

23. Consideration of travel and training for specified City employees (Human Resources Department).



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Suzanne Sherman, City Manager
THRU: Laura Clawson, Human Resources Director
DATE: July 11, 2024
RE: Consideration of travel and training for Human Resources

SUMMARY:

The following travel requests were not included in the September 20, 2023 approved travel and training spreadsheet for the Human Resources Department.

The Human Resources Department is requesting approval for HR Director, Laura Clawson and Benefits Manager, Alisha Stroup to attend the annual HR Florida Conference in Orlando from August 25-28, 2024.

The conference typically costs \$1,400 per attendee, however, through the South Brevard Chapter of Society for Human Resources Management (SBSHRM), they will receive a discounted rate of \$800 per attendee.

Attendance at this conference provides staff with the opportunity to obtain continuing education credits for maintenance and development of certifications; and also provides education that is beneficial to the department and City. The conference covers topics to include, benefits and wellness, legal updates, compensation, mental health awareness, as well as new regulations and professional development.

The total estimated cost for the conference is \$2,361 and funding is available within the Human Resources Travel & Per Diem (4001) and Travel & Education Cost (5501) accounts.

REQUESTING DEPARTMENTS:

Human Resources

Honorable Mayor and Members of the City Council

Legislative Memorandum

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FISCAL IMPACT:

Estimated cost from 001-2510-513.4001 will be \$761.00 and total cost from 001-2510-513.5501 will be \$1,600.

STAFF RECOMMENDATION:

Motion to approve travel as noted above.

ATTACHMENTS:

1. Clawson Travel Request
2. Stroup Travel Request



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # _____

Request Date: 7/11/2024Contact/Ext Jessica Pabon ext. 3421

Name: <u>Laura Clawson</u>		Destination: <u>Rosen Shingle Creek, Orlando FL.</u>			
Department/Division: <u>Human Resources</u>		Departure Date of: <u>8/25/2024</u>		Return Date of: <u>8/28/2024</u>	
Account To Be Charged: <u>001-2510-513.40-01</u>		Time of: <u>6:00pm</u>		<u>3:30pm</u>	
Account To Be Charged: <u>001-2510-513.55-01</u>		Estimated Cost: before mileage reimbursement \$1,419.00			
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY <u>2024 HR Florida Conference & Expo</u>					
Date Approved By Council: _____					
Transportation: boldface <u>POV - Estimated Mileage</u> <u>City Vehicle</u> or circle choice(s) <u>Common Carrier (complete below)</u>					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	South Bervard SHRM PO Box 966 Melbourne FL. 32902	Training Conference Registration		Vendor #	Check #
Due Date _____	Paid by Check				Date
Hand Carry Y N			\$800.00		
Lodging	Rosen Shingle Creek 9939 Universal Blvd. Orlando FL. 32819	Rate _____ \$159.00		Vendor #	Check #
Due Date _____		# Nights _____ 3			Date
Hand Carry Y N			\$477.00		
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) Refer to www.gsa.gov for rates - <u>attach proof of rate</u> (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast <u>3</u>	@	<u>\$16.00</u>	=		Date
Lunch <u>1</u>	@	<u>\$17.00</u>	=		
Dinner <u>2</u>	@	<u>\$31.00</u>	=		
Incidentals <u>3</u>	@	<u>\$5.00</u>	=		
			\$142.00		

TRAVEL APPROVALS

Department Head _____ Date _____

Finance _____ Date _____

(if applicable)

City Manager _____ Date _____

Stephanie Sanabria

From: South Brevard SHRM <admin@mg.sbshrm.org>
Sent: Friday, May 31, 2024 3:48 PM
To: Stephanie Sanabria
Subject: Invoice for your order

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.



attendees:
Laura
Alisha

South Brevard
SHRM
South Brevard
SHRM
P.O. Box 966
Melbourne, FL
32902

Billed To:

Stephanie Sanabria
City of Palm Bay
120 Malabar Road SE
Palm Bay, FL 32907
stephanie.sanabria@pbfl.org
321-952-3421

Invoice #4530

05-31-2024

OUTSTANDING

Item	Qty	Price	Total
2024 HR Florida Conference Registration	2	\$800.00	\$1,600.00
Subtotal:			\$1,600.00
Total:			\$1,600.00



2024 HR Florida Conference & Expo

Renew the Heart of HR

August 25-28, 2024
Rosen Shingle Creek
Orlando, Florida



Dominique Dawes



Anthony Robles



Johnny Crowder



Conference Schedule



The conference will be approved for a minimum of 14 SHRM/HRCI credits. Detailed session information will be available by the end of May 2024.

*****Tentative Schedule | Subject to change without notice*****

Sunday, August 25

- 7:00 am - 7:00 pm Registration Open
- 2:00 pm - 7:00 pm SHRM Store Open
- 5:00 pm - 6:00 pm Conference Orientation
- 6:00 pm - 8:00 pm Welcome Reception

Monday, August 26

- 6:30 am - 3:00 pm Registration
- 7:00 am - 5:30 pm SHRMStore Open
- 8:00 am - 10:00 am Opening General Session
- 10:00 am - 10:45 am Session & Coffee Break in Expo Hall
- 10:45 am - 11:45 am Concurrent Sessions
- 11:00 am - 7:00 pm SHRM Fundraiser Open
- 11:00 am - 7:00 pm Expo Hall Open
- 11:45 am - 12:45 pm Session Break
- 11:45 am - 2:00 pm Lunch —
- 12:45 pm - 1:45 pm Concurrent Sessions
- 2:00 pm - 3:00 pm Concurrent Sessions
- 3:15 pm - 4:15 pm Concurrent Sessions
- 4:30 pm - 5:30 pm Concurrent Sessions
- 5:30 pm - 7:00 pm Expo Hall Grand Opening Reception
- 8:00pm - 11:00pm Silent Disco

Tuesday, August 27

- 6:30 am - 3:00 pm Registration
- 7:00 am - 8:00 am Concurrent Sessions
- 7:00 am - 5:30 pm SHRMStore Open
- 8:15 am - 9:30 am General Session
- 9:00 am - 3:15 pm SHRM Fundraiser Open
- 9:00 am - 4:00 pm Expo Hall Open
- 9:30 am - 10:15 am Session & Coffee Break in Expo Hall
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- 1:30 pm - 2:30 pm Concurrent Sessions
- 2:45 pm - 3:45 pm Concurrent Sessions
- 3:45 pm - 4:30 pm Session Break
- 4:30 pm - 5:30 pm Concurrent Sessions
- 8:00 pm - 11:00 pm Heart & Soul Night Featuring Motown!

Wednesday, August 28

- 6:30 am - 11:15 am Registration
- 7:00 am - 8:00 am Concurrent Sessions
- 7:00 am - 1:00 pm SHRMStore Open
- 8:30 am - 9:30 am Concurrent Sessions
- 8:00 am - 10:00 am Legal Update
- 9:45 am - 10:45 am Concurrent Sessions
- 11:00 am - 12:30 pm General Session

Please Join Us at the Below Special Events!

Sunday, August 25

46th Annual HR Florida Welcome Reception

Join us for cocktails and heavy appetizers-**all complimentary!** Stop by or stay a while; but don't miss out.

Gatlin Foyer, 6:00pm – 8:00pm

Monday, August 26

Expo Grand Opening Reception

Take advantage of the **Grand Opening Reception** to enjoy light appetizers and drinks while browsing through a great assortment of vendors offering the latest human resource related products and services and networking with your human resource colleagues from across the state.

Gatlin Ballroom, 5:30pm – 7:00pm; drink tickets and cash bar available.

Silent Disco is BACK! EVEN BIGGER!

Imagine a dancefloor that's got one half of the crowd singing along to Taylor Swift while the other half are doing The Wobble! Or one where half the crowd are raving to Diplo while the other half are throwing shapes to the YMCA. Bizarre, mind-blowing but most of all a huge amount of fun! Come and grab your headphones and join us for a fun **Dance Party** with LED Glow Tubes, Fiber Optic Wands, and LED Bracelets!

Panzacola Ballroom, 8:00pm – 11:00 pm; drink tickets and cash bar available.

Tuesday, August 27

Heart & Soul Night Featuring Motown!

Our Tuesday night events have always been spectacular and 2024 is on track to be even better because Tuesday night will be Heart and Soul Night featuring Motown! Attendees will be taken back to a time when music was at the heart of every celebration. Sounds that made you feel good and touched your soul. Our amazing team will transform the ballroom into "Hitsville USA", a place in Detroit, MI, where Motown hits were created, with music, entertainment and a lip-sync battle among the HR chapters. Make sure you dress the part!

Panzacola Ballroom, 8:00pm – 11:00pm; drink tickets and cash bar available.

PLEASE VERIFY ALL INFORMATION FOR ACCURACY

Guest Information:
LAURA CLAWSON

Room Total
\$477.00 + Tax

Date	Stay Rate	Rate
Sunday, August 25, 2024		\$159.00
Monday, August 26, 2024		\$159.00
Tuesday, August 27, 2024		\$159.00

Email Address: janeen.mcavoy@pbfl.org

All rates are exclusive of 6.5% state tax and 6.0% county tax

Printed On: Friday, June 7, 2024

ACCOMMODATIONS REQUESTED

Not Guaranteed. Subject to Availability Upon Check-In

Luxurious Double Queen

ARRIVAL DATE	DEPART DATE	# GUEST	CONFIRMATION #	ASSOCIATED WITH
08/25/2024	08/28/2024	2	RR729403C	Annual Conference & Expo 2024 (HR Florida)

Stay Summary: # of Rms : 1 GTD: YES VISA

SPECIAL REQUESTS

Room assignments and other special accommodation requests noted on your reservation are not guaranteed. Rest assured every effort will be made to fulfill your requests. Rosen Shingle Creek is a smoke-free facility. Designated smoking areas are available outside the Hotel. A \$350 cleaning fee will be applied to any guest who disregards this policy.

Please note an authorization equivalent to one night's room and tax will be requested on your card five days prior to your arrival date. Debit Cards will reflect a debit on your account at this time. Any reservation where an authorization cannot be obtained will be subject to cancellation. In the event that you do not arrive on your requested arrival date listed above, the card given at the time of booking will be charged one night's room and tax.

MOBILE CHECK-IN

Access our web-based mobile app for a contactless and convenient way to manage your stay. We will send you text messages when mobile check-in and check-out are available and when your guestroom is ready, if you provided a mobile phone number at the time of registration. You can opt out at any time from receiving the text messages. If you need to add a mobile phone number to your registration, please call the hotel. Applicable fees for text messages apply.

Check your carrier for details. Read our Terms and Conditions.

KNOW BEFORE YOU GO

We make it easy to prepare for what to expect by giving you the latest information on hotel restrictions and recommendations. Learn more.

All Reservations must be cancelled at least 5 days prior to arrival in order to avoid a cancellation charge.

Be Inspired.

Let Us Arrange a Personalized Spa Experience.



When it comes to dining, we indulge from the first bite to the last. Featuring breathtaking Spanish Revival architecture, we offer guests a wide selection of signature restaurants and lounges, two of which are acclaimed AAA Four Diamond restaurants — A Land Remembered steakhouse and Cala Bella fine-dining Italian bistro. Whatever you crave, you will find it satisfied at Rosen Shingle Creek. Book through OpenTable.

Make Reservations



Experience the transformative elegance of The Spa at Shingle Creek. Boasting a lavish whirlpool, steam room and sauna lounge. Offering a variety of luxurious treatments, from massages to facials to salon services. It's much more than a place to relax. It's the place to recharge. Call 407-996-9772 or request an appointment here.

Book Appointment

Our main priority is the safety and wellbeing of our guests and associates. Hotel staff may enter a guestroom during your stay for wellness checks, security, maintenance, or other purposes.



U.S. General Services Administration

FY 2024 Per Diem Rates for ZIP Code 32821

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$140	\$140	\$140	\$170	\$170	\$170	\$140	\$140	\$140	\$140	\$140	\$140



U.S. General Services Administration

FY 2024 Per Diem Rates for ZIP Code 32819

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control # _____

Request Date: 7/11/2024Contact/Ext Jessica Pabon ext. 3421

Name: <u>Alisha Stroup</u>		Destination: <u>Rosen Shingle Creek, Orlando FL.</u>			
Department/Division: <u>Human Resources</u>		Departure Date of: <u>8/25/2024</u>		Return Date of: <u>8/28/2024</u>	
Account To Be Charged: <u>001-2510-513.40-01</u>		Time of: <u>6:00pm</u>		<u>3:30pm</u>	
Account To Be Charged: <u>001-2510-513.55-01</u>		Estimated Cost: before mileage reimbursement \$1,419.00			
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY <u>2024 HR Florida Conference & Expo</u>					
Date Approved By Council: _____					
Transportation: boldface or circle choice(s) <u>POV - Estimated Mileage</u> <u>City Vehicle</u> Common Carrier (complete below)					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	South Bervard SHRM PO Box 966 Melbourne FL. 32902	Training Conference Registration		Vendor #	Check #
Due Date _____					Date
Hand Carry Y N	Paid by Check		\$800.00		
Lodging	Rosen Shingle Creek 9939 Universal Blvd. Orlando FL. 32819	Rate <u>\$159.00</u>		Vendor #	Check #
Due Date _____		# Nights <u>3</u>			Date
Hand Carry Y N			\$477.00		
Common Carrier (if applicable)				Vendor #	Check #
Due Date _____					Date
Hand Carry Y N			\$0.00		
Other Expenses				Vendor #	Check #
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Breakfast <u>3</u>	@ <u>\$16.00</u>	= <u>\$48.00</u>			Date
Lunch <u>1</u>	@ <u>\$17.00</u>	= <u>\$17.00</u>			
Dinner <u>2</u>	@ <u>\$31.00</u>	= <u>\$62.00</u>			
Incidentals <u>3</u>	@ <u>\$5.00</u>	= <u>\$15.00</u>			
			\$142.00		

TRAVEL APPROVALS

Department Head _____

Date _____

Finance _____

Date _____

(if applicable)

City Manager _____

Date _____

Stephanie Sanabria

From: South Brevard SHRM <admin@mg.sbshrm.org>
Sent: Friday, May 31, 2024 3:48 PM
To: Stephanie Sanabria
Subject: Invoice for your order

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.



attendees:
Laura
Alisha

South Brevard
SHRM
South Brevard
SHRM
P.O. Box 966
Melbourne, FL
32902

Billed To:

Stephanie Sanabria
City of Palm Bay
120 Malabar Road SE
Palm Bay, FL 32907
stephanie.sanabria@pbfl.org
321-952-3421

Invoice #4530

05-31-2024

OUTSTANDING

Item	Qty	Price	Total
2024 HR Florida Conference Registration	2	\$800.00	\$1,600.00

Subtotal: \$1,600.00

Total: \$1,600.00



2024 HR Florida Conference & Expo

Renew the Heart of HR

August 25-28, 2024
Rosen Shingle Creek
Orlando, Florida



Dominique Dawes



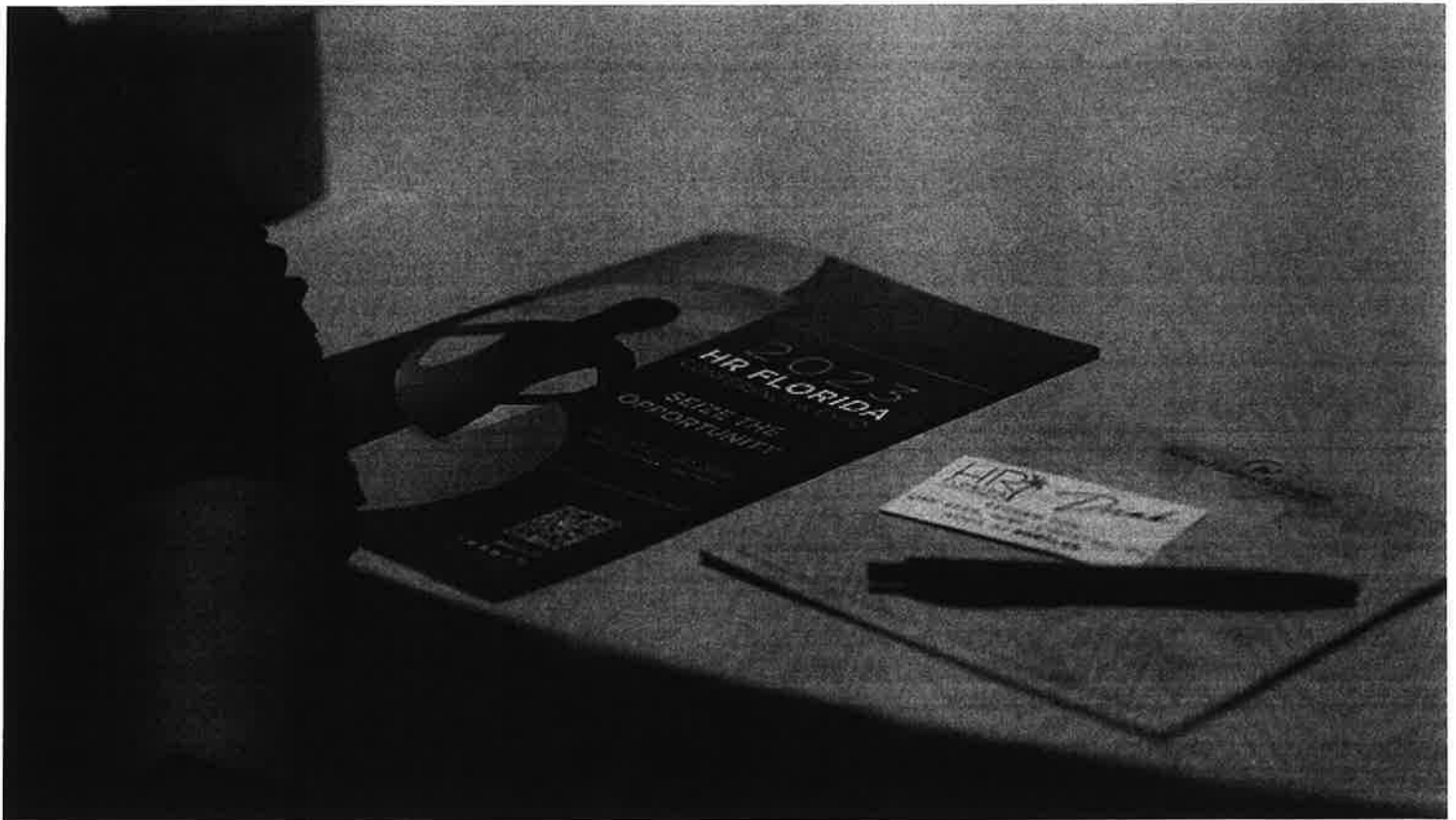
Anthony Robles



Johnny Crowder



Conference Schedule



The conference will be approved for a minimum of 14 SHRM/HRCI credits. Detailed session information will be available by the end of May 2024.

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Laura & Alisha

PLEASE VERIFY ALL INFORMATION FOR ACCURACY

Guest Information:
LAURA CLAWSON

Room Total
\$477.00 + Tax

Date	Stay Rate	Rate
Sunday, August 25, 2024		\$159.00
Monday, August 26, 2024		\$159.00
Tuesday, August 27, 2024		\$159.00

Email Address: janeen.mcavoy@pbfl.org

All rates are exclusive of 6.5% state tax and 6.0% county tax

Printed On: Friday, June 7, 2024

ACCOMMODATIONS REQUESTED

Not Guaranteed. Subject to Availability Upon Check-In

Luxurious Double Queen

ARRIVAL DATE	DEPART DATE	# GUEST	CONFIRMATION #	ASSOCIATED WITH
08/25/2024	08/28/2024	2	RR729403C	Annual Conference & Expo 2024 (HR Florida)

Stay Summary: # of Rms : 1 GTD: YES VISA

SPECIAL REQUESTS

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Please note an authorization equivalent to one night's room and tax will be requested on your card five days prior to your arrival date. Debit Cards will reflect a debit on your account at this time. Any reservation where an authorization cannot be obtained will be subject to cancellation. In the event that you do not arrive on your requested arrival date listed above, the card given at the time of booking will be charged one night's room and tax.

MOBILE CHECK-IN

Access our web-based mobile app for a contactless and convenient way to manage your stay. We will send you text messages when mobile check-in and check-out are available and when your guestroom is ready, if you provided a mobile phone number at the time of registration. You can opt out at any time from receiving the text messages. If you need to add a mobile phone number to your registration, please call the hotel. Applicable fees for text messages apply.

Check your carrier for details. Read our Terms and Conditions.

KNOW BEFORE YOU GO

We make it easy to prepare for what to expect by giving you the latest information on hotel restrictions and recommendations. Learn more.

All Reservations must be cancelled at least 5 days prior to arrival in order to avoid a cancellation charge.

Be Inspired.

Let Us Arrange a Personalized Spa Experience.



When it comes to dining, we indulge from the first bite to the last. Featuring breathtaking Spanish Revival architecture, we offer guests a wide selection of signature restaurants and lounges, two of which are acclaimed AAA Four Diamond restaurants — A Land Remembered steakhouse and Cala Bella fine-dining Italian bistro. Whatever you crave, you will find it satisfied at Rosen Shingle Creek. Book through OpenTable.

[Make Reservations](#)

Experience the transformative elegance of The Spa at Shingle Creek. Boasting a lavish whirlpool, steam room and sauna lounge. Offering a variety of luxurious treatments, from massages to facials to salon services. It's much more than a place to relax. It's the place to recharge. Call 407-996-9772 or request an appointment here.

[Book Appointment](#)



FY 2024 Per Diem Rates for ZIP Code 32821

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Orlando	Orange	\$140	\$140	\$140	\$170	\$170	\$170	\$140	\$140	\$140	\$140	\$140	\$140



FY 2024 Per Diem Rates for ZIP Code 32819

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75