



# CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext

Control #  
Request Date: 11.15.23  
Doreen x3415

|                                                                                                                                              |  |                                                        |         |                    |          |
|----------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------|---------|--------------------|----------|
| Name: John Pearson                                                                                                                           |  | Destination: 2301 Sadler Rd Fernandina Beach, FL 32034 |         |                    |          |
| Department/Division: Building                                                                                                                |  | Date of: 12.5.23                                       |         | Departure: 12.7.23 |          |
| Account To Be Charged: 451-0000-220-1024                                                                                                     |  | Time of: 5:00pm                                        |         | Return: 5:00pm     |          |
| Account To Be Charged:                                                                                                                       |  | Estimated Cost: before mileage reimbursement           |         |                    | \$200.00 |
| Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY                                                            |  |                                                        |         |                    |          |
| Attend the Building Code Administrator and Inspectors Board Meeting in Fernandina Beach Florida to obtain licensure approval from the board. |  |                                                        |         |                    |          |
| 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                                                                                                                                 |  |                                                        |         | AMOUNT             |          |
| Due Date                                                                                                                                     |  |                                                        |         | FINANCE USE ONLY   |          |
| Hand Carry Y N                                                                                                                               |  |                                                        |         | Vendor # Check #   |          |
| Lodging                                                                                                                                      |  | Residence Inn by Marriott                              |         | Rate \$154.00      |          |
| Due Date asap                                                                                                                                |  | 2301 Sadler Rd.                                        |         | # Nights 1         |          |
| Hand Carry Y N                                                                                                                               |  | Paid by Doreen Hensel Pcard                            |         | \$154.00           |          |
| 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                                                                                        |  |                                                        |         | Date               |          |
| (Lodging prepaid - receipt required)                                                                                                         |  |                                                        |         |                    |          |
| Breakfast 0                                                                                                                                  |  | @                                                      | \$13.00 | =                  | \$0.00   |
| Lunch 1                                                                                                                                      |  | @                                                      | \$15.00 | =                  | \$15.00  |
| Dinner 1                                                                                                                                     |  | @                                                      | \$26.00 | =                  | \$26.00  |
| Incidentals 1                                                                                                                                |  | @                                                      | \$5.00  | =                  | \$5.00   |
|                                                                                                                                              |  |                                                        |         | \$46.00            |          |

## TRAVEL APPROVALS

Department Head John Pearson Date 11/15/23

Finance \_\_\_\_\_ Date \_\_\_\_\_

(if applicable)

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

(ATTACH TO EXPENSE REPORT UPON RETURN)



## Building Officials Association of Florida

PROTECTING LIVES AND PROPERTY SINCE 1953

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### Building Code Administrators & Inspectors Board Meeting

[Tell a Friend](#)

Information subject to change. Contact BCAIB Website <http://www.myfloridalicense.com/DBPR/building-code-administrators-and-inspectors/board-meeting-information/>



**12/6/2023 to 12/8/2023**

**When:**

Dec 6-8

**Where:**

See BCAIB Website  
Fernandina Beach, Florida  
United States

[« Go to Upcoming Event List](#)

Information subject to change. Contact BCAIB Website <http://www.myfloridalicense.com/DBPR/building-code-administrators-and-inspectors/board-meeting-information/>

REPRESENTING BUILDING OFFICIALS, CODE COMPLIANCE PROFESSIONALS, AND THE BUILDING INDUSTRY.

Building Officials Association of Florida  
PO Box 5247, Deltona, FL 32728  
Phone: 407-804-1001  
Fax: 407-807-0132  
E-mail: [info@boaf.net](mailto:info@boaf.net)

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**Doreen Hensel**

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**From:** Residence Inn By Marriott Reservations <reservations@res-marriott.com>  
**Sent:** Wednesday, November 15, 2023 12:06 PM  
**To:** Doreen Hensel  
**Subject:** Reservation Confirmation #78853080 for Residence Inn Amelia Island

**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.



[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



## Residence Inn Amelia Island

2301 Sadler Road Fernandina Beach Florida 32034 USA +1-904-277-2440

Thank you for booking with us, John Pearson.

## Travel like you live

Tue, Dec 05, 2023 – Thu, Dec 07, 2023

Confirmation Number: 78853080



Check-In: Tuesday, December 5, 2023

04:00 PM

Check-Out: Thursday, December 7, 2023

12:00 PM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Visa

Total for Stay (all rooms) 344.96 USD

### Room 1

Room Type  Studio, 1 King, Sofa bed

Guaranteed Requests:

None

ALL REQUESTS

[Modify or Cancel Reservation](#)

## Important Information About Your Stay



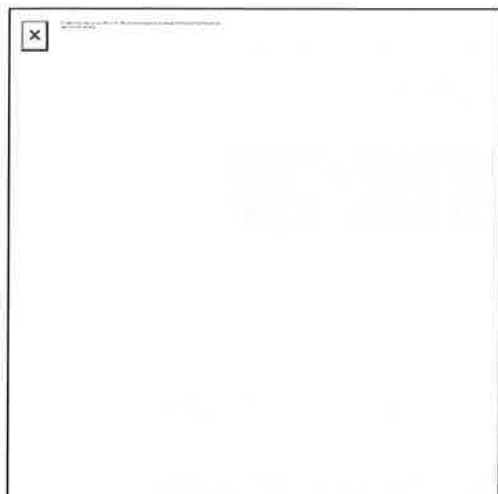
In order to prepare for your upcoming stay, we invite you to **learn more** about what to expect when you arrive and the experiences that await you.



Guests will receive housekeeping every other day; additional services available upon request.



Upon early departure, an Early Departure Charge of one night's room & applicable tax applies.



Less Contact, More Convenience with the  
Marriott Bonvoy™ App

Breeze through check in, know when your room is  
ready and so much more.

[Go Now](#)

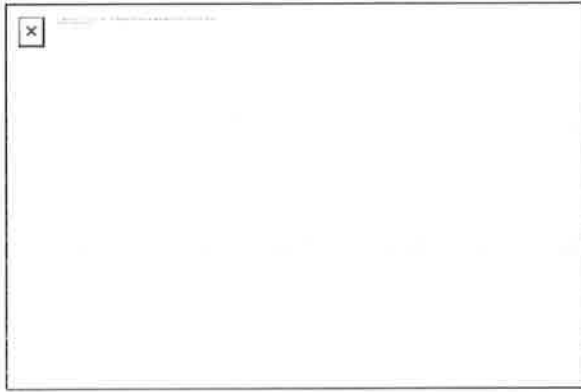
## Enhance your stay



Earn Toward Free  
Nights Faster

With 1,500 bonus points on each  
stay + 3,000 more for every 3  
brands you stay with.

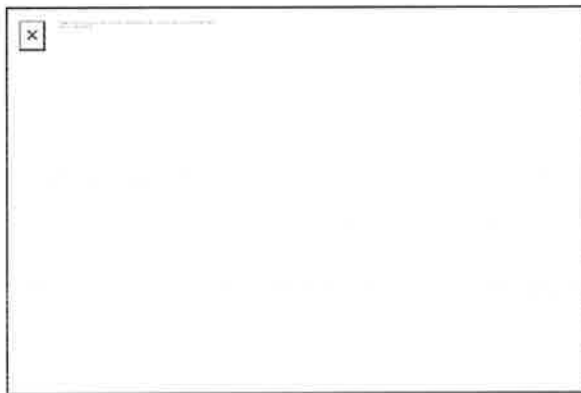
[Join and Register](#)



## Inspiring Experiences

Find unique activities everyone will love, and earn points too.

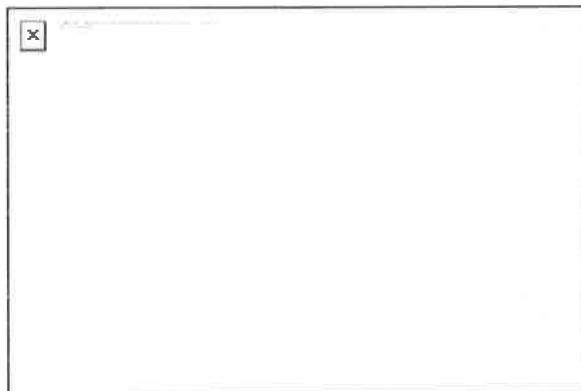
**Book Activities**



## Free Hot Breakfast

Choose from a variety of fresh, hot and healthy favorites.

**View More Amenities**

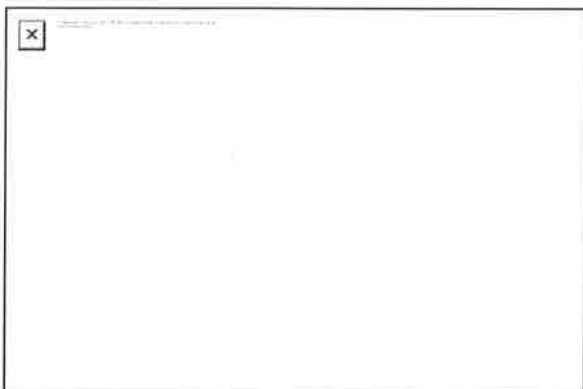


## Every Room is a Suite

Spread out in our spacious suites with full kitchens and separate work and living spaces.

**Tour Our Suites**





## Free Wi-Fi

Stay connected throughout the suite and hotel.

[View More Amenities](#)

## So Much More Awaits

John Pearson, you could earn 1,540 points on this stay as a Marriott Bonvoy® member — it's free and easy to join.

Transform your points into free nights, flights, and unrivaled experiences. Plus, access contactless check-in through the mobile app, enjoy Member Rates, and get exclusive offers.

[» JOIN NOW](#)



## Summary Of Charges

Tuesday, December 5, 2023 – Thursday, December 7, 2023

2 Nights at 154.00 USD per night per room

BUILDING CODE ADMIN

### Taxes & Fees (per night per room)

|                                   |           |
|-----------------------------------|-----------|
| Estimated Government Taxes & Fees | 18.48 USD |
|-----------------------------------|-----------|

### Totals

|                            |            |
|----------------------------|------------|
| Total for Stay (all rooms) | 344.96 USD |
|----------------------------|------------|

### Other Charges

Complimentary on-site parking

## Rate Details & Cancellation Policy

- A cancellation policy does apply. For more information, view the 'Cancellation Policy' link in your reservation on the Marriott website, contact the hotel or call Marriott Reservations.

### Rate Guarantee Limitation(s)

- Changes in taxes or fees implemented after booking will affect the total room price.

### Additional Information

- Upon check-in an authorization request will be placed on your credit or debit card (where accepted) in an amount equal to the cost of the room, tax and incidental charges for the length of your stay (up to seven nights). If your stay exceeds seven nights, an additional authorization may be requested for the entire amount of your stay (room, tax and incidentals). Upon check-out, your payment card will be charged for the actual amount incurred during your stay.

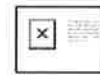
Enjoy instant benefits because you booked directly with  
US



Member Rates



Free Wi-Fi



Mobile Check-In

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Call 1-800-331-3131 in the US and Canada

For everywhere else, call our Worldwide Telephone Numbers

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MARRIOTT PROPRIETARY INFORMATION

**1357 Dewey Ct  
to 2301 Sadler Rd**

**2 hr 43 min**

187.7 miles

IRS reimbursement: **\$122.96**



Head toward Halsey Ave on Dewey Ct. Go for 410 ft.

Then 0.08 miles



Turn left onto Halsey Ave. Go for 0.3 mi.

Then 0.3 miles



Turn right onto Playa del Sol Dr. Go for 89 ft.

Then 0.02 miles



Continue on Ocaso Ln. Go for 453 ft.

Then 0.09 miles



Turn left onto Barnes Blvd (CR-502 W). Go for 0.3 mi.

Then 0.3 miles



Take ramp onto I-95 N (SR-9). Go for 137 mi.

Then 136.9 miles



Take exit 333 toward JAX Beaches/I-295-BELTWAY E onto SR-9B N. Go for 4.6 mi.

Then 4.6 miles



Keep left onto I-295. Go for 5.2 mi.

Then 5.2 miles



Continue on I-295 N (I-295 East Bldwy). Go for 17.1 mi.

Then 17.1 miles



Take exit 36 onto US-17 N (Main St N). Go for 0.7 mi.

Then 0.7 miles



Continue on Main St N (US-17 N). Go for 2.1 mi.

Then 2.1 miles



Continue on Main St N (US-17). Go for 10.1 mi.

Then 10.1 miles



Turn right onto Buccaneer Trl (SR-200 E). Go for 9.2 mi.

Then 9.2 miles



Turn right onto Sadler Rd (CR-108) toward Hospital. Go for 1.0 mi.

Then 1.0 miles



Turn left. Go for 243 ft.

Then 0.05 miles



**2301 Sadler Rd**

Fernandina Beach, FL 32034-4559









## FY 2024 Per Diem Rates for ZIP Code 32034

### Meals & Incidentals (M&IE) rates and breakdown

| Primary Destination | County                                            | M&IE Total | Continental Breakfast/Breakfast | Lunch | Dinner | Incidental Expenses | First & Last Day of Travel |
|---------------------|---------------------------------------------------|------------|---------------------------------|-------|--------|---------------------|----------------------------|
| Standard Rate       | Applies for all locations without specified rates | \$59       | \$13                            | \$15  | \$26   | \$5                 | \$44.25                    |

