



CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Contact/Ext

Control #
Request Date: 11/27/2023

Angela Burak x3207

Name:	Juliet Misconi	Destination:	FIU Cybersecurity Training - Miami FL	
Department/Division:	City Manager's Office	Departure	Date of:	1/10/2024
		Return	Date of:	1/11/2024
		Time of:	1pm	8:30pm
Account To Be Charged:	001-1210-512-4001 & 5501	Estimated Cost:	before mileage reimbursement	\$248.33

Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY
attendance to the FIU Cybersecurity Training one-day training event.

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	FIU Cybersecurity Training day	Registration: FREE		Vendor #	Check #
Due Date	CBC - College of Business Complex, 11200 SW 8th St, Miami, FL 33199				Date
Hand Carry Y N	via A.Burak Pcard		\$0.00		
Lodging	Double Tree Hilton Miami Doral 10250 NW 19th St Doral, FL 33172	Rate	\$188.00	Vendor #	Check #
Due Date		# Nights	1		Date
Hand Carry Y N	via A.Burak Pcard		\$188.00		
Common Carrier (if applicable)				Vendor #	Check #
Due Date					Date
Hand Carry Y N					
Other Expenses	Hotel Parking	\$0.00 per day self park		Vendor #	Check #
Due Date					Date
Hand Carry Y N					
Other Expenses				Vendor #	Check #
Due Date	Hotel tax (held with card, will come off - tax exempt)				Date
Hand Carry Y N			\$24.33		
PER DIEM ADVANCE				Vendor #	Check #
Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)					Date
Breakfast	0	@ \$16.00 =	\$0.00		
Lunch	0	@ \$17.00 =	\$0.00		
Dinner	1	@ \$31.00 =	\$31.00		
Incidentals	1	@ \$5.00 =	\$5.00		
			\$36.00		

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

Contact/Ext

Control #
Request Date: 11/27/2023

Angela Burak x3207

Name: Brian Robinson		Destination: FIU Cybersecurity Training - Miami FL			
Department/Division: IT Department		Departure Date of: 1/10/2024 Time of: 1pm		Return 1/12/2024 12pm	
Account To Be Charged: 001-2310-519-4001		Estimated Cost: before mileage reimbursement \$476.66			
Purpose of Travel (Specify Conference, School or Other Reason) - ATTACH ITINERARY attendance to the FIU Cybersecurity Training one-day training event.					
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	FIU Cybersecurity Training day	Registration: FREE		Vendor #	Check #
Due Date	CBC - College of Business Complex, 11200 SW 8th St, Miami, FL 33199				Date
Hand Carry Y N	via A.Burak Pcard		\$0.00		
Lodging	Double Tree Hilton Miami Doral 10250 NW 19th St Doral, FL 33172	Rate \$188.00 # Nights 2		Vendor #	Check #
Due Date					Date
Hand Carry Y N	via A.Burak Pcard		\$376.00		
Common Carrier (if applicable)				Vendor #	Check #
Due Date					Date
Hand Carry Y N					
Other Expenses	Hotel Parking	\$0.00 per day self park		Vendor #	Check #
Due Date					Date
Hand Carry Y N					
Other Expenses				Vendor #	Check #
Due Date	Hotel tax (held with card, will come off - tax exempt)	24.33 per day			Date
Hand Carry Y N			\$48.66		
PER DIEM ADVANCE Refer to www.gsa.gov for rates - attach proof of rate (Lodging prepaid - receipt required)				Vendor #	Check #
Breakfast	1	@ \$16.00 = \$16.00			Date
Lunch	0	@ \$17.00 = \$0.00			
Dinner	1	@ \$31.00 = \$31.00			
Incidentals	1	@ \$5.00 = \$5.00			
			\$52.00		

TRAVEL APPROVALS

Department Head _____ Date _____

Finance _____ Date _____

(if applicable)

City Manager _____ Date _____

(ATTACH TO EXPENSE REPORT UPON RETURN)

Angela Burak

Subject: RE: Registration Confirmation: State-Funded Cybersecurity Training

From: Juliet Misconi <Juliet.Misconi@palmbayflorida.org>
Sent: Thursday, October 19, 2023 7:46 PM
To: Angela Burak <Angela.Burak@palmbayflorida.org>
Subject: FW: Registration Confirmation: State-Funded Cybersecurity Training

I have Suzanne's permission to attend this one day training on 1/11/24 and Brian Robinson is attending as well, and we will both be staying in a hotel the night before. Both the breakfast and lunch are covered on 1/11/24.

Thank you!

Juliet Misconi
Deputy City Manager
City of Palm Bay
321-952-3411

From: Melissa Da Gama <mdagama@fiu.edu>
Sent: Thursday, October 19, 2023 1:05 PM
To: Juliet Misconi <Juliet.Misconi@palmbayflorida.org>
Subject: Re: Registration Confirmation: State-Funded Cybersecurity Training

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.

Hello Juliet,

For the 8-hour training at FIU on January 11, we offer both breakfast and lunch.

Best,

Melissa Da Gama, BA '23

Program Coordinator, Cybersecurity

Jack D. Gordon Institute for Public Policy

Steven J. Green School of International & Public Affairs
Florida International University
11200 S.W. 8th Street, Labor Center 220
Miami, FL 33199

P: (305) 348-2977 | E: mdagama@fiu.edu



From: Juliet Misconi <Juliet.Misconi@palmbayflorida.org>
Sent: Thursday, October 19, 2023 12:11 PM
To: Melissa Da Gama <mdagama@fiu.edu>
Subject: RE: Registration Confirmation: State-Funded Cybersecurity Training

Note: This message originated from outside the FIU Faculty/Staff email system.

Thank you, Melissa! I am excited. I owe you my license plate number.

Question – for my travel request purposes, are any of the meals on the agenda included or are those just meal breaks?

Thanks,

Juliet Misconi
Deputy City Manager
City of Palm Bay
321-952-3411

From: Melissa Da Gama <mdagama@fiu.edu>
Sent: Thursday, October 19, 2023 11:57 AM
To: Juliet Misconi <Juliet.Misconi@palmbayflorida.org>
Subject: Registration Confirmation: State-Funded Cybersecurity Training

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.

Hello Juliet Misconi,

We are excited to have you attend our State-Funded Cybersecurity Executive Training (8-hour) on January 11, 2024 (Florida International University). We will send you an email shortly regarding parking instructions and any other resources you may need.

In the meantime, feel free to access a general agenda and curriculum via the link provided below.

https://fiudit-my.sharepoint.com/:f/g/personal/mdagama_fiu_edu/Eq_qOoXsZhFCn_Oy5LQY8EoB8Yyx81bRoxUuDDsHMu2gvQ?e=2f6hhS

We appreciate your commitment to cybersecurity and look forward to seeing you soon.

Best,

Melissa Da Gama

DoubleTree by Hilton Miami Doral

[Edit stay](#)

Wed, Jan 10 – Thu, Jan 11, 2024

1 room for 1 adult

Payment and Guest Details

Step 3 of 3

Total for stay

\$211.45

[Show price details](#)

Total room charge	\$187.12
Total taxes	\$24.33

Guarantee and Cancellation Policy

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 05 Jan 2024.**

All fields are required unless marked optional.

Payment

Card number

Month

Year

Guest information

First name

Last name



DoubleTree by Hilton Miami Doral

29 NOV
WED

30 NOV
THU

1 Room, 1 Guest

Special Rates

Check Rooms & Rates

Hotel information

Find all the details you need for a great stay at DoubleTree by Hilton Miami Doral.

Our amenities



Dining

On-site restaurant

Room service



Fitness and recreation

Outdoor pool

Fitness center



Business and work

Business center

Meeting rooms



Conveniences

Free parking

Free WiFi

Digital Key **Hilton Honors**

Connecting Rooms

Accessible Features

Our policies

Cancellation



Cancellation policies may vary depending on the rate and dates of your reservation. Please refer to your reservation confirmation to verify your cancellation policy. If you need further assistance, call the hotel directly or contact [customer service](#). Alternatively, you can cancel your [reservation online](#).

Check-in/Check-out



Minimum age to register

21

Early checkout-fee

\$75.00. The hotel offers early departure at a fee of \$75.00.

Late checkout-fee

\$75.00. The hotel offers late checkout at a fee of \$75.00.

Payment



Currency

US Dollar



FY 2024 Per Diem Rates for ZIP Code 33172

Meals & Incidentals (M&IE) rates and breakdown

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