be guaranteed in advance.
- No resort fees to sleeping rooms.
- 25% discount on prevailing valet parking rates. No self-parking available at this location. Off-Site Parking at Pam Iorio Parking Garage - Public Parking 0.2 Miles.
- 10% discount off Spa treatments at Spa by JW. Excludes packages, gratuity and products.
- Complimentary high speed wireless internet in guest rooms for all registered Marriott Bonvoy members. \$14.95 daily for all non-members.
- Complimentary use of hotel fitness center and facilities (e.g., pool, sauna, exercise room).
- **Reservations booked by individual attendees require a credit card at time of booking.** The Credit Card will be held on file and NOT charged at time of reservation.
- Cancellation: Hotel must receive notice of individual reservation cancellation at least 72 hours prior to scheduled arrival, otherwise, it will be deemed a late cancellation. In the event of a late cancellation or no-show reservation, one (1) night's rate plus tax will be charged to the credit card given at time of reservation.

BOOK HOTEL NOW

[Back to top of page >](#)

Pricing			
Full Registration <i>Registrant and spouse/partner. Includes Saturday Vendor Reception, Sunday Prayer Breakfast, Sunday Opening Party, Monday Evening Party and Tuesday Installation</i>	Member	Member	Non
	Before May	After May	Be
	31	31	

<i>Banquet.</i>	\$550	\$650	
Full Registration Add-on <i>For students attending the ESLI Marketing Fire & EMS module July 18-19, 2022 ONLY.</i>	Member Before May 31	Member After May 31	Plus Be
	\$200	\$250	
Per Day Registration <i>Saturday, Sunday, Monday and/or Tuesday</i>	Member		
	\$175		
Meetings Only	No Charge		
Add-on Options			
Partner Program	TBD		
Additional Guest Admission for Sunday Prayer Breakfast, Sunday Opening Party or Monday Evening Social	\$35 per guest, pe		
Additional Guest Admission for Tuesday Night Installation Banquet	\$100 per gu		

[Back to top of page >](#)

Silent Auction

The Executive Development Conference Silent Auction and Raffle is the largest fundraiser of the year for the Florida Fire Chiefs' Foundation. Proceeds from the auction and raffles go to support the mission of the foundation, such as the Firefighter/EMT Scholarship for at-risk and economically disadvantaged candidates, educational grants for current Fire Service professionals seeking professional development, and to offset the individual costs for the Fire Cadet Section.

SILENT AUCTION INFO COMING SOON!

[Back to top of page >](#)

Quick Links

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Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Tampa / St. Petersburg	Pinellas / Hillsborough	\$69	\$16	\$17	\$31	\$5	\$51.75

Showing 1 to 1 of 1 entries

Top

From: [The Tampa Marriott Water Street Team](#)
To: [Karen Hallowell](#)
Subject: The Tampa Marriott Water Street Reservation Confirmation
Date: Monday, April 1, 2024 2:20:09 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.



Tampa Marriott Water Street

505 Water Street
Tampa, FL 33602 US
Phone: 813-221-4900 Fax: 813-204-6349



Reservation for Nathan Thomas

Online Confirmation Number: C5R2M6Z1
Marriott Confirmation Number: 72697428
Check-in: Jul 18, 2024 (Check-in time: 4:00 PM)
Check-out: Jul 23, 2024 (Check-out time: 12:00 PM)



[View Hotel Website](#)



[Maps & Transportation](#)

Reservation Confirmation

Dear Nathan Thomas,

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Tampa Marriott Water Street

Planning Your Trip

- [Visit Tampa area](#)



Reservation Details

Confirmation number: C5R2M6Z1
Your hotel: Tampa Marriott Water Street
Check-in: Jul 18, 2024 (Check-in time: 4:00 PM)
Check-out: Jul 23, 2024 (Check-out time: 12:00 PM)
Room type: Guest Room; 2 Queens
Number of rooms: 1
Guests per room: 1
Guest name: Nathan Thomas

Reservation confirmed: Apr 1, 2024
Guarantee method: Credit Card

Summary of Room Charges	Cost per night per room (USD)
Jul 18, 2024 - Jul 23, 2024	259.00
Estimated taxes and fees	We are pleased to inform you that as valued members of our group, you will be exempt from the applicable destination fee. This exclusive privilege has been extended to ensure your stay remains seamless and enjoyable. Should you have any further questions or require additional information, please feel free to contact our Guest Services team at 813-221-4900. We eagerly anticipate welcoming you for a memorable and hassle-free experience.
Total for stay (for all rooms) not including applicable taxes/fees	1,295.00
Tampa Marriott Water Street will make every effort to accommodate the below requests, however they are not guaranteed. <ul style="list-style-type: none">• Tax Exempt	

Canceling your Reservation

Reservations must be cancelled 72 hours before the day of arrival in order to avoid a one night's room/tax penalty charge.

You may modify or cancel your reservation [here](#) or call 888-789-3090 in the US and Canada. Elsewhere, call . Contact us if you have any questions about your reservation.



Travel Alerts

Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. [Learn More](#)



Internet Privacy, Authenticity

Your privacy is important to us. [Please visit our Internet Privacy Statement for full details.](#) This email confirmation is an auto-generated message. Replies to automated messages are not monitored.

This email was sent by Passkey International, Inc.
On behalf of:
Tampa Marriott Water Street

From: [The Tampa Marriott Water Street Team](#)
To: [Karen Hallowell](#)
Subject: The Tampa Marriott Water Street Reservation Update Confirmation
Date: Monday, April 1, 2024 2:16:07 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.



Tampa Marriott Water Street

505 Water Street
Tampa, FL 33602 US
Phone: 813-221-4900 Fax: 813-204-6349



Reservation for Richard Stover

Online Confirmation Number: OV6FFWD7
Marriott Confirmation Number: 72681475
Check-in: Jul 18, 2024 (Check-in time: 4:00 PM)
Check-out: Jul 23, 2024 (Check-out time: 12:00 PM)



[View Hotel Website](#)



[Maps & Transportation](#)

Reservation Confirmation

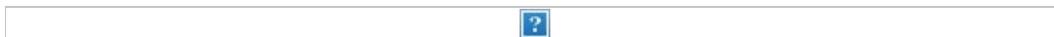
Dear Richard Stover,

We look forward to welcoming you to Tampa Marriott Water Street for Florida Fire Chiefs' Association Executive Development Conference. The below confirms recent changes made to your reservation.

Tampa Marriott Water Street

Planning Your Trip

- [Visit Tampa area](#)



Reservation Details

Confirmation number: OV6FFWD7
Your hotel: Tampa Marriott Water Street
Check-in: Jul 18, 2024 (Check-in time: 4:00 PM)
Check-out: Jul 23, 2024 (Check-out time: 12:00 PM)
Room type: Guest Room; 2 Queens
Number of rooms: 1
Guests per room: 1
Guest name: Richard Stover

Reservation confirmed: Apr 1, 2024
Guarantee method: Credit Card

Summary of Room Charges	Cost per night per room (USD)
Jul 18, 2024 - Jul 23, 2024	259.00
Estimated taxes and fees	We are pleased to inform you that as valued members of our group, you will be exempt from the applicable destination fee. This exclusive privilege has been extended to ensure your stay remains seamless and enjoyable. Should you have any further questions or require additional information, please feel free to contact our Guest Services team at 813-221-4900. We eagerly anticipate welcoming you for a memorable and hassle-free experience.
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Canceling your Reservation

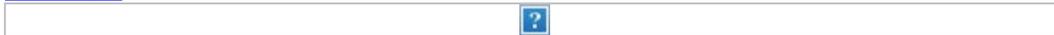
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On behalf of:
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