



# CITY OF PALM BAY, FLORIDA

Travel Request/Advance Request

Control #

Request Date: 7.9.21

Contact/Ext Doreen

3415

<b>Name:</b> Derek Bunt		<b>Destination:</b> Martin County FL			
<b>Department/Division:</b> Building		<b>Departure</b> <b>Date of:</b> 11/15/2021		<b>Return</b> <b>Date of:</b> 11/19/2021	
<b>Account To Be Charged:</b> 451-0000-155-1001		<b>Time of:</b> 600		<b>1700</b>	
<b>Account To Be Charged:</b>		<b>Estimated Cost:</b> before mileage reimbursement <b>\$836.00</b>			
<b>Purpose of Travel</b> (Specify Conference, School or Other Reason) - <b>ATTACH ITINERARY</b>					
Mr. Bunk will attend Florida Association of Code Enforcement Certification Fundamentals of Code Enforcement to obtain his Level 1 Code Compliance Certification required for his position.					
<b>Date Approved By Council:</b>					
<div> <div>Transportation: boldface or circle choice(s)</div> <div>POV - Estimated Mileage</div> <div>City Vehicle</div> <div>Common Carrier (complete below)</div> </div>					
PREPAID EXPENSES	VENDOR/ADDRESS	EXPLANATION	AMOUNT	FINANCE USE ONLY	
Registration	900 SE Ruhnke St Stuart, FL 34996	Fundamentals of Code Enforcement Certification		Vendor #	Check #
Due Date 7.9.21					Date
Joy CC					
Hand Carry Y N			\$550.00		
Lodging	NA. Will be staying with Family			Vendor #	Check #
Due Date		Rate \$0.00			Date
Hand Carry Y N		# Nights 0	\$0.00		
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		
<b>PER DIEM ADVANCE: Advanced or Upon Return (circle one)</b>				Vendor #	Check #
<b>Refer to www.gsa.gov for rates - attach proof of rate</b>					
<b>(Lodging prepaid - receipt required)</b>					
Breakfast 4	@	\$16.00	=	\$64.00	Date
Lunch 5	@	\$17.00	=	\$85.00	
Dinner 4	@	\$28.00	=	\$112.00	
Incidentals 5	@	\$5.00	=	\$25.00	
			\$286.00		

## TRAVEL APPROVALS

Department Head

7-12-21  
Date

Finance

Date

(if applicable)

City Manager

Date

## FLORIDA ASSOCIATION OF CODE ENFORCEMENT CERTIFICATION: FUNDAMENTALS OF CODE ENFORCEMENT

**CLASSES:** In conjunction with the Florida Association of Code Enforcement, Inc. (F.A.C.E.) and the John Scott Dailey Florida Institute of Government at the University of Central Florida, the John Scott Dailey Florida Institute of Government at FAU is pleased to offer the classes required for the Fundamentals of Code Enforcement Certification:

Nov 15	Legal Aspects	8:00 a.m. – 5:00 p.m.
Nov 16	Property Ownership	8:00 a.m. – 5:00 p.m.
Nov 17	Ethics Communication Skills	8:00 a.m. - noon 1:00 p.m. – 5:00 p.m.
Nov 18	Principles and Practices	8:00 a.m. – 5:00 p.m.
Nov 19	Principles and Practices Exam	8:00 a.m. – noon 1:00 p.m. – 3:00 p.m.

All classes will be held at the Martin County Building department located at 900 S.E. Ruhnke Street. Class size is limited and registration will be closed when capacity has been reached. The registration fee includes course materials. Participants will be on their own for lunch.

Certification courses offered through the Florida Institute of Government in partnership with the state of Florida University System will be allowed to be held in accord with the state of Florida and University COVID-19 guidelines and safety protocols. ALL CLASS ATTENDEES WHO DO NOT FOLLOW COVID-19 GUIDELINES AND SAFETY PROTOCOLS WILL BE ASKED TO LEAVE THE TRAINING AND WILL NOT RECEIVE CEH's OR REFUNDS.

**FEE STRUCTURE:** Active F.A.C.E. members: \$550.00 Non-members: \$750.00

**REGISTRATION INFORMATION:** Due to the strong interest in the certification program and limitations on class size, registrations will be confirmed only if they are accompanied by payment. Refunds must be requested in writing and received no later than seven days prior to the first day of the classes. Fees will be refunded less a **\$75.00** administrative fee. All monies are forfeited beyond this date. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel the classes; in that case, the registration fees will be refunded in full. A **\$65.00** fee applies to all rescheduled classes.

Contact information: 561/297-3749 email [sdean@fau.edu](mailto:sdean@fau.edu)

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### EXAM:

The Fundamentals of Code Enforcement exam will be given on Friday, November 19 from 1:00 pm – 3:00 pm at the Martin County Building department. In order to be eligible for the exam, you must have completed all sections of the classroom instruction. The exam fee is \$100 for Active Members (\$135 if received after **November 4**), and \$150 for Non-Members (\$185 if received after **November 4**). Payment for the exam may be made by calling 407.882.3960 with valid card information (VISA, MASTERCARD, OR DISCOVER are accepted), or by mailing a check, payable to the University of Central Florida, to: The John Scott Dailey Florida Institute of Government, 12443 Research Pkwy., Suite 402, Orlando, FL 32826. **Checks must bear a postmark no later than November 4 to avoid the late fee. Exam link is below:**

<https://iog.ucf.edu/CourseStatus.awp?&course=022-1119>

You have received this email from Noreply@touchnetfla.edu in response to your Order.

## Order Receipt

Thank you for your registration. For any questions regarding this registration, please call (561) 297-3749.

Order: 1360848  
Store: Florida Institute of Government  
Date/Time: July 9, 2021 10:49:53 AM EDT  
Total: \$550.00

Billed To:  
Joy Barnett  
120 Malabar Rd SE  
Palm Bay, FL  
32907  
United States

Contact Email:  
derek.bunt@palmbayflorida.org

Payment Information:  
Payment Type: Credit Card  
Credit Card Number: xxxxxxxxxxxx9251  
Reference Number: 20210709000063  
Card Type: Visa  
\*\*\* Card Not Present \*\*\*

Shipping Information:  
Shipping Information: 1330338  
Delivery Method: N/A-Pickup ( Processing)

Item	Stock Number	Quantity	Unit Price	Detail Total
11/15/21 - 11/19/21 - Fundamentals of Code Enforcement - For Members	nov21-fcem	1	\$550.00	\$550.00

Organization: City of Palm Bay  
First Name: Derek  
Last Name: Bunt  
Title: Building Code Compliance Inspector  
Email: derek.bunk@palmbayflorida.org  
Phone Number: (321) 504-8690

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Subtotal:	\$550.00
Tax:	\$0.00
Total:	\$550.00

Return Policy Agreement:

***Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$30.00 administrative charge will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non- attendance does not constitute***

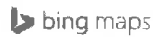


U.S. General Services Administration

## FY 2021 Per Diem Rates for ZIP 34996

Meals &amp; Incidentals (M&amp;IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Stuart	Martin	\$66	\$16	\$17	\$28	\$5	\$49.50



- A** 3385 Casi Dr, Titusville, FL 32796  
**B** 900 SE Ruhnke St, Stuart, FL 34994

1 hr 44 min , 119 miles

Light traffic

Via I-95 S, FL-91 S

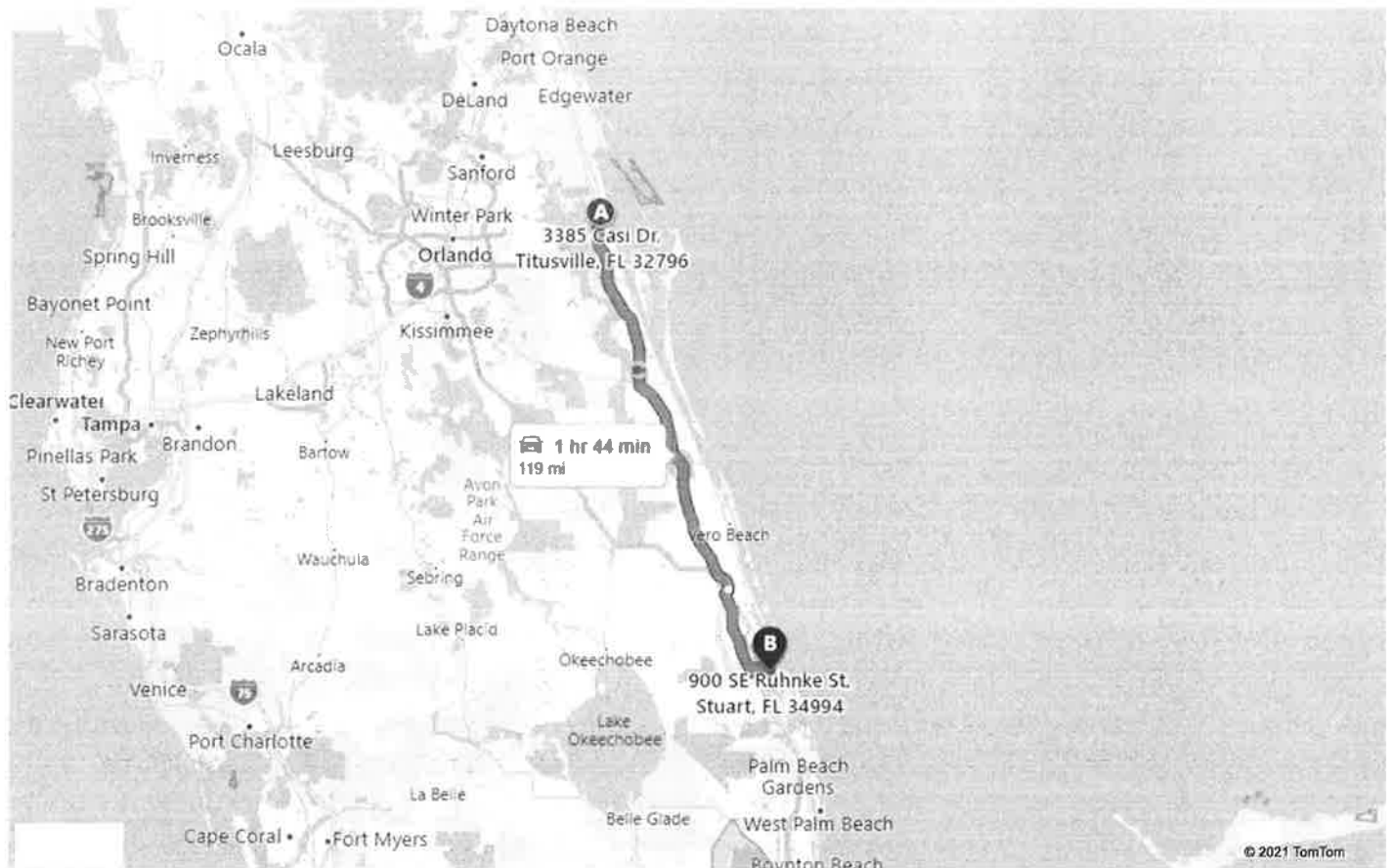
· Toll on route

**A** 3385 Casi Dr, Titusville, FL 32796

↑	1.	Head <b>east</b> on <b>Casi Dr</b> toward Greenbriar Ct	0.1 mi
↶	2.	Turn <b>left</b> onto <b>Greenbriar Ct</b>	0.2 mi
↷	3.	Turn <b>right</b> onto <b>N Singleton Ave</b>	0.8 mi
↷	4.	Turn <b>right</b> onto <b>FL-406 / Garden St</b>	0.9 mi
↶	5.	Bear <b>left</b> toward <b>Miami / I-95 South</b>	105 ft
	6.	Take the ramp on the <b>left</b> for <b>I-95 S</b> ▲ <i>Minor Congestion</i>	90.9 mi, 1 hr 6 min
↷	7.	At Exit <b>129</b> , head <b>right</b> on the ramp for <b>FL-70 West</b> toward <b>Okeechobee</b>	0.4 mi
↷	8.	Turn <b>right</b> onto <b>FL-70 / Okeechobee Rd</b> toward <b>Okeechobee / FL-70 West</b> ▲ <i>Moderate Congestion</i>	0.6 mi
↶	9.	Turn <b>left</b>	69 ft
	10.	Take the ramp on the <b>left</b> for <b>FL-91 S / Florida's Tpke S</b> ● <i>Toll road</i> ● <i>Toll road</i>	19.0 mi, 17 min
↑	11.	At Exit <b>133</b> , head <b>right</b> on the ramp for <b>SW Martin Downs Blvd</b> toward <b>Stuart</b> ● <i>Toll road</i>	0.7 mi

↑	Continue on <b>FL-714 / SW Martin Downs Blvd</b>		
	12.	Pass Chevron in 1.0 mi • Toll road	3.9 mi
	13.	Turn <b>right</b> onto <b>SE Willoughby Blvd</b>	0.8 mi
↩	14.	Turn <b>left</b> onto <b>SE Ruhnke St</b>	0.2 mi
Arrive at <b>SE Ruhnke St</b>			
	15.	The last intersection before your destination is SE Willoughby Blvd If you reach SE Astorwood Pl, you've gone too far	

**B** 900 SE Ruhnke St, Stuart, FL 34994



**A 3385 Cassi Dr, Titusville, FL 32796**



**B 900 SE Ruhnke St, Stuart, FL 34994**



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