CITY OF NORTH MIAMI, FLORIDA TRAVEL EXPENSE REPORT

RIDA	In Ry to Doca 283360	
Г	Ny +0 000 283360	1
	UKA 221942: 11/31	201

Name	Michael A. Etienne				Date	11/12/2015	A 22194.	2; 11/3/20
Department	Office of the City (•	Title	City Clerk		
Destination	Nashville, TX			•	Mode of Transp		Air	
Vacation Combine		Yes ☑ No	If so meal	and hotel expense				
		100 = 110		RTATION CO		mination of City	business.	
* Round Trip Co	ommon Carrier Rate	to Destination	TRANSFO	KIATION CO	313		\$36	7.95
			PRIVATE	AUTO RECO	RD			
				ODOM				*PARKING
DATE	FROM	то	STA		FIN	ISH	MILES	& TOLLS
							THILLS	& TOLLS
						TOTAL	0	\$0.0
		Allo	wable Mileage		(a)	\$0.500	per mile	\$0.0
						tation Reimburs		\$367.95
		A	CTUAL SUBS				, cinem	350717
DATE	11/8/2015			11/4/2015	11/5/2015	11/6/2015	11/7/2015	
	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
ITEMS								TOTAL
*Lodging				117.56	117.56	117.56	117.56	\$470.24
Breakfast	8.85			8.85	8.85	8.85	8.85	\$44.25 /
Lunch	17.70			17.70				\$35.40 🗸
Dinner	32.45			32.45	32.45	32.45		\$129.80
*Local Transportation	n 365.73							\$365.73
**Communication								\$0.00
*Registration Fees					150.00			\$150.00
*Other (specify)								\$0.00
Fuel	21.99							\$21.99 🗸
								\$0.00
TOTAL	446.72	0.00	0.00	176.56	308.86	158.86	126.41	\$1,217.41
nereby certify that business and no ex	the above is a true an penses are of a perso	id correct statemer	nt of travel expens	ses incurred in the	conduct of City	GRAND	TOTAL	
		_				GRAIND	TOPAL	\$1,585.36
	C (1)	,			APPROV	/FD:		-,
	(Employ	ree)			MIKO		Denartm	ent Head)
otal Amount Advance		\$1,585.36			A	11.12		
otal Expenses:	cd/repaid.	\$1,585.36			Accoun	it No.	001-03-4070)01-512-305
Oue City:	-	\$0.00	DECE	TR RIES		711		11
Due Traveler:	-		11565	LExpen	Ses Approved by	1./4		Date // -//
	aid hill as a series	\$0.00	House	5		Budget M	anager	
To be substantiated by p		ح	NOV 18	2013	ved for Payment _	and the same		Date
accounting -	d are related to City busines	Initials	ACCOUNTS	DTU MILE		Finan	ce	
	Original		ACCOUNTS	DAY!	Voucher No			Date
raveler -	Copy		2001412	PAYABLE				

City of North Miami, Florida TRAVEL REQUEST

Doc# 283360

Date: October 6, 2015

Name of Traveler: Michael Etienne, Esq.

Department: Office of the City Clerk

Destination: Nashville, TN

Mode of Transportation: A

(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: November 3, 2015

To: November 8, 2015

Purpose of Trip: National League of Cities in Nashville, TN from November 4-7, 2015

<u>ESTIMAT</u>	TED COST	Will vacation be combined with trip? ☐ Yes ☑ No
Registration –	450.00	Attach written documentation supporting this travel
Transportation	380.00	Information on trip attached? ☑ Yes ☐ No
Meals	200.60	1
Lodging	218,74	Travel was included in budget? Yes No
Other - Local Transportation		*(Explain answer no)
Rental Car	250.00	
Total Costs	\$ 1499.34	
Less Prepaid Expenses		
Advance to Traveler	\$ 201.45	
		Signature Traveler

Meal Detail

Date	11/3/2015	11/4/2015	11/5/2015	11/6/2015	11/7/2015	11/8/2015	
Breakfast – 15%		\$8.85	\$8.85	\$8.85	\$8.85	\$8.85	\$ 35.40 44,7
Lunch – 30%		\$17.70	\$.00	\$.00	\$.00	\$17.70	\$35.40
Dinner – 55%	\$32.45	\$32.45	\$32.45	\$32.45	\$.00		\$129.80
Total	\$32.45	\$59.00	′ \$41.30 ¥	\$41.30 V	\$8.85	\$26.55	\$200.60
							2200 UZ

COMMENTS
Per diem \$59 per day

Account No. <u>001-03-407001-512-305-000</u>

DEPARTMENT HEAD

10/9/15

Voucher No: _____

Date:

RISK MANAGEMENT ADMINISTRATOR

APPROVED

DATE

g may are community of the state of the stat

11.150

DATE

NOV 02 2015

CITY MANAGER

10/30/(5 DATE

and the second s

May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quar	ntity Total
Depart	FLL-BNA	Wanna Get Away Excellent Value	No Charge Fees (applicable fare difference applies) Reusable Funds (nonliers/reable - no name charges allowed) Nonerfundable unless purchased with Points	1	\$159,98
Return	BNA-FLL	Wanna Get Away Scellent Vakue	No Change Fees (applicable fare difference applies) Reunable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points	1	\$208.97
	a Member?	ards and earn at least 1897 Poi Log in to ensure you are gettin		Subtotal	\$367.95 Fare Breakdown
Carry-on Items: 1 bag + 1 small personal item are free, see full details. Checked Items: First and second bags are free, size and weight limits apply. Bag Chai				Bag Charge	\$0.00

Air Total: \$367.95

Goy't taxes & fees now included

Purchaser Name Stephania Thomas

Billing Address

776 NE 125 Street North Miami, FL US 33161

Form of Payment

Amount Applied

Visa - XXXXXXXXXXXX7356

\$367.95

Amount Paid \$367,95

> Trip Total \$367.95

© 2015 Southwest Airlines Co., All Rights Reserved. Use of the Southwest websites and our Company Information constitutes acceptance of our Terms and Conditions, Privacy Policy



Thank you Stephanie, your car has been reserved.

Pick up:

Wed Nov 04, 2015 at 08:30 AM

Drop off:

Sun Nov 08, 2015 at 07:30 PM

Your Confirmation Number: 20432560US1

Modify/Cancel/Refund This Reservation

Your Car



Economy-Ford Fiesta or similar Mileage: Unlimited

Estimated Total: \$365.73 Amount Prepaid: \$365.73 Base Rate: \$179.99 Rental Options: \$0.00 Protections/Coverages: \$139.95 Surcharges/Fees: \$12.69 Energy Recovery Fee .60/day: \$3.00 Vehicle Rental Surcharge (3%): \$9.69 Taxes: \$33,10

View complete summary of charges

Location Information

Pick Up Location

East Nashville, N5A 300 North 1st Street Nashville, TN 37207 US (1) 615-743-4740 Sun 8:00 AM - 12:00 PM Mon - Fri 7:00 AM - 5:30 PM Sat 8:00 AM - 1:00 PM

Drop Off Location

Nashville Intl Airport, BNA 1 Terminal Drive Nashville, TN 37214 US (1) 615-361-1212 Sun - Fri 5:00 AM - 1:00 AM Sat 5:00 AM -12:30 AM

Helpful Tips

- · If you need to cancel 6 hours prior to the scheduled pick-up time, we will refund the full prepaid amount, less a \$25.00 USD processing fee. If you do not cancel your reservation within 6 hours of the scheduled pick-up time or if you fail to rent the car, a refund of the full prepaid amount, less a fee of \$100.00 USD, will be charged.
- · Please bring your valid driver's license when you pick up the vehicle. If your driver's license is not issued in the US, then you must present your passport in addition to your driver's license.
- This location offers after hours key drop service. Please contact the location for additional details.

A credit card is required in order to pick up the vehicle. Avis accepts most major credit cards.

At the time of the rental, we will request an authorization (hold) on your credit card for the estimated rental charges.

- · If you are planning to use a debit card, please read our debit card terms and conditions for more information about the use of these types of cards.
- If you have any questions in advance of your vehicle pick up, please call 1-800-633-3469
- Modify/Cancel/Refund This Reservation
- · View full terms & conditions

If you have any questions please call 1-800-633-3469. Outside of the USA, click here











Your privacy is important to us. Read our Privacy Statement.

Avis [6 Sylvan Way | Parsippany, NJ 07054 © 2015 Avis Rent A Car System. LLC. Thank you for not smoking. Avis maintains a 100% smoke-free fleet.

RECEIPT

Rental Agreement Number: 333796960

44403833

Vehicle Number:

YOUR INFORMATION

THOMAS, STEPHANIE

AVIS DISC:

INTERNATIONAL INSTITUTE FOR MU PAYMENT METHOD: CASH XX7356

YOUR RENTAL

Picked up:

N5A

Date/Time:

NOV 04, 2015@08:35AM

Returned:

BNA

Date/Time:

NOV 08, 2015@06:48PM

Veh Group: Veh Charged:

Compact Subcompact

Vehicle:

FORD FOCUS 5DR

Odometer Out: 3284 Odometer In: 3912 Fuel Reading: Full

YOUR VEHICLE CHARGES

1 WK@ 199.99 199.99 DISCOUNT 10.0 20.00 YOUR TIME AND MILEAGE: 179.99

YOUR TAXABLE FEES

LOSS DAMAGE WAIVER: 139.95 ENERGY RECOVERY 0.60/DY 3.00

YOUR SUBTOTAL

TAXABLE SUBTOT 322.94 TAX 10.250% 33.10

YOUR NON TAXABLE ITEMS

9.69

" TOTAL CHARGES 365.73 **PREPAYMENTS** - 365.73 **NET CHARGES** .00 YOUR TOTAL DUE: 0.00

PAID ON CASH XX7356

ADR 00 13.00/DY EA= * T

THANK YOU FOR RENTING WITH AVIS +

```
WELCOME Valley Market Dr Valle Valley Valle To Valle Valle Valley Valle To Valle Val
```

priceline.com

Priceline Trip Number: 139-878-043-83

BEST WESTERN Suites Near Opryland ★★★

Check-in:

Wed, Nov 4, 2015 - After 03:00 PM

Check-out:

Sun, Nov 8, 2015 - 12:00 PM

Address:

201 Music City Circle, Nashville, TN

Phone number:

615-902-9940

Number of rooms:

2 rooms

Reservation name:

Room 1: Michael Etienne

Room 2: Stephanie Thomas

Agoda.com booking ID: Room 1: 80052743

Room 2: 80052745

Amenities:

Free Breakfast

Free Internet (in Room)

P Free Parking Se Outdoor Pool

M. Spa

Non-Smoking

& Handicap Accessible

Business Center

Room type:

2 Double Beds Special Deal - 2 Double Beds, Non-Smoking, High Speed Internet Access, Coffee Maker, Microwave, Refrigerator, Hairdryer, Continental

Breakfast

Max 2 guests. Hotels may charge for additional

Important Information

Additional information Contact the hotel whenever there are bookings of 3+ rooms. Different policies and additional supplements may apply. Guests are required to show a photo identification and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply.

Agoda booking

Please note that this booking is being offered to you through our subsidiary, Agoda.com.

Cancellation policy

Any cancellation received within 3 days prior to arrival date will incur the first night charge. Failure to arrive at your hotel will be treated as a No-

Show and will incur the first night charge (Hotel policy).

Credit card required

The reservation holder must present a valid photo ID and credit card at check-in. The credit card is required for any additional hotel specific service fees or incidental charges or fees that may be charged by the hotel to the customer at checkout. These charges may be mandatory (e.g., resort fees) or optional (parking, phone calls or minibar charges) and are not included in the room rate.

Guarantee policy

Reservation is guaranteed for arrival on the confirmed check-in date only.

Summary of Charges Total charged: \$940.48

Purchase date:

Oct 27, 2015

Payment method:

Visa (7356)

Billing name:

Stephanie Thomas

Room price:

\$99.88avg./night

Number of rooms: 2 rooms

Number of nights:

4 nights

Room subtotal:

\$799.04

Taxes & fees:

\$141.44

Total charged:

\$940.48

Prices are in USD

Charges will be from "Priceline.com".

Need Help?

Give us a call

You will be calling Agoda.com

Toll free (US & Canada): 1-877-899-8049

From anywhere else: +1 212 444 0022

You will need this information:

Priceline trip number: 139-878-043-83

Agoda.com Booking ID: Room 1:80052743 Room 2:80052745

Phone number used: (305) 895-6511

16907 HE 16906 ST 874

Thomas, Stephanie

From:

Event Customer Service <email_confirm@confmail.experient-inc.com>

Sent:

Tuesday, October 27, 2015 9:53 AM

To: Cc: Thomas, Stephanie Thomas, Stephanie

Subject:

Registration/Housing Confirmation {NLC152:5292}



2015 NATIONAL LEAGUE OF CITIES **CONGRESS OF CITIES**

NASHVILLE, TN | NOVEMBER 4-7, 2015

*** Please do not reply to this e-mail. It was sent from an automated system. ***

Confirmation

Thank you for registering for the 2015 Congress of Cities and Exposition. Remember that http://www.nlccongressofcities.org/ is your online resource for the conference; please check back for updated information on sessions, speakers and special events. We look forward to seeing you in Nashville.

This confirmation includes BOTH YOUR HOUSING AND REGISTRATION information. This is your official confirmation for conference payment as well as your hotel reservation. Please print this out and retain it for your records.

To Make Changes or Additions to Your Housing and Registration click the link below.

Click here to access your registration

Profile

Confirmation ID: 5292 Stephanie Thomas City of North Miami 776 NE 125th St Office of the City Clerk North Miami, FL 33161-5654



Bring this confirmation to an onsite 'Express Badge Pickup' registration location. Just scan the barcode at any Express registration counter and your badge will be printed and waiting for you at badge pick-up. Valid photo ID will be required.

Registration Detail

Stephanie Thomas

Registration Type: First Time Attendee, Advance | August 1-October 9

Description

Registration (Qty: 1)		\$450.00
Coming Together for Crime Reduction (Qty: 1)	Nov 4 2015 8:30AM	\$0.00
Innovations in the Court System (Qty: 1)	Nov 4 2015 12:30PM	\$0.00
City-County Consolidation: A Historic Decision (Qty: 1)	Nov 5 2015 9:00AM	\$0.00
New Member/First Time Attendee Orientation (Qty: 1)	Nov 4 2015 7:30AM	\$0.00
Lounge Ticket (Qty: 1)		\$0.00
Exhibit Hall Opening Reception (Qty: 1)		\$0.00
Closing Delegates Luncheon and General Session (Qty: 1)	Nov 7 2015 12:30PM	\$0.00
Spouse/Guest (Qty: 1)		\$150.00
Total Registration Fees: Total Registration Paid: Current Balance:		\$600.00 (\$600.00) \$0.00

Registered Guests:

Michael Etienne

Housing

HAMPTON INN & SUITES NASHVILLE DWTN

310 4th Avenue South Nashville, TN37201 Phone: 615-277-5000 Fax: 615-564-1700

Status

CONFIRM

Category

RUN OF HOUSE

Occupancy

Adults: 2 Children: 0

Arrival

3 November 2015

Departure

8 November 2015

Michael Etienne Guests In Room Stephanie Thomas

Daily Rate

\$209.00

Room Tax

15.25%

Deposit

Credit Card Guarantee

Resort Fee

\$0.00

Occupancy Tax \$2.50 Per Night

Note: Taxes and fees are

subject to change without notice

Total Charges

\$0.00

Paid

\$0.00

Balance Due

\$0.00

Hotel Cancellation Policy

All room reservations must be guaranteed with a Major Credit Card valid through November 2015. Failure to check-in to the hotel on your scheduled arrival date will result in the cancellation of all nights in your reservation and a no-show fee equal to one night's room rate plus tax charged to your credit card by the hotel. If you must cancel, please do so at least three (3) business days prior to your scheduled arrival date to avoid one night's room rate plus tax penalty.

Comments

Financial Summary

Total Housing Fees:

\$0.00

Total Amount Applied to Housing:

\$0.00

Housing Balance:

\$0.00

Total of All Fees:

\$600.00

Total Amount Applied to All Fees: (\$600.00)

Total Balance Due:

\$0.00

Payment History

Payment #110/06/2015 - \$450.00 [Payment] Stephanie Thomas / Visa / *********7356

Payment Allocation

10/06/2015

Applied: Stephanie Thomas's Registration

Total Amount Not Used:

\$0.00

Payment #210/27/2015 - \$150.00 [Payment] Stephanie Thomas / Visa / ******7356

Payment Allocation

10/27/2015

Applied: Stephanie Thomas's Registration

\$150.00

Total Amount Applied:

\$150.00

Total Amount Not Used:

\$0.00

Payment Totals

Total Payments: \$600.00

Total Refunds:

\$0.00

Total Net Paid: \$600.00

Cancellation Policy

Registration Change/Cancellation Information

All requests must be received in writing, postmarked by October 16, 2015, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after October 16, 2015.

Hotel Change/Cancellation Information

No cancellations will be accepted over the phone. Please submit all housing cancellations in writing to NLCCOC@experient-inc.com on or before Friday, October 16, 2015. Beginning on October 17, 2015, all changes and cancellations must be made directly with your confirmed hotel.

Bedding type preferences and special requests will be submitted to your confirmed hotel as requests only and cannot be guaranteed.

For Questions or Correspondence

If any of the registration or housing information printed above is incorrect, please contact Customer Service at 866-221-7895 or by email at NLCCOC@experient-inc.com.

Registration and Housing Center Information NLC Registration and Housing Center c/o Experient 5202 Presidents Court, Ste G100 Frederick, MD 21703 Toll Free Phone: 866-221-7895 International: 240-439-2970

Email: NLCCOC@experient-inc.com

City of North Miami, Florida TRAVEL REQUEST

Date: October 6, 2015 Department: Office of the City Clerk Name of Traveler: Michael Etienne, Esq. Mode of Transportation: Destination: Nashville, TN (If least expensive mode not chosen, provide justification below) To: November 8, 2015 Dates of City Travel: From: November 3, 2015 Purpose of Trip: National League of Cities in Nashville, TN from November 4-7, 2015 ESTIMATED COST Attach written documentation supporting this travel 450.00 Registration -Information on trip attached?

✓ Yes ■ No 380.00 Transportation 200.60 Meals Travel was included in budget?

Yes □ No 218.74 Lodging *(Explain answer no) Other - Local Transportation 250.00 Rental Car \$ 1499.34 **Total Costs** Less Prepaid Expenses Advance to Traveler Signature Meal Detail 11/7/2015 11/8/2015 11/6/2015 11/5/2015 11/3/2015 11/4/2015 Date \$35.40 44.25 \$8.85 \$8.85 \$8.85 \$8.85 \$8.85 Breakfast - 15% \$17.70 \$35.40 \$.00 \$.00 \$17.70 \$.00 Lunch - 30% \$129.80 \$.00 \$32.45 \$32.45 \$32.45 \$32.45 Dinner – 55% \$200.60 \$26.55 / \$8.85 / \$41.30 *√* \$59.00 \$41.30 \$32.45 Total \$209,45 **COMMENTS** Per diem \$59 per day APPROVED DEPARTMENT HEAD Account No. 001-03-407001-512-305-000 MANAGEMENT ADMINISTRATOR Voucher No: RECEIVED CITY OF NORTH NITAMINAGER NOV 02 2015 ACCOUNTS PAYABLE

FINANCE

Southwest's

Southwest*

Thank you for your purchase!

Ft. Lauderdale, FL - FLL to Nashville, TN - BNA

Air
Confirmation #H3XI.KF
Ft. Lauderdale, FL - FLL to Nashville, TN - BNA Wednesday, November 4, 2015 - Sunday, November 8, 2015
Air Total: \$367.95

Amount Paid \$367.95

> Trip Total \$367.95

WED

11/04/15 - Nashville

AIR

Ft. Lauderdale, FL - FLL to Nashville, TN - BNA 11/04/2015 - 11/08/2015

Confirmation # H3XLKF

Adult Passenger(s)

MICHAEL ETIENNE JR

Rapid Rewards #

Add Rapid Rewards Number

Subscribe to Flight Status Messaging

Travel Date	Flight Segments		Flight Summary	
DEPART NOV 4	06:35 AM	Depart Ft. Lauderdale, FL (FLL) on Southwest Airlines	Flight Southweste #895	Wednesday, November 4, 2015
WED	07:55 AM	Arrive in Nashville, TN (BNA)		Travel Time 2 h 20 m (Nonstop) Wanna Get Away
RETURN NOV 8	09:00 PM	Depart Nashville, TN (BNA) on Southwest Airlines	F(ight Southwest) #277	Sunday, November 8, 2015
SUN	12:10 AM Next Day	Arrive in Ft. Lauderdale, FL (FLL)		Travel Time 2 h 10 m (Nonstop) Wanna Get Away

What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after

May 10, 2013 and travel beginning September 13, 2013, Customers who fall to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Qua	ntity Total
Depart	FLL-BNA	Wanna Get Away Excellent Value	No Change Fees (applicable fare difference applies) Reusable Funds (nentransferable - no name changes allowed) Nonrefundable unless purchased with Points		L \$158,98
Return	BNA-FLL	Wanna Get Away Bxcellent Value	No Change Fees (applicable fare difference applies) Reunable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points	-	1 \$208.97
	a Member?	ards and earn at least 1897 Pol Log in to ensure you are gettin		Subtotal	\$367.95 Fare Breakdown
		+ 1 small personal item are free, see ful nd second bags are free, size and weigh		Bag Charge	\$0.00
		was a consequence of the contract of the contr	en engles was not on the control of		tives and a section of the section

Air Total: \$367.95

Gov't taxes & fees now included

Purchaser Name Stephanie Thomas

Billing Address

776 NE 125 Street North Miami, FL US 33161

Form of Payment

Amount Applied

Visa - XXXXXXXXXXXXX7356

\$367.95

Amount Paid \$367.95

Trip Total \$367.95

© 2015 Southwest Airlines Co. All Rights Reserved. Use of the Southwest websites and our Company Information constitutes acceptance of our Terms and Conditions. Privacy Policy



Thank you Stephanie, your car is reserved and your credit card has been charged: 365.73 USD.

YOUR CONFIRMATION NUMBER: 20432560US1

Base Rate for 5 day(s)

179.99

Base Rate

179.99

Mileage:

Unlimited

Rate Rules:

Saturday Night Stay is Required Minimum 4 Day(s) and 3 hour(s) rental Maximum 28 Day(s)

Rental Options

None Selected

Protections & Coverages	139.95
Loss Damage Waiver (LDW)	139.95
Surcharges & Fees / Taxes	45.79

Surcharges

Energy Recovery Fee	3.00
Vehicle Rental Surcharge (3%)	9.69
One-Way Equip. Fee	0.00

Taxes

Tax 33.10

Estimated Total (USD)

365.73

Amount Prepaid

365.73

Rate Terms

- If you need to cancel 6 hours prior to the scheduled pickup time, we will refund the full prepaid amount less a 25.00 USD processing fee.
- If you do not cancel your reservation within 6 hours of the scheduled pick-up time or if you fail to rent the car, a refund of the full prepaid amount less a NO SHOW fee of 100.00 USD, will be charged.
- Your rate was calculated based on the information provided. Some modifications may change this rate.
- · Under Age Surcharges are applicable at this location.

One-Way Fee (One-Way Fee is subject to tax in certain locations. This tax is not reflected in the Estimated Total)

CONTACT US

Reservations & Avis.com Assistance 1-800-230-4898

Wizard Number / Preferred Profile Updates 1-866-842-5552

Monday - Friday 8am-5pm EST

YOUR TIME & PLACE

PICKUP

Wednesday, November 04, 2015 @ 08:30 AM

EAST NASHVILLE - N5A

300 North 1st Street NA Nashville, TN 37207, USA

(1) 615-743-4740

Sun 8:00 AM - 12:00 PM Mon - Fri 7:00 AM - 5:30 PM Sat 8:00 AM - 1:00 PM

AvisPreferred

RETURN

Sunday, November 08, 2015 @ 07:30 PM

NASHVILLE INTL AIRPORT - BNA

1 Terminal Drive NA Nashville, TN 37214, USA

(1) 615-361-1212

Sun - Fri 5:00 AM - 1:00 AM Sat 5:00 AM - 12:30 AM

AvisPreferred

RATE & BENEFIT INFORMATION

AWD#

X248000

Wizard Number

N/A

Rate Type

Lowest

Coupon Code

N/A

Rate Code

2K

Age

25+

Residence

United States

YOUR CAR

Notes: Modifying Car & Rate will require reselection of options.

Economy Ford Fiesta or similar



Features

4 Door

Air Conditioning

5 Passengers

1 large Bags

1 small Bags

08/12 mpg



RENTAL OPTIONS

Equipment / Services:

None

Protections / Coverages:

Loss Damage Waiver (LDW)

Personal Accident Insurance (PAI)

Personal Effects Protection (PEP)

Additional Liability Insurance (ALI)

Accepted

Declined

YOUR INFORMATION

Name Stephanie Thomas

Email Address sthomas@northmiamifl.gov

Phone 3058959817

Card Type Visa

Card Number *********7356

Flight Information N/A

ARC / IATA 0165211K

Reservation Terms & Conditions:

Prepay Terms

- Your credit or debit card will be charged upon reservation confirmation. Method of prepayment toward your rental
 may not be changed after confirmation.
- Debit cards are not accepted at some Avis locations and are not a recommended form of prepayment.
- The same credit or debit card used to complete an online Pay Now reservation must be presented at the rental pick-up counter as a form of identification.
- Generally, at the time of rental, we'll require a credit card hold of total estimated charges or \$200 USD, whichever is
 greater. If you have prepaid with a debit card the hold is only \$100 USD. A prepaid charge card is not accepted for
 this required hold.
- Prepaid reservations are only offered at participating localtons.
- Retain your reservation confirmation number as it is necessary for modification, cancellation or no-show refund requests. Changes to your prepay reservation must be made either on Avis.com, Avis.com, au or Avis.co.nz or at the rental counter. At time of change, current rates, taxes and fees apply.
- There is no fee for making the following changes:car type, options (GPS, protections, etc), rental period dates/times, adding other drivers, switching between participating prepay pick-up locations within the same country. To change to a non-participating location or one outisde of the original pick-up country, you must cancel your original reservation (with applicable cancellation fee) and re-book at then current rates.
- Non-permissible changes include: method of prepayment; name on reservation; changing your pick-up to a non-participating prepay location or one outside of the original pick-up country. If you still wish to make these changes, you must cancel your original prepay reservation with applicable cancellation fee and re-book at then current rates.
- If you need to cancel at least 6 hours prior to your scheduled pick-up time, you may cancel and request a refund less a \$25.00 USD cancellation fee. To cancel and request a refund you must submit a request on Avis.com, Avis.com.au or Avis.co.nz at any time before 6 hours of your scheduled pick up time by entering the reservation number and last name into the appropriate fields on the View/Modify/Cancel page. Once the reservation is displayed, click the "cancel" link and continue through the process to submit the refund request. Additional, you may also cancel and request a refund by calling (800)-331-1212 and providing the reservation number and name on reservation. Refund (prepaid amount minus the cancellation fee) will be issued to the card that you prepaid with.
- If you cancel your reservation withing 6 hours of the scheduled pick-up time or if you fail to [pick up the rental vehicle, you may request a refund less a \$100.00 no show fee. To request a refund, you must fulfill a request on Avis.com, Avis.com.au or Avis.com.z by entering the reservation number and last name into the appropriate fields on the View/Modify/Cancel page. Once the reservation is displayed, click on the "request a refund" link and continue through the process to submit the refund request. Additional, you may also requeset a refund by calling (800)-331-1212, and providing the reservation number and name on reservation. Refund (Prepaid amount minuse the No-Show fee) will be issued to the card that you prepaid with.
- All refund requests must be submitted within six months of the sceduled rental pick up date. No refunds will be granted after this six month window.
- Your quoted rental rate is based on the exact parameters (locations, dated, etc.) of your particular rental changing
 your confirmed reservation parameters could result in a different rate.
- At time of rental pick-up, location rental qualification rules apply. The name on all rental credentials (license and credit or debit card) must match the name on the reservation. If the names do not match, it is deemed a nonpermissible change to your prepay reservatin and must follow procedures to cancel and re-book at then current rates (with applicable cancellatino or no-show fees).
- At the time of pick up, driver must present a valid driver's license and credit card (or debit card at participating locations) in the driver's name. A prepaid charge card is not an acceptable credential. All drivers must have a safe driving record.
- While a debit or prepaid charge card is an acceptable form of rental prepayment online, they may not be accepted for the credit hold required when you pick up your car.
- Please review the terms and conditions on our confirmation page regarding credit or debit card acceptance at the location. To release the car to you at time of pick-up all rental terms and conditions must be met, regardless of your original prepayment.
- . The card presented at pickup will be the card of record for the rental.
- If you use a debit card at a location that accepts them, we will perform a credit check to ensure worthiness before
 releasing the car and you must also present a second form of current identification.
- Your total rental rate is calculated based on the information provided at time of reservation.
- Vehicles are rented on a daily (24-hour) basis. There is a 29-minute grace period for returns. After 30 minutes late, a 3/4-day late charge + \$.01 + taxes apply. After 90 minutes late, full-day late charges + taxes apply. There is no grace period for rental fees, surcharges and optional equipment or protections charges, so full-day late charges will apply for these items.
- If you selected Fuel Service Option, fuel price isn't included in your reservation total, but prevailing market rate will be added when you return your car.
- Avis accepts most major credit cards as credit identification at the time of rental. Accepted credit cards: Avis Charge Card, American express, AT&T Capital, Diner's Club Intl, Discover, China Union Pay, GE Capital, JCB, Master Card, PHH, Sears, and Visa. Some locations may not accept each of the referenced cards.
- Coupons may be applied to prepay rentals. Vouchers or Avis rental certificates cannot be used in conjunction with a
 prepay reservation.
- Gift Cards (Avis or any other) are not allowed on prepay reservations.
- Most U.S. locations also accept bank debit cards with the Visa or MasterCard logo as credit identification at the time
 of rental if you are at least 25 years of age. Canada locations do not accept bank debit cards as a form of credit
 identification. In most cases, U.S. locations will perform a credit check for debit card renters to determine credit
 worthiness at the time of rental. The renter must meet Avis' minimum criteria in order to rent.
- Upon paying your rental with a Debit Card, Avis will generally request an authorization hold against your account for the estimated charges of the rental but reserves the right in its sole, discretion, to request extra value based on certain factors as we deem appropriate. Some exceptions may apply. THESE FUNDS WILL NOT BE AVAILABLE FOR YOUR USE.
- When the rental is over we will process the reversal but the bank may take time to post it back to the account unless you already paid toward your rental, in which case the hold will be only \$100 USD. While this hold is in place,
 the funds will not be available for your use.

- Underpayments will be handled at the counter at time of rental return, and overpayments will be refunded after the
 rental agreement is closed. Unfortunately, we can't promise that your prepaid daily car rate will apply if you change
 car types, lengthen or shorten your rental period or change your pick up location.
- Upon returning the vehicle, Avis will process a release of the unused portion of the hold subject to your bank's
 procedure. This hold may take up to two weeks to be released by your bank.
- If you have already paid toward your rental using a debit card we will reverse any hold when the rental is over. The bank, however, may take time to post it back to your account. While this hold is in place, the funds will not be available for your use.
- · Avis is not responsible for any returned checks or overdrafts based on this policy.
- . In the US, debit, cash or check cards may be used at the end for payment of rental charges.
- Prepaid Debit/Gift cards are not acceptable methods of credit identification to pick up a car at any location. One of the above mentioned cards must be presented. Prepaid Debit/Gift cards are accepted at time of return only.
- At time of pick up, driver must present a valid, drivers license and credit or debit card in the driver's name. If the
 drivers license is not U.S.-issued, you must present your drivers license and either a passport or a Canadian
 enhanced license in the driver's name.
- Positive identification in addition to your driver's license may be required.
- At the time of rental, the renter or authorized driver may be subject to an electronic DMV check from the issuing state of the driver's license, or may be asked to sign a declaration attesting to specific criteria.
- · Extensions or late returns result in additional charges.
- Rather than requiring customers to be 25 to rent, Avis now rents to customers between the ages of 21-24 with a
 valid credit card and driver's license. At time of rental, we we'll automatically apply an additional underage surcharge
 for these drivers.
- Additionally, the following restrictions also will apply for renters between the ages of 21-24: Renters of luxury cars, mini-vans, 12-passenger vans, specialty cars, full-size SUVs and premium SUVs will not be permitted.
- In New York State, the minimum age to rent is 18 with a \$52-per-day USD surcharge for renters age 18-20 and a \$35-per-day USD underage surcharge for renters age 21-24. In Michigan the minimum age is18 with a \$41-per-day USD surcharge for customers between the ages of 18-20 and \$28-per-day USD surcharge for customers between the ages of 21-24. In Quebec, the minimum age to rent car groups A, B, C, D & E is 21 with an underage fee of \$20-per-day CAD for renters age 21-24. For all other car groups, the minimum age is 25. In Saskatchewan, the minimum age is 18. No underage fee applies.
- In all states other than CA, NV and NY, the charge for additional drivers is \$13-per-day USD per additional driver, with a maximum charge of \$65-per-rental USD per driver. The additional driver fee in New York is \$3-per-day USD per additional driver. The additional driver fee in Nevada is \$10-per-day USD per additional driver, with a maximum charge of \$50 USD. There is no additional driver fee in California. The following are exempt from additional driver charges: renter's employer or regular fellow employee when on company business; renter's spouse or domestic partner; disabled renters who have completed the non-licensed renter form.

Optional Coverages

Acceptance of the Loss Damage Waiver relieves the renter and authorized additional drivers of responsibility for loss of, or damage to the Avis car, when they comply with the terms and conditions listed on the rental document jacket. At the time of rental, the customer must initial whether he/she accepts or declines the LDW and optional services. LDW and optional services must be signed for at the rental counter. LDW is taxable.

If LDW is not accepted, the customer is financially responsible for the full value of:

- Accident damage
- Glass damage
- · Stolen items (radio, battery, etc.)
- Vandalism
- · Theft of the car

Exceptions:

In Wisconsin, if LDW is not accepted, the renter is liable for all loss or damage to the Avis car due to an accident or reckless, wanton behavior.

In **Illinois**, if LDW is not accepted, the customer is financially responsible for the following types of damage, up to a maximum of \$16,000.00 for rentals:

- Accident damage
- Glass damage
- Stolen items (radio, battery, etc.)
- Vandalism
- · Theft of the car

Canceling LDW

Once LDW has been purchased, it must remain on the contract. The customer has the option to return the car & close the rental agreement; however, this could change the rate for the rental agreement and a different, possibly higher, rate could apply for a new rental.

Exceptions:

Customers who rent in **New York** and purchase LDW in New York can decide to cancel this service at no charge, within specific guidelines:

- Rental must be 2 days or more.
- The cancellation must be within the first 24 hours of the rental.
- . The actual renter must take the car to an Avis location for inspection & must sign a cancellation notice.

Loss of Use

The customer may also be responsible for reimbursing Avis for the revenue lost by not being able to use the car while it is being repaired or not recovered due to theft (referred to as Loss of Use).

Global insurance coverages are always subject to change. Please verify at time of rental.

Age Requirements

Rather than requiring customers to be 25 to rent, Avis at this location now rents to customers between the ages of 21-24 with a valid credit card and driver's license. An underage surcharge may apply. Additionally, the following restrictions also will apply for renters between the ages of 21-24: Renters of luxury cars, mini-vans, 12-passenger vans, specially cars, full-size SUVs and premium SUVs will not be permitted.

Government Minimum Age Policy - Military (FEMA, US Postal Dept., Navy and Army) and Civilian Personnel

- Minimum age 18 years (no underage surcharge will apply) with government travel or purchase order
- Minimum age 21 years (no underage surcharge will apply) with no government travel or purchase order

Credit Card Policies

Avis accepts most major credit cards as credit identification at the time of rental.

Accepted credit card list: Avis Charge Card, American Express, AT&T Capital, Diner's Club Int'l, Discover, China UnionPay, GE Capital, JCB, MasterCard, PHH, Sears and Visa.

Some locations may not accept each of the referenced cards.

At the time of rental we will request an authorization on your charge card for the estimated rental charges. While this hold is in place, the funds will not be available for your use. When the rental is over we will process the reversal but the bank may take time to post it back to the account.

Debit Card Policies

This location does accept bank debit cards with the MasterCard or Visa logo at the time of rental if you are at least 25 years of age. You will be subject to a credit check to determine and ensure credit worthiness before releasing the car to you.

Currently, at all U.S. and Canada locations, **debit cards are not acceptable** as credit identification at the time of rental for all makes and models identified in the Avis **Specialty or Signature Series and for certain other premium vehicles.** Avis will generally request an authorization hold against your account for the estimated charges of the rental but reserves the right in its sole discretion, to request an extra value to be based on certain factors as we deem appropriate. **THESE FUNDS WILL NOT BE AVAILABLE FOR YOUR USE.** When the rental is over we will process the reversal but the bank may take time to post it back to the account.

If you fail to return the vehicle as agreed, Avis will obtain additional authorizations from your account to cover the rental charges.

Avis is not responsible for any returned checks or over-drafts based on this policy.

Positive identification in addition to your driver's license may be required.

In the United States, Debit, Cash or Check cards can be used at the end for payment of rental charges. For acceptable credit identification and payment methods in countries outside of the United States, please consult the Renter's Guide and search for the specific location.

Note: Prepaid Debit/Gift cards are not acceptable methods of credit identification to pick up a car at any location. One of the above mentioned cards must be presented. Prepaid Debit/Gift cards are accepted at time of return only.

Driver's License Requirements

Valid driver's license from country of residence is required. International driving license is required only for countries with non-Roman alphabet. International driving license is a translation only.

Public Liability and Property Damage

Additional Driver Policy

All additional drivers must be at least 25 years of age. The following are exempt from the additional driver fee but must meet all other driver requirements: the renter's employer or fellow employee when on company business and renting under a corporate account; the renter's spouse or domestic partner; the companion driver of a renter with a disability who has completed the non-licensed renter form; for insurance replacement rentals, company employees or family members who are designated on the insurance policy. All other additional drivers must complete and sign an additional driver form and present valid credit identification. A maximum of two additional drivers may complete a form.

For all US states other than CA, NV and NY, the additional driver fee is \$13 per day per driver with a maximum charge of \$65 per driver. The fee in New York is \$3 per day per driver. The fee in Nevada is \$11 per day per driver with a maximum of \$55 per driver. There is no additional driver fee in California.

Additional Fees

Optional services, special equipment and one way fees are subject to tax in certain locations. The tax may not be reflected in the approximate total.

Frequent Flyer surcharges may be applied at time of rental.

Extensions or late returns may result in additional charges.

DMV Checks

At the time of rental, the renter or authorized driver may be subject to an electronic DMV check from the issuing state of the driver's license, or may be asked to sign a declaration attesting to specific criteria:

- The renter/authorized driver has a valid license that is not currently suspended, expired, revoked, canceled or surrendered.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for reckless driving.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for driving under the influence (DUI), driving while intoxicated (DWI), or driving while alcohol impaired (DWAI).

- The renter/authorized driver has not, within the last 36 months failed to report or leave the scene of an accident.
- The renter/authorized driver has never been in possession of a stolen vehicle or used a vehicle in a crime.
- The renter/authorized driver has not, within the last 24 months had 3 or more convictions for moving violations (including seat belt violations).
- The renter/authorized driver has not, within the last 36 months had 3 or more accidents

Rate Requirements

Renters who have indicated a country of residence outside of the US will be required to present a non US issued drivers license and a non US issued passport OR an international airline ticket at the time of rental to qualify for the rate.

Rental Options

If you have added any of the following rental options to your reservations, terms and conditions may apply.

GPS By Garmin®

- · Available at participating locations.
- Minimum age is 25 but may vary by locations, underage surcharges may apply at certain locations.
- Reliability of directions subject to timing of software implementation as well as that of which has been provided by the maker of the installed maps.
- I (renter) acknowledge that the rental vehicle may be equipped with GPS by Garmin which utilizes global positioning system. I acknowledge that Where2 may be limited by atmospheric or topographical conditions. I further acknowledge that GPS by Garmin may be rendered inoperative if GPS by Garmin is tampered with or destroyed and or damaged in an accident or if the satellite systems are obstructed and inoperative.
- Customer is responsible for all costs in the event of lost, stolen or damaged GPS by Garmin unit and all of its components
- · Renter agrees to release and hold Avis harmless for any GPS by Garmin failures.
- . Taxes not included in the estimated total will be applied at time of rental.

Gas Service Option

- Fees for the Gas Service Option are not included in the Estimated Total.
- · Fees are assessed and applied at the time of rental.
- Fees vary by location and are determined by current market value of gasoline in surrounding area of rental location and the fuel tank size of rental vehicle.
- Customer will receive no credit or refund for unused fuel left in tank at time of return.

Roadside Assistance

- Taxes not included in the Estimated Total will be applied at the time of rental.
- Roadside Assistance service is available at all participating locations in the U.S., Canada, Puerto Rico, & U.S. Virgin Islands and New Zealand.
- Roadside Assistance covers the cost for assistance with key replacement, lockouts, tire change service fee, jump starts and emergency fuel delivery (up to 3 gallons).
- · Prohibited use of the vehicle will void this option.

Satellite Radio by SiriusXM®

- Taxes not included in the Estimated Total will be applied at the time of rental.
- · Available at participating U.S. locations

Other Options

- · Rental options not selected/offered on the avis.com website can not be modified online.
- Taxes not included in the Estimated Total will be applied at the time of rental.
- Modifications to these rental options must be made by contacting customer service or can be made at the rental
 counter.

Travel Into Other Countries

United States: Vehicles at this location can be driven throughout the continental U.S. with no restrictions. Based on availability, one-way rentals may be allowed to some U.S. cities.

Canada: Vehicles may be driven into Canada with no restrictions. The rental counter must be notified at the time of rental that you plan to drive into Canada so we may isue a Canadian Non-Resident Insurance Card (provided at not cost). Based on availability, one-way rentals may be allowed to some Canada cities.

Mexico: Vehicles at this location are not allowed into Mexico.

o Tolk

If you do not pay cash for tolls, you automatically opt into our e-Toll service, pursuant to which you agree to pay us or our toll program administrator, with whom we will share your credit card/debit information, for all tolls incurred during your rental and all related fees, charges and penalties. Under the e-Toll program, once you pass through an electronic toll, you will pay a convenience fee of \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$16.95 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. You can avoid the convenience fee and any other charges by paying the toll in cash, using your electronic toll device, or avoiding any cashless toll road or passage. Please be aware of roads that maybe "cashless tolls" and drivers on these roads are not able to pay cash once they have entered these roads. You automatically opt into our e-Toll service program and will be charged \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$16.75 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. The charges may take 4-8 weeks after the rental to be billed to your credit card/debit card on file.

priceline.com

Priceline Trip Number: 139-878-043-83

BEST WESTERN Suites Near Opryland ★★★★★

Check-in:

Wed, Nov 4, 2015 - After 03:00 PM

Check-out:

Sun, Nov 8, 2015 - 12:00 PM

Address:

201 Music City Circle, Nashville, TN

Phone number:

615-902-9940

Number of rooms:

2 rooms

Reservation name:

Room 1: Michael Etienne

Room 2: Stephanie Thomas

Agoda.com booking ID: Room 1: 80052743

Room 2: 80052745

Amenities:

Free Breakfast

🛜 Free Internet (in Room)

P Free Parking S Outdoor Pool

進 Spa

Non-Smoking

Handicap Accessible

Business Center

Room type:

2 Double Beds Special Deal - 2 Double Beds, Non-Smoking, High Speed Internet Access, Coffee Maker, Microwave, Refrigerator, Hairdryer, Continental

Breakfast

Max 2 guests. Hotels may charge for additional

guests.

Important Information

Your reservation may be eligible for cancellation.

Additional information Contact the hotel whenever there are bookings of 3+ rooms. Different policies and additional supplements may apply. Guests are required to show a photo identification and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply.

Agoda booking

Please note that this booking is being offered to you through our

subsidiary, Agoda.com.

Cancellation policy

Any cancellation received within 3 days prior to arrival date will incur the first night charge. Failure to arrive at your hotel will be treated as a No-

Show and will incur the first night charge (Hotel policy).

Credit card required

The reservation holder must present a valid photo ID and credit card at check-in. The credit card is required for any additional hotel specific service fees or incidental charges or fees that may be charged by the hotel to the customer at checkout. These charges may be mandatory (e.g., resort fees) or optional (parking, phone calls or minibar charges) and are not included in the room rate.

Guarantee policy

Reservation is guaranteed for arrival on the confirmed check-in date only. If you don't check-in to the hotel on the first day of your reservation and you do not alert the hotel in advance, the remaining portion of your reservation will be canceled and you will not be entitled to a refund.

Summary of Charges Total charged: \$940.48

Purchase date:

Oct 27, 2015

Payment method:

Visa (7356)

Billing name:

Stephanie Thomas

Room price:

\$99.88avg./night

Number of rooms: Number of nights:

2 rooms 4 nights

Room subtotal:

\$799.04

Taxes & fees:

\$141.44

Total charged:

\$940,48

Prices are in USD

Charges will be from "Priceline.com".

Need Help?

Give us a call

You will be calling Agoda.com

Toll free (US & Canada): 1-877-899-8049

From anywhere else: +1 212 444 0022

You will need this information:

Priceline trip number: 139-878-043-83

Agoda.com Booking ID: Room 1:80052743 Room 2:80052745

Phone number used: (305) 895-6511



NASHVILLE, TN

NASHVILLE MUSIC CITY CENTER

NOVEMBER 4-7, 2015

Schedule at-a-Glance

Please note that some sessions and times are subject to change, but the schedule below can be used to help you plan your travel for the conference. Items with an (*) require separate registration to guarantee your place. You may add these sessions during the initial online registration process, or you may log back in to the registration size to add them later.

Tuesday	
3:00 - 5:00 pm	Registration Open
Wednesday	
7:00 am - 5:00 pm	Registration Open
8:30 - 11:30 am	NLC University Seminars *
8:30 - 11:30 am	Mobile Workshops *
12:30 – 3:30 pm	NLC University Seminars *
12:30 - 3:30 pm	Mobile Workshops *
1:00 – 3:00 pm	Board Executive Committee Meeting
1:00 - 3:00 pm	Policy & Advocacy Committee Meetings
3:30 - 4:45 pm	· Exhibit Hall Welcome Reception
3:30 - 5:00 pm	· Board Committee Meetings
Thursday	
7:00 am - 5:30 pm	* Registration Open
8:00 - 10:00 am	Board of Directors Meeting
8:30 am - 12:30 pm	Solution Sessions
9:00 am - 12:00 pm	NLC University Seminars *
9:00 am - 12:00 pm	Mobile Werkshops *
9:00 am - 1:30 pm	Exhibit Hall Open
10:15 am - 12:00 pm	Resolutions Committee Median
12:00 – 1:00 pm	Board of Directors Lunch -
12:00 – 1:15 pm	NLC University Leadership Luncheon >
1:30 - 3:00 pm	Opening General Session
3:15 ~ 5:15 pm	Exhibit Hall Open
4:00 - 5:00 pm	· Workshops
4:00 – 5:30 pm	: Big Ideas for Small Cities
4:00 - 6:00 pm	Nominating Committee Meeting
5:15 pm - 6:15 pm	Tail Gate Party: Member Council Reception
Friday	
7:00 am - 5:30 pm	Registration Open
9:00 am - 12:00 pm	Center Stage Session
9:00 am - 1:30 pm	Exhibit Hall Open
12:00 – 1:15 pm	Lunch in the Exhibit Half
1:30 – 5:00 pm	Workshops
Saturday	
7:30 am - 2:30 pm	Registration Open
9:00 am - 12:30 pm	Workshops

Thomas, Stephanie

From:

Event Customer Service <email_confirm@confmail.experient-inc.com>

Sent:

Tuesday, October 27, 2015 9:53 AM

To: Cc: Thomas, Stephanie Thomas, Stephanie

Subject:

Registration/Housing Confirmation {NLC152:5292}



*** Please do not reply to this e-mail. It was sent from an automated system. ***

Confirmation

Thank you for registering for the 2015 Congress of Cities and Exposition. Remember that http://www.nlccongressofcities.org/ is your online resource for the conference; please check back for updated information on sessions, speakers and special events. We look forward to seeing you in Nashville.

This confirmation includes BOTH YOUR HOUSING AND REGISTRATION information. This is your official confirmation for conference payment as well as your hotel reservation. Please print this out and retain it for your records.

To Make Changes or Additions to Your Housing and Registration click the link below.

Click here to access your registration

Profile

Confirmation ID: 5292 Stephanie Thomas City of North Miami 776 NE 125th St Office of the City Clerk North Miami, FL 33161-5654



Bring this confirmation to an onsite 'Express Badge Pickup' registration location. Just scan the barcode at any Express registration counter and your badge will be printed and waiting for you at badge pick-up. Valid photo ID will be required.

Registration Detail

Stephanie Thomas

Registration Type: First Time Attendee, Advance | August 1-October 9

Description

Date-Time

Item Total

Registration (Qty: 1)		\$450.00
Coming Together for Crime Reduction (Qty: 1)	Nov 4 2015 8:30AM	\$0.00
Innovations in the Court System (Qty: 1)	Nov 4 2015 12:30PM	\$0.00
City-County Consolidation: A Historic Decision (Qty: 1)	Nov 5 2015 9:00AM	\$0.00
New Member/First Time Attendee Orientation (Qty: 1)	Nov 4 2015 7:30AM	\$0.00
Lounge Ticket (Qty: 1)		\$0.00
Exhibit Hall Opening Reception (Qty: 1)		\$0.00
Closing Delegates Luncheon and General Session (Qty: 1)	Nov 7 2015 12:30PM	\$0.00
Spouse/Guest (Qty: 1)	and the second of the second of	\$150.00
Total Registration Fees: Total Registration Paid: Current Balance:	CORP MAY AN INTERPRETABLE OF THE TOTAL CONTROL OF THE CONTROL OF T	\$600.00 (\$600.00) \$0.00

Registered Guests:

Michael Etienne

Housing

HAMPTON INN & SUITES NASHVILLE DWTN

310 4th Avenue South Nashville, TN37201 Phone: 615-277-5000 Fax: 615-564-1700

Status

CONFIRM

Category

RUN OF HOUSE

Occupancy

Adults: 2 Children: 0

Arrival

3 November 2015

Departure

8 November 2015

Michael Etienne Guests In Room Stephanie Thomas

Daily Rate

\$209.00

Room Tax

15.25%

Deposit

Credit Card Guarantee

Resort Fee

\$0.00

Occupancy Tax \$2.50 Per Night

Note: Taxes and fees are

subject to change without notice

Total Charges

\$0.00

Paid

\$0.00

Balance Due

\$0.00

Hotel Cancellation Policy

All room reservations must be guaranteed with a Major Credit Card valid through November 2015. Failure to check-in to the hotel on your scheduled arrival date will result in the cancellation of all nights in your reservation and a no-show fee equal to one night's room rate plus tax charged to your credit card by the hotel. If you must cancel, please do so at least three (3) business days prior to your scheduled arrival date to avoid one night's room rate plus tax penalty.

Comments

Financial Summary

\$0.00

Total Amount Applied to Housing:

\$0.00

Housing Balance:

Total Housing Fees:

\$0.00

Total of All Fees:

\$600.00

Total Amount Applied to All Fees: (\$600.00)

Total Balance Due:

\$0.00

Payment History

Payment #110/06/2015 - \$450.00 [Payment] Stephanie Thomas / Visa / ********7356

Payment Allocation

10/06/2015

Applied: Stephanie Thomas's Registration

\$450.00

Total Amount Applied:

\$450.00

Total Amount Not Used:

\$0.00

Payment #210/27/2015 - \$150.00 [Payment] Stephanie Thomas / Visa / ********7356

Payment Allocation

10/27/2015

Applied: Stephanie Thomas's Registration

\$150.00

Total Amount Applied:

\$150.00

Total Amount Not Used:

\$0.00

Payment Totals

Total Payments: \$600.00

Total Refunds:

\$0.00

Total Net Paid: \$600,00

Cancellation Policy

Registration Change/Cancellation Information

All requests must be received in writing, postmarked by October 16, 2015, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after October 16, 2015.

Hotel Change/Cancellation Information

No cancellations will be accepted over the phone. Please submit all housing cancellations in writing to NLCCOC@experient-inc.com on or before Friday, October 16, 2015. Beginning on October 17, 2015, all changes and cancellations must be made directly with your confirmed hotel.

Bedding type preferences and special requests will be submitted to your confirmed hotel as requests only and cannot be quaranteed.

For Questions or Correspondence

If any of the registration or housing information printed above is incorrect, please contact Customer Service at 866-221-7895 or by email at NLCCOC@experient-inc.com.

Registration and Housing Center Information NLC Registration and Housing Center c/o Experient 5202 Presidents Court, Ste G100 Frederick, MD 21703 Toll Free Phone: 866-221-7895

International: 240-439-2970

Email: NLCCOC@experient-inc.com

City of North Miami, Florida TRAVEL REQUEST

Date: November 24, 2015 Department: Office of the City Clerk Name of Traveler: Michael Etienne, Esq. Mode of Transportation: City Car Destination: Tallahassee, FL (If least expensive mode not chosen, provide justification below) Dates of City Travel: From: December 7, 2015 To: December 9, 2015 Purpose of Trip: Florida Local Government Coalition Public Records Forum on December 8, 2015 ESTIMATED COST Will vacation be combined with trip? ☐ Yes Attach written documentation supporting this travel 0.00 Registration -Transportation .00 Information on trip attached?

✓ Yes 111.77- 108.00 Meals 73.77 Lodging Travel was included in budget?

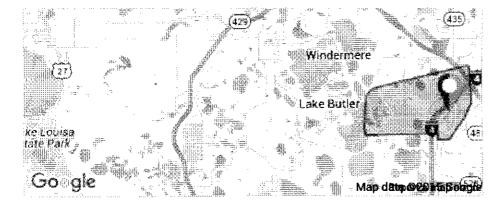
✓ Yes *(Explain answer no) Other - Local Transportation Rental Car .00 \$185.54 **Total Costs** Less Prepaid Expenses 108.00 Advance to Traveler Signature Traveler Meal Detail 12/9/2015 12/7/2015 12/8/2015 Date \$.00 \$8.10 \$8.10 \$16.20 Breakfast - 15% \$16.80 \$33.60 32.40 \$.00 \$16.80 Lunch - 30% \$30.80 29.70 \$.00 Dinner - 55% \$29.70\$30.80 \$61.60-59.40 \$56.00 \$24.90 \$111.40 Total \$30.80 \$ 108.00 24,30 COMMENTS Per diem \$56 per day APPROVED DEPARTMENT HEAD Account No. 001-03-407001-512-305-000 RISK MANAGEMENT ADMINISTRATOR Date: Voucher No: _ BUDGET DIRECTOR

hetwire^{*}

Monumental Movieland Hotel

6233 International Drive Orlando, FL 32819 (407) 351-3900

How do you feel about your deal?



Hotel details

Amenities

- Free parking
- Free Internet
- Smoke-free rooms
- ▼ Fitness center
- ♣ Pool(s)
- **||** Restaurant(s)
- Business center
- Self-service laundry

Accessibility

- ⇔ Accessible path of travel
- ฝ In-room accessibility
- ರ್ಷ Accessible bathroom
- ¿ Accessible parking
- 굆 Roll-in shower

Reservation details

Hotel confirmation 126246938876

Hotel itinerary 6531110345

Check-in Mon, Dec 07 - 04:00pm

Check-out Wed, Dec 09 - 11:00am

Primary guest Michael Etienne Must be present at check-in

Charged to Visa (7356)

\$27.00 per night x 2 nights \$54.00 x 1 room Hotel chooses bed type

Taxes recovery \$14.77 charges + fees

Hotwire total \$68.77 due today (USD)

\$5.00

Estimated resort fee due at hotel

Trip total (USD) **\$73.77**

Have a question?

Give us a call at 1-800-845-4026, visit our help center, or email us. We are available 24/7, toll-free.

Thomas, Stephanie

From:

Castillo, Ricardo

Sent: To: Friday, November 20, 2015 10:20 AM Thomas, Stephanie; Sorey Jr. Arthur

Subject:

FW: Info: Public Records Forum | December 8

From: Becky Brennan [mailto:BBrennan@flcities.com]

Sent: Friday, November 20, 2015 10:18 AM

To: FLGISA Administrator <admin@flgisa.org>
Subject: Info: Public Records Forum | December 8



SAVETHE DATE

PUBLIC RECORDS FORUM

Current Challenges | Proposed Legislation | Best Practices

EXPERT PANEL TO INCLUDE:

Pat Gleason

Special Counsel for Open Government Office of the Attorney General

Keith Rizzardi

Law Professor St. Thomas University

Click Here To Register Today

Did you know... in 2014, one public records seeking organization alone filed more than 140 public records related **lawsuits** in 27 different counties?

We all know that local governments are **required** to comply with Florida's public records laws...but are we aware of what those are? Can we **learn from each other** to better respond and avoid future violations?

From city clerks to city planners – from city/county managers to public works professionals – ALL local government employees need a general understanding of the law.

MEETING DETAILS

Please join us on Tuesday, December 8, to participate in a powerful and informative discussion led by a panel of experts, including those who've weathered a storm.

We will cover the current challenges, proposed legislation and best practices that can assist you and your organizations.

Statistical Source: 2015 FCCMA Public Records Survey

LOCATION: Omni Orlando Resort at ChampionsGate (In the Champions Hall Meeting Room at the Golf Club)

8575 White Shark Blvd. Davenport, FL 33896

DATE: Tuesday, December 8. TIME: 1:30 p.m. – 3:30 p.m.

There is no cost to attend. Light refreshments provided. Please register below.

REGISTER

REGISTRATION FORM

Florida Local Government Coalition - Public Records Forum

Meeting Details

Location: Omni Orlando Resort at ChampionsGate (In the Champions Hall Meeting Room at the Golf

Club)

8575 White Shark Blvd. Davenport, FL 33896

Date: Tuesday, December 8. **Time:** 1:30 p.m. – 3:30 p.m.

There is no cost to attend. Light refreshments provided. Please register below.

To submit the form, click the arrows in the red box at the bottom right corner of the page.

Once registration is processed, a confirmation email containing meeting details will be sent.

First Name	Michael	
Last Name	Etienne	
Place of Employment	City of North Miami	
Titte	Elected City Clerk	
Local Government Association You Will Be Representing (Ex. a city clerk would say Florida City Clerks Association)	North Miami	
Email	metiennes@northmiamifl.g	
Phone	3058959814	
	>>	

City of North Miami, Florida TRAVEL REQUEST

Date: October 29	, 2015								
Name of Traveler: Michael Etienne Dep				Department:	partment: Office of the City Clerk				
					ode of Transportation: Air least expensive mode not chosen, provide justification below)				
Dates of City Trav	el: From: <u>Jan</u>	uary 9, 2016		To: Jan	uary 15, 2016				
Purpose of Trip: 2	016 Laserfich	e Empower C	onference in	Long Beach. (CA from Janu	arv 11 – 14, 2	016		
							<u> </u>		
									
Mark the second to the second of the second	ESTIMAT	ED COST	andreas of more exposure of second	Will va	cation be comb	ined with trip	? ☑ Yes	□ No	
Registration -		5	95.00		Attach written documentation supporting this travel				
Transportation		3	06.20	Informa	Information on trip attached? 🗹 Yes 🗆 No				
Meals		2	52.80		•				
Lodging (6 nights at \$61 per night) 453.10 + Tax				Travel v	Travel was included in budget? □ Yes ☑ No				
Other – Local Transportation 336.90			*(Explain	*(Explain answer no)					
Other									
Total Costs		\$19	44.00						
Less Prepaid Exp									
Advance to Trave	ler	\$5	89.50						
				Signatur	Signature				
·					Traveler				
				Ieal Detail					
Date	1/10/2016	1/11/2016	1/12/2016	1/13/2016	1/14/2016	1/15/2015			
Breakfast – 15%	9.60	9.60					4	19.20	
Lunch – 30%	19.20	19.20						\$57.60	
Dinner – 55%	35.20	35.20	35.20	35.20	35.20			\$176.00	
Total	\$64.00	\$64.00	\$35.20	\$35.20	\$35.20	l, .		\$252.80	
	· · · · · · · · · · · · · · · · · · ·				· · · · · · · · · · · · · · · · · · ·	· · · ·		· · · · · · · · · · · · · · · · · · ·	
COMMENTS									
\$64 per day		-							
·	•						·		
								·	
	Note the desire of the section of th								
					A	APPROVE	D		
			•	\		ar .	10	30/15	
Account No. 001-	03_407001_517	_305_000		DEPART	MENT PEAD		DATE		
Account 110. <u>001-</u>	03-40/001-312	-303-000		DEI ARTI	VIENT LIEAD		DAIL		
				İ					
Voucher No: Date:				RISK MA	RISK MANAGEMENT ADMINISTRATOR DATE				
			-	_			-		
				BUDGET	DIRECTOR		DATE		
	•			Ī		4			
				<u> </u>		· ·			
				CITY MA	NAGER		DATE		

YOUR TRIP: FLL LAX

CONFIRMATION: BKEJMP

INERARY

ound Trip, Fort Lauderdale to Los Angeles, Los

ingeles to Fort Lauderdale

DATES

Jan 9 - Jan 15

/HO'S FLYING?

SUEST(S)

MICHAEL ETIENNE

TICKET NUMBER

9842144277241

FREQUENT FLIER PROGRAM

FREQUENT FLIER #

POINTS

1,295

EPARTING FLIGHT 321

DO AM



10:00 AM

DATE

Sat, 01/09/2016

CABIN

Main Cabin

GUESTS

MICHAEL ETIENNE

DEPARTING SEAT

8D

:TURNING FLIGHT 338



:05 PM



5:45 AM

DATE

Fri, 01/15/2016

CABIN

Main Cabin

GUESTS

MICHAEL ETIENNE

RETURNING SEAT

8D

xceda de 50 libras o 23 kilos con un cargo de \$25 por pieza. Clientes en First Class son lenvendos a documentar dos (2) equipajes cuyo peso no exceda de 50 libras o 23 kilos ada uno sin cargo adicional y hasta ocho (8) equipajes adicionales con peso hasta 50 pras o 23 kilos cada uno con un cargo de \$25 por pieza.

plican cargos adicionales por equipajes mayores a 50 libras o 23 kilos así como en quipajes voluminosos, esto en adición a los cargos por pleza antes mencionado.

rticulos deportivos como cañas de pescar, tablas de surf, bicicletas, entre otros objetos un sujetos a cargos adicionales y no se consideran parte del equipaje permitido por la arolínea.

a autoridad de seguridad TSA nos índica que al abordar geles o líquidos en el equipaje mano recordemos la regla de 3-1-1. Primeramente, las botellas serán de una apacidad máxima de 3 oz. o 100 ml. y segundo, deberán estar colocados en una (1) alsa de plástico transparente de 1 quart o 1 litro. Si usted requiere traer algún articulo ferente favor de colocado dentro de su equipaje documentado. No nos agradaría que la itoridad le retire estos artículos cuando pase por los filtros de seguridad.

This ticket is non-refundable and non-transferable. Name changes are not allowed after purchase. Flight and/or date changes or cancellations for tickets purchased on or after December 12, 2014 will result in a \$100.00 fee per guests for travel solely between the Western Region (within LAS/LAX/PDX/PSP/PVR/SAN/SEA/SFO/SJC/SJD only) or a \$150 fee per guest for travel to/from all other locations. This fee applies for all changes or cancellations made through all channels including the Virgin America website, through the call center or at the airport. Flight and/or date changes or cancellations for tickets purchased between February 7, 2014 and December 11, 2014 will result in a \$75.00 fee per guest in the Western Region (LAS/LAX/PDX/PSP/PVP/SAN/SEA/SFO/SJC/SJD only) and all other tickets will result in a \$150 fee per guest made through all channels including the call center, Virgin America website or at the airport. Flight and/or date changes or cancellations for tickets purchased on or before February 6, 2014 will result in a \$100 fee per person made through all channels including the call center, Virgin America website or at the airport. Any applicable fare difference will be credited or collected. Changes or cancellation of flights booked with Elevate points will incur a \$100 redeposit fee for points to be restored to your Elevate account.

Main Cabin Fully Refundable Fares

Fully refundable fares allow for changes, cancellations and name changes. Flight and/or date changes or cancellations will incur no change fee, but any applicable fare difference will be collected or refunded. Changes or cancellation of flights booked with Elevate points will incur a \$100 redeposit fee for points to be restored to your Elevate account.

Main Cabin Select Non-Refundable Fares

This ticket is non-refundable and non-transferable. Name changes are not allowed after purchase. Flight and/or date changes or cancellations for tickets purchased on or after December 12, 2014 will result in a \$100,00 fee per guests for travel solely between the Western Region (within LAS/LAX/PDX/PSP/PVR/SAN/SEA/SFO/SJC/SJD only) or a \$150 fee per guest for travel to/from all other locations. This fee applies for all changes or cancellations made through all channels including the Virgin America website, through the call center or at the airport. Flight and/or date changes or cancellations for tickets purchased between February 7, 2014 and December 11, 2014 will result in a \$75.00 fee per guest in the Western Region (LAS/LAX/PDX/PSP/PVR/SAN/SEA/SFO/SJC/SJD only) and all other tickets will result in a \$150 fee per guest made through all channels including the call center, Virgin America website or at the airport. Flight and/or date changes or cancellations for tickets purchased on or before February 6, 2014 will result in a \$100 fee per person made through all channels including the call center, Virgin America website or at the airport. Any applicable fare difference will be credited or collected. Changes or cancellation of flights booked with Elevate points will incur a \$100 redeposit fee for points to be restored to your Elevate account.

Main Cabin Select Refundable Fares

Fully refundable fares allow for changes, cancellations and name changes. Flight and/or date changes or cancellations will incur no change fee, but any applicable fare difference will be collected or refunded. Changes or cancellation of flights booked with Elevate points will incur a \$100 redeposit fee for points to be restored to your Elevate account.

First Class Non-Refundable Fares

This ticket is non-refundable and non-transferable. Name changes are not allowed after purchase. Flight and/or date changes and cancellations will incur no change fee, but any applicable fare difference will be collected or credited. Changes or cancellation of flights booked with Elevate points will incur a \$100 redeposit fee for points to be restored to your Elevate account.

First Class Refundable Fares

Fully refundable fares allow for changes, cancellations and name changes. Flight and/or date changes or cancellations will incur no change fee, but any applicable fare difference will be collected or refunded. Changes or cancellation of flights booked with Elevate noists will incur a \$100 redeposit fee for points to be restored to your Elevate account.

Hotwire Hotel Booking Confirmation - M. Etienne and 1 guest Long Beach 01/09/16

From: Hotwire Customer Care (support@hotwire.com)

Sent: Wed 10/28/15 7:12 PM To: metienne@hotmail.com

Hotels

Car

Your reservation

Hotwire itinerary 6510141828

Michael, you got a great deal!

You're booked and the hotel's waiting for you.

Your hotel

Best Western of Long Beach

See ratings guide

1725 Long Beach Boulevard Long Beach, CA, 90813 (562) 599-5555 | View map

Check Inn

Check out

Sat, Jan 9, 2016

Fri, Jan 15, 2016

3:00 PM

11:30 AM

Times are subject to change, Please confirm with your hotel.

You're confirmed!

- There is no need to reconfirm your reservation with Best Western of Long Beach or Hotwire.
- Michael Etienne must be present at check-in. An adult over 18 must be present at check-in to assume all liability for the booking.

There's still time!

Add more days or rooms with "Extend My Stay"

Book now

Rental Cars

Reserve Long Beach rental cars for 01/9-01/15

Show me

Get our app

Want our highly rated iPhone/ iPad app?

U.S./Canada, toll free (866) HOTWIRE

4

Toll charges may apply 417-520-1680

Travel protection (800) 771-1281

SUBSCRIPTION MANAGEMENT

You are receiving this message because your email address was provided for this Hotwire account. Only purchase and account-related messages will be sent to this address (unless you are opted in to receive our promotional mailings). You cannot unsubscribe from purchase and account-related messages. To update other email and account preferences visit Account Preferences. You may reach Hotwire at Contact Us or via postal mail at: Hotwire, PO Box 230027, Portland, OR 97281-0027.

PRIVACY POLICY AND TERMS OF USE

Hotwire is committed to protecting your privacy. We will not share your information with unauthorized third parties or request credit card information in an email. For more information, view our Privacy Policy. By using the Hotwire site you agree to our Terms of Use. By using the Hotwire site, you agree to our Terms of Use.

© 2015 Hotwire, Inc. All rights reserved. Hotwire, the Hotwire logo, Hot Fare, and Hot Rate are either registered trademarks or trademarks of Hotwire, Inc. Other product and company names shown may be trademarks of their respective owners. CST 2053390-40; NST 20003-0209.

→



Thank you Michael, for renting with us! Your car is reserved

336.90

YOUR CONFIRMATION NUMBER: 20596642US3

Base Rate for 7 day(s)	238.44
Base Rate	238,44
Mileage:	Unlimited
Rate Rules: Minimum 4 Day(s) and 3 hour(s) ren	tal
Rental Options	
None Selected	
Protections & Coverages	77.00
Loss Damage Waiver (LDW)	77.00
Surcharges & Fees / Taxes	21.46
Surcharges One-Way Equip. Fee	0.00
Taxes Tax	21.46

CONTACT US

Reservations & Avis.com Assistance 1-800-230-4898

Wizard Number / Preferred Profile Updates 1-866-842-5552 Monday - Friday 8am-5pm EST

Rate Terms

- Your rate was calculated based on the information provided. Some modifications may change this rate.
- Under Age Surcharges are applicable at this location.

One-WayFee (One-Way Fee is subject to tax in certainlocations. This tax is not reflected in the Estimated Total)

Estimated Total (USD)

YOUR CAR

Notes: Modifying Car & Rate will require reselection of options.

Economy Ford Fiesta or similar



Features

4 Door

Air Conditioning

5 Passengers

1 large Bags

1 small Bags

√ 08/12 mpg



RENTAL OPTIONS

Equipment / Services:

None

Protections / Coverages:

Loss Damage Waiver (LDW)

Personal Accident Insurance (PAI)

Personal Effects Protection (PEP)

Additional Liability Insurance (ALI)

Accepted

Declined

Declined

Declined

YOUR INFORMATION

Name

Michael Etienne

Email Address

mikeonly6@hotmail.com

Phone

(954) 548-1511

Flight Information

N/A

Reservation Terms & Conditions:

Additional Driver Policy - ALL OTHERS (includes friends, parents, brothers & sisters, etc.) Age Requirements

Rather than requiring customers to be 25 to rent, Avis at this location now rents to customers between the ages of 21-24 with a valid credit card and driver's license. An underage surcharge may apply. Additionally, the following restrictions also will apply for renters between the ages of 21-24: Renters of luxury cars, mini-vans, 12-passenger vans, specialty cars, full-size SUVs and premium SUVs will not be permitted.

Government Minimum Age Policy - Military (FEMA, US Postal Dept., Navy and Army) and Civilian Personnel

above mentioned cards must be presented. Prepaid Debit/Gift cards are accepted at time of return only.

Driver's License Requirements

Valid driver's license from country of residence is required. International driving license is required only for countries with non-Roman alphabet. International driving license is a translation only.

Public Liability and Property Damage

Additional Driver Policy

All additional drivers must be at least 25 years of age. The following are exempt from the additional driver fee but must meet all other driver requirements: the renter's employer or fellow employee when on company business and renting under a corporate account; the renter's spouse or domestic partner; the companion driver of a renter with a disability who has completed the non-licensed renter form; for insurance replacement rentals, company employees or family members who are designated on the insurance policy. All other additional drivers must complete and sign an additional driver form and present valid credit identification. A maximum of two additional drivers may complete a form.

For all US states other than CA, NV and NY, the additional driver fee is \$13 per day per driver with a maximum charge of \$65 per driver. The fee in New York is \$3 per day per driver. The fee in Nevada is \$11 per day per driver with a maximum of \$55 per driver. There is no additional driver fee in California.

Additional Fees

Optional services, special equipment and one way fees are subject to tax in certain locations. The fax may not be reflected in the approximate total.

Frequent Flyer surcharges may be applied at time of rental.

Extensions or late returns may result in additional charges.

DMV Checks

At the time of rental, the renter or authorized driver may be subject to an electronic DMV check from the issuing state of the driver's license, or may be asked to sign a declaration attesting to specific criteria:

- The renter/authorized driver has a valid license that is not currently suspended, expired, revoked, canceled or surrendered.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for reckless driving.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for driving under the influence (DUI), driving while intoxicated (DWI), or driving while alcohol impaired (DWAI).
- . The renter/authorized driver has not, within the last 36 months failed to report or leave the scene of an accident.
- The renter/authorized driver has never been in possession of a stolen vehicle or used a vehicle in a crime.
- The renter/authorized driver has not, within the last 24 months had 3 or more convictions for moving violations (including seat belt violations).
- . The renter/authorized driver has not, within the last 36 months had 3 or more accidents

Rate Requirements

Renters who have indicated a country of residence outside of the US will be required to present a non US issued drivers license and a non US issued passport OR an international airline ticket at the time of rental to qualify for the rate.

Rental Options

If you have added any of the following rental options to your reservations, terms and conditions may apply.

GPS By Garmin®

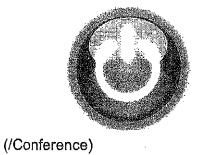
- · Available at participating locations.
- . Minimum age is 25 but may vary by locations, underage surcharges may apply at certain locations.
- Reliability of directions subject to timing of software implementation as well as that of which has been provided by the maker of the installed maps.
- I (renter) acknowledge that the rental vehicle may be equipped with GPS by Garmin which utilizes global positioning system. I acknowledge that Where2 may be limited by atmospheric or topographical conditions. I further acknowledge that GPS by Garmin may be rendered inoperative if GPS by Garmin is tampered with or destroyed and or damaged in an accident or if the satellite systems are obstructed and inoperative.
- Customer is responsible for all costs in the event of lost, stolen or damaged GPS by Garmin unit and all of its components.
- Renter agrees to release and hold Avis harmless for any GPS by Garmin failures.
- Taxes not included in the estimated total will be applied at time of rental.

Gas Service Option

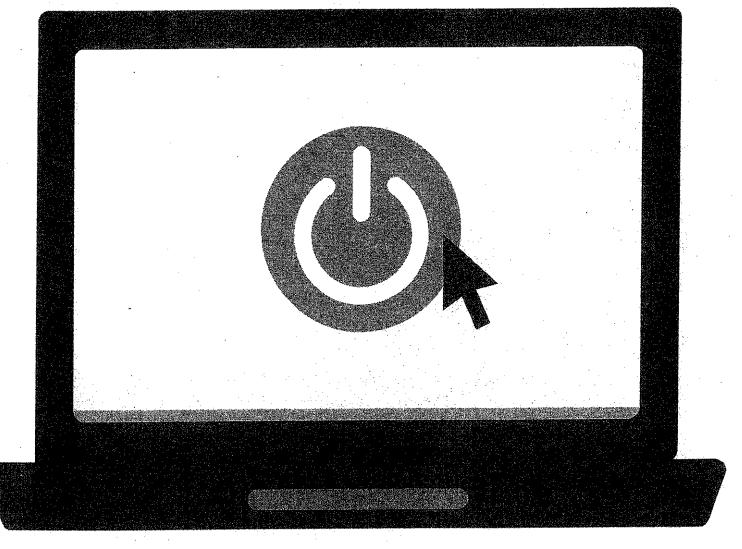
- · Fees for the Gas Service Option are not included in the Estimated Total.
- · Fees are assessed and applied at the time of rental.
- Fees vary by location and are determined by current market value of gasoline in surrounding area of rental location and the fuel tank size of rental vehicle.
- Customer will receive no credit or refund for unused fuel left in tank at time of return.

Roadside Assistance

- Taxes not included in the Estimated Total will be applied at the time of rental.
- Roadside Assistance service is available at all participating locations in the U.S., Canada, Puerto Rico, & U.S. Virgin Islands and New Zealand.
- Roadside Assistance covers the cost for assistance with key replacement, lockouts, tire change service fee, jump starts and emergency fuel delivery (up to 3 gallons).
- · Prohibited use of the vehicle will void this option.



Register



Early Bird Registration Ends in

Each Additional

Early Bird (ends at 5:00 pm PT on November 20, 2015)

\$595

Regular

\$895

3ulk Pricing Offers (ends at 5:00 pm PT on November 20, 2015)

ticket package \$1,795 (\$3,780 value – save 52%)

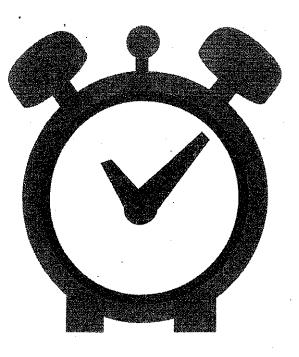
0 ticket package \$4,295 (\$9,150 value – save 53%) – Best Value!

ulk Pricing Cancellation Policy: Bulk Promo registrations cannot be combined with other promos and are OT eligible for a refund. Please ensure that all registrants from your company will be attending prior to a significant
Registration prices do not include hotel or travel costs.

You must have current LSAP to receive early-bird pricing.

Register Now (/Conference/AttendeeSelection)

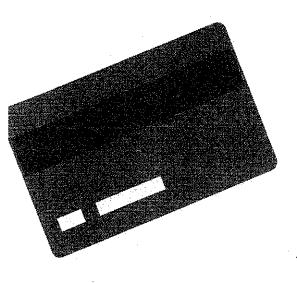
'olicies



Deadlines

Early bird: November 20, 2015

Deadline for refunds: Friday, December 11, 2015 Registration deadline: Monday, January 4, 2016



Payment

Il prices are in US dollars. You may complete your online registration with one of the following payment ethods: check, American Express, MasterCard or Visa. You may also request an invoice if you wish to send a neck for payment.

ayment must be received prior to the beginning of the conference for attendees to sign up for classes. npaid registrants will not be allowed to attend any of the conference sessions. We do not accept onsite gistration and payment.





Travel

Everything you need to know for planning your trip to Empower 2016, including special holel rates and important transportation information.

About the Venue

Airports

Driving Directions

Local Transportation

Long Beach Visitor Info

About the Venue

Long Beach Convention & Entertainment Center (http://www.longbeachcc.com/) 300 East Ocean Boulevard Long Beach, CA 90802

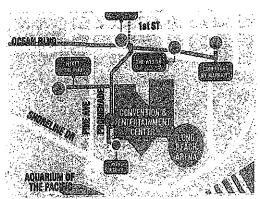
The Empower 2016 Conference will take place at the Long Beach Convention & Entertainment Center, an urban waterfront destination overlooking Rainbow Harbor, Queensway Bay and miles of sandy Pacific Ocean beachfront. Altendees can take advantage of conference downtime to explore the many attractions of downtown Long Beach!

Hotels

Laserfiche has reserved discounted room blocks at a number of hotels. We recommend that you book your room as soon as possible.

Please log in to reserve your rooms. (/PDF/Document/4972124)

Unless otherwise specified by Lasertiche, participants are responsible for individual travel expenses, accommodations and ground transportation.



(/img/Conference/Empower2015/venuemap.png)

+ Click to view map of Convention Center and Participating Hotels (/PDF/Document/4972123)

Airports

You are responsible for your own flight arrangements to and from the event, as well as for your ground transportation to and from the convention center. For more information on airport transfers, please select the name of the airport to view options for ground transportation below:

- Long Beach Airport (LGB) (http://www.lgb.org/travelers/transit.asp)
- · Los Angeles International Airport (LAX) (http://www.lawa.org/welcome_lax.aspx?id=132)



John Wayne Orange County Airport (SNA)
 (http://www.ocair.com/groundtransportation/default.aspx)

Shuttle Service

SuperShuttle and Prime Time Shuttle are both offering discounted rates to Empower attendees.

•	Prime Time Shuttle	SuperShuttle
From LAX (per person, one way)	\$14	\$15.30
From LGB (per person, one way)	\$20	\$65.60 (private van)
From SNA (per person, one way)	\$30	\$33.30

There are three ways to book with Prime Time Shuttle:

- 1. Call 1-800-733-9267, hit 1 for reservations and give discount code
- Go to www.primetimeshuttle.com
 (http://www.primetimeshuttle.com) and enter discount code
 639470 as your frequent rider ID
- Book through this special Empower 2016 portal: Laserfiche
 Conference Prime Time Shullle
 (http://primetlmeshuttle.hudsonlid.net/res?
 USERIDENTRY=639470&LQGON=GO)

There are three ways to book with SuperShuttle

- Call 1-800-258-3826, select reservations and give discount code
 AWCW9
- Go to www.supershultle.com (http://www.supershultle.com) and enter discount code AWCW9 as your frequent rider ID
- Book through this special Empower 2016 portal: http://www.supershullle.com/defaull.aspx?GC=AMCW9 (http://www.supershullle.com/defaull.aspx?GC=AMCW9)

Driving & Parking

The Long Beach Convention & Entertainment Center has more than 4,000 parking spaces around the Center in three parking garages and one ground level parking lot.

Daylime parking costs \$10/day. Please see the booth attendant for overnight rates.

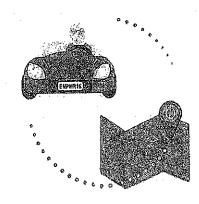
Parking is available at the Promenade Parking Garage on Pine Avenue across from California Pizza Kitchen, Additionally, attendees may park at the parking garage located on Collins Way between Ocean Boulevard and Seaside Way, Please follow the directional signs surrounding the convention center to find parking.

Driving Directions:

From Long Beach Airport (LGB) (https://maps.google.com/maps?

lon=1&espv=2&bav=on.2,or.r_cp.&bvm=bv.93756805,d.aWw&blw=1920&bih=1115&dpr=1&um=1&le=UTF-8&gl=us&daddr=Convention+Center,+Reinbow+Li
11 miles.

Take Lakewood Boulavard south to the San Diego Freeway (405), Take the San Diego Freeway (405) north to the Long Beach Freeway (710).



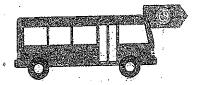
Go south on the Long Beach Freeway to the Downtown Exits. (710 then becomes Shoreline Drive). Follow Shoreline Drive to Linden Avenue and into the parking lot, or as advised by directional signage.

From Los Angeles international Airport (LAX)
(https://maps.google.com/maps?
espv=2&blw=1920&bih=1115&bav=on.2,or.r_cp.&dpr=1&lon=1&um=1&ie=UTF-8&g
23 miles.

Take the San Diego Freeway (405) south to the Long Beach Freeway (710). Go south on the Long Beach Freeway to the Downtown Exits. (710 then becomes Shoreline Drive). Follow Shoreline Drive to Linden Avenue and into the parking lot, or as advised by directional signage.

From John Wayne Airport (SNA) (https://maps.google.com/maps? espv=2&biw=1920&bih=1f15&bsv=on.2,or.r_cp.&ion=1&um=1&ie=UTF-8&gi=us&d 24 miles.

Take the San Diego Freeway (405) north to the Long Beach Freeway (710). Go south on the Long Beach Freeway to the Downtown Exits. (710 then becomes Shoreline Drive). Follow Shoreline Drive to Linden Avenue and Into the parking lot or as advised by directional signage.



Local Transportation

(http://www.visitiongbeach.com/visitors/transportation/)
Hop on the free Long Beach Transit Passport bus in downtown for a
quick ride to all must-see Long Beach ettractions. Download this PDF
(/PDF/Document/4972120) for details about the bus route and schedule.

Long Beach Visitor Information

Explore the activities the Long Beach Convention & Visitors Bureau recommends for conference attendees. Highlights include special offers (http://www.visitlongbeach.com/visitors/special-offers/), maps (http://www.visitlongbeach.com/visitors/maps/), and a welcome letter from the mayor (http://www.visitiongbeach.com/visitors/about/mayors-welcome/).

- Aquarium of the Pacific (IPDF/Document/4972119): Take a
 journey through the world's largest ocean at the Aquarium of the
 Pacific, Empower attendees will receive a significant discount
 when they present their conference badget
- The Queen Mary (/PDF/Document/4972122): This renowned ocean liner's history is full of action, adventure, romance and paranormal activity. Explore the ship from bow to stem, and get 50% off admission when you display your conference badge!
- Delicious Dining (iPDF/DocumenI/4972121); Print a copy of this PDF and present it to participating local restaurants for discounts and special deals!



	7:00 AM - 8:15 AM Breakfast		
	8:15 AM - 9:30 AM Keynote	8:15 AM - 9:30 AM Keynote	8:30 AM - 9:30 AM LADMIN104 Administration 4: Troubleshooting Hyatt: Regency Ballroom A
	9:45 AM - 10:45 AM LCORE104 Core 3: Capture Basics LBCC: Room 102AB	9:45 AM - 10:45 AM LFORMS102 Forms 2: Forms Design (Lab) LBCC: Room 201AB	9:45 AM - 10:45 AM LCORE107 Core 6: Scanning Basics (Lab) LBCC: Room 203ABC
10:00 AM - 1:00 PM Registration Day Info Center	11:00 AM - 12:00 PM LQF101 Quick Fields 1: An Introduction to Laserfiche Quick Fields LBCC: Room 104B	11:00 AM - 12:00 PM LWF302 Workflow 9: Working with Workflow and Forms (Lab) LBCC: Seaside A	11:00 AM - 12:00 PM LSEC202 Security 4: Entry Access Rights LBCC: Room 204
	12:00 PM - 1:00 PM no class selected	12:00 PM - 1:00 PM no class selected	12:00 PM - 1:00 PM no class selected
1:30 PM - 2:30 PM LCORE102 Core 1: An Introduction to the Laserfiche Suite LBCC: Seaside B	1:30 PM - 2:30 PM LWF101 Workflow 1: Introduction to Laserfiche Workflow LBCC: Room 102C	1:30 PM - 2:30 PM LQF206 Quick Fields 7: Quick Fields 10 (Lab) LBCC: Seaside A	I:30 PM - 2:30 PM LWF202 Workflow 3: Intermediate Workflow Activities (Lab) LBCC: Seaside A
2:45 PM - 3:45 PM LFORMS101 Forms 1: An Introduction to Laserfiche Forms LBCC: S-4 AB	2:45 PM - 3:45 PM LCORE108 Core 7: Searching Basics (Lab) LBCC: Room 201AB	2:45 PM - 3:45 PM LQF102 Quick Fields 2: Getting Started (Lab) LBCC: Room 201AB	2:45 PM - 3:45 PM LFORMS302 Forms 8: Configuring and Troubleshooting LBCC: S-4 AB
4:00 PM - 5:00 PM no class selected	4:00 PM - 5:00 PM LWF602 Workflow 2: Routing and Email Notification (Lab) LBCC: Room 101AB	4:00 PM - 5:00 PM LSEC101 Security 1: Basic Concepts LBCC: Room 102AB	
	5;30 PM - 8;30 PM NET001 Special Event LBCC: Pacific Ballroom		· · · · · · · · · · · · · · · · · · ·

AVIS°

Thank you Michael, for renting with us! Your car is reserved

336.90

YOUR CONFIRMATION NUMBER: 20596642US3

Base Rate for 7 day(s)	238.44
Base Rate	238.44
Mileage:	Unlimited
Rate Rules: Minimum 4 Day(s) and 3 hour(s) ren	tal
Rental Options	
None Selected	
Protections & Coverages	77.00
Loss Damage Waiver (LDW)	77.00
Surcharges & Fees / Taxes	21.46
Surcharges One-Way Equip. Fee	0.00
Taxes Tax	21.46

CONTACT US

Reservations & Avis.com Assistance 1-800-230-4898

Wizard Number / Preferred Profile Updates 1-866-842-5552 Monday - Friday 8am-5pm EST

Rate Terms

- Your rate was calculated based on the information provided. Some modifications may change this rate.
- Under Age Surcharges are applicable at this location.

One-Way Fee (One-Way Fee is subject to tax in certain locations. This tax is not reflected in the Estimated Total)

Estimated Total (USD)

YOUR TIME & PLACE

PICKUP

Saturday, January 09, 2016 @ 11:00 AM

ICB BUILDING - DOWNTOWN LONG BEACH - LB5

249 East Ocean Boulevard, Suite 104 (at Long Beach Boulevard) Long Beach, CA 90802, USA

(1) 562-983-7444

Sun 8:00 AM - 2:00 PM Mon - Fri 8:00 AM - 5:00 PM Sat 8:00 AM - 2:00 PM

AvisPreferred

RETURN

Friday, January 15, 2016 @ 09:00 PM

LOS ANGELES INTL AIRPORT - LAX

9217 Airport Boulevard NA Los Angeles, CA 90045, USA

(1) 310-342-9200

Sun - Sat Open 24 hrs

AvisPreferred

RATE & BENEFIT INFORMATION

AWD#

A421600

Wizard Number

N/A

Rate Type

Lowest

Coupon Code

N/A

Rate Code

GB

Age

25+

Residence

United States

YOUR CAR

Notes: Modifying Car & Rate will require reselection of options.

Economy Ford Fiesta or similar



Features

4-Door

Air Conditioning

5 Passengers

📗 1 large Bags

1 small Bags

√ 08/12 mpg



RENTAL OPTIONS

Equipment / Services:

None

Protections / Coverages:

Loss Damage Waiver (LDW)
Personal Accident Insurance (PAI)
Personal Effects Protection (PEP)

Additional Liability Insurance (ALI)

Accepted

Declined

Declined

Declined

YOUR INFORMATION

Name

Michael Etienne

Email Address

mikeonly6@hotmail.com

Phone

(954) 548-1511

Flight Information

N/A

Reservation Terms & Conditions:

Additional Driver Policy - ALL OTHERS (includes friends, parents, brothers & sisters, etc.) Age Requirements

Rather than requiring customers to be 25 to rent, Avis at this location now rents to customers between the ages of 21-24 with a valid credit card and driver's license. An underage surcharge may apply. Additionally, the following restrictions also will apply for renters between the ages of 21-24: Renters of luxury cars, mini-vans, 12-passenger vans, specialty cars, full-size SUVs and premium SUVs will not be permitted.

Government Minimum Age Policy - Military (FEMA, US Postal Dept., Navy and Army) and Civilian Personnel

- Minimum age 18 years (no underage surcharge will apply) with government travel or purchase order
- Minimum age 21 years (no underage surcharge will apply) with no government travel or purchase order

Optional Coverages

Acceptance of the Loss Damage Waiver relieves the renter and authorized additional drivers of responsibility for loss of, or damage to the Avis car, when they comply with the terms and conditions listed on the rental document jacket. At the time of rental, the customer must initial whether he/she accepts or declines the LDW and optional services. LDW and optional services must be signed for at the rental counter. LDW is taxable.

If LDW is not accepted, the customer is financially responsible for the full value of:

- Accident damage
- Glass damage
- Stolen items (radio, battery, etc.)
- Vandalism
- Theft of the car

Exceptions:

In Wisconsin, if LDW is not accepted, the renter is liable for all loss or damage to the Avis car due to an accident or reckless, wanton behavior.

In **Illinois**, if LDW is not accepted, the customer is financially responsible for the following types of damage, up to a maximum of \$16,000.00 for rentals:

- Accident damage
- Glass damage
- Stolen items (radio, battery, etc.)
- Vandalism
- · Theft of the car

Canceling LDW

Once LDW has been purchased, it must remain on the contract. The customer has the option to return the car & close the rental agreement; however, this could change the rate for the rental agreement and a different, possibly higher, rate could apply for a new rental.

Exceptions:

Customers who rent in **New York** and purchase LDW in New York can decide to cancel this service at no charge, within specific guidelines:

- Rental must be 2 days or more.
- The cancellation must be within the first 24 hours of the rental,
- . The actual renter must take the car to an Avis location for inspection & must sign a cancellation notice.

Loss of Use

The customer may also be responsible for reimbursing Avis for the revenue lost by not being able to use the car while it is being repaired or not recovered due to theft (referred to as Loss of Use).

Global insurance coverages are always subject to change. Please verify at time of rental.

Credit Card Policies

Avis accepts most major credit cards as credit identification at the time of rental.

Accepted credit card list: Avis Charge Card, American Express, AT&T Capital, Diner's Club Int'l, Discover, China UnionPay, GE Capital, JCB, MasterCard, PHH, Sears and Visa.

Some locations may not accept each of the referenced cards.

At the time of rental we will request an authorization on your charge card for the estimated rental charges. While this hold is in place, the funds will not be available for your use. When the rental is over we will process the reversal but the bank may take time to post it back to the account.

Debit Card Policies

This location does accept bank debit cards with the MasterCard or Visa logo at the time of rental if you are at least 25 years of age. You will be subject to a credit check to determine and ensure credit worthiness before releasing the car to you.

Currently, at all U.S. and Canada locations, **debit cards are not acceptable** as credit identification at the time of rental for all makes and models identified in the Avis **Specialty or Signature Series and for certain other premium vehicles.** Avis will generally request an authorization hold against your account for the estimated charges of the rental but reserves the right in its sole discretion, to request an extra value to be based on certain factors as we deem appropriate. **THESE FUNDS WILL NOT BE AVAILABLE FOR YOUR USE.** When the rental is over we will process the reversal but the bank may take time to post it back to the account.

If you fail to return the vehicle as agreed, Avis will obtain additional authorizations from your account to cover the rental charges.

Avis is not responsible for any returned checks or over-drafts based on this policy.

Positive identification in addition to your driver's license may be required.

In the United States, Debit, Cash or Check cards can be used at the end for payment of rental charges. For acceptable credit identification and payment methods in countries outside of the United States, please consult the Renter's Guide and search for the specific location.

Note: Prepaid Debit/Gift cards are not acceptable methods of credit identification to pick up a car at any location. One of the

above mentioned cards must be presented. Prepaid Debit/Gift cards are accepted at time of return only.

Driver's License Requirements

Valid driver's license from country of residence is required. International driving license is required only for countries with non-Roman alphabet. International driving license is a translation only.

Public Liability and Property Damage

Additional Driver Policy

All additional drivers must be at least 25 years of age. The following are exempt from the additional driver fee but must meet all other driver requirements: the renter's employer or fellow employee when on company business and renting under a corporate account; the renter's spouse or domestic partner; the companion driver of a renter with a disability who has completed the non-licensed renter form; for insurance replacement rentals, company employees or family members who are designated on the insurance policy. All other additional drivers must complete and sign an additional driver form and present valid credit identification. A maximum of two additional drivers may complete a form.

For all US states other than CA, NV and NY, the additional driver fee is \$13 per day per driver with a maximum charge of \$65 per driver. The fee in New York is \$3 per day per driver. The fee in Nevada is \$11 per day per driver with a maximum of \$55 per driver. There is no additional driver fee in California.

Additional Fees

Optional services, special equipment and one way fees are subject to tax in certain locations. The tax may not be reflected in the approximate total.

Frequent Flyer surcharges may be applied at time of rental.

Extensions or late returns may result in additional charges.

DMV Checks

At the time of rental, the renter or authorized driver may be subject to an electronic DMV check from the issuing state of the driver's license, or may be asked to sign a declaration attesting to specific criteria:

- The renter/authorized driver has a valid license that is not currently suspended, expired, revoked, canceled or surrendered.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for reckless driving.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for driving under the
 influence (DUI), driving while intoxicated (DWI), or driving while alcohol impaired (DWAI).
- · The renter/authorized driver has not, within the last 36 months failed to report or leave the scene of an accident.
- The renter/authorized driver has never been in possession of a stolen vehicle or used a vehicle in a crime.
- The renter/authorized driver has not, within the last 24 months had 3 or more convictions for moving violations (including seat belt violations).
- The renter/authorized driver has not, within the last 36 months had 3 or more accidents

Rate Requirements

Renters who have indicated a country of residence outside of the US will be required to present a non US issued drivers license and a non US issued passport OR an international airline ticket at the time of rental to qualify for the rate.

Rental Options

If you have added any of the following rental options to your reservations, terms and conditions may apply.

GPS By Garmin®

- · Available at participating locations.
- . Minimum age is 25 but may vary by locations, underage surcharges may apply at certain locations.
- Reliability of directions subject to timing of software implementation as well as that of which has been provided by the maker of the installed maps.
- I (renter) acknowledge that the rental vehicle may be equipped with GPS by Garmin which utilizes global positioning system. I acknowledge that Where2 may be limited by atmospheric or topographical conditions. I further acknowledge that GPS by Garmin may be rendered inoperative if GPS by Garmin is tampered with or destroyed and or damaged in an accident or if the satellite systems are obstructed and inoperative.
- Customer is responsible for all costs in the event of lost, stolen or damaged GPS by Garmin unit and all of its components.
- Renter agrees to release and hold Avis harmless for any GPS by Garmin failures.
- Taxes not included in the estimated total will be applied at time of rental.

Gas Service Option

- · Fees for the Gas Service Option are not included in the Estimated Total.
- Fees are assessed and applied at the time of rental.
- Fees vary by location and are determined by current market value of gasoline in surrounding area of rental location and the fuel tank size of rental vehicle.
- · Customer will receive no credit or refund for unused fuel left in tank at time of return,

Roadside Assistance

- Taxes not included in the Estimated Total will be applied at the time of rental.
- Roadside Assistance service is available at all participating locations in the U.S., Canada, Puerto Rico, & U.S. Virgin Islands and New Zealand.
- Roadside Assistance covers the cost for assistance with key replacement, lockouts, tire change service fee, jump starts and emergency fuel delivery (up to 3 gallons).
- Prohibited use of the vehicle will void this option.

Taxes not included in the Estimated Total will be applied at the time of rental.

Available at participating U.S. locations

Other Options

- Rental options not selected/offered on the avis.com website can not be modified online.

Taxes not included in the Estimated Total will be applied at the time of rental.

Modifications to these rental options must be made by contacting customer service or can be made at the rental
counter.

Travel Into Other Countries

United States: Vehicles at this location can be driven throughout the continental U.S. with no restrictions. Based on availability, one-way rentals may be allowed to some U.S. cities.

Canada: Vehicles may be driven into Canada with no restrictions. The rental counter must be notified at the time of rental that you plan to drive into Canada so we can provide a Canadian Non-Resident Insurance Card (provided at no cost). Based on availability, one-way rentals may be allowed to some Canada cities.

Mexico: Corporate account customers are allowed to drive the vehicle into Mexico with certain restrictions. Check with the location for details,

e-Tolle

If you do not pay cash for tolls, you automatically opt into our e-Toll service, pursuant to which you agree to pay us or our toll program administrator, with whom we will share your credit card/debit information, for all tolls incurred during your rental and all related fees, charges and penalties. Under the e-Toll program, once you pass through an electronic toll, you will pay a convenience fee of \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$16.95 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. You can avoid the convenience fee and any other charges by paying the toll in cash, using your electronic toll device, or avoiding any cashless toll road or passage. Please be aware of roads that maybe "cashless tolls" and drivers on these roads are not able to pay cash once they have entered these roads. You automatically opt into our e-Toll service program and will be charged \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$16.75 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. The charges may take 4-8 weeks after the rental to be billed to your credit card/debit card on file.

CITY OF NORTH MIAMI, FLORIDA AN Ref to Docat 288120 TRAVEL EXPENSE REPORT Ref 224220; 2/23/2016

Name	Michael A. Etienne				Date	3/14/2016		
Department	Office of the City Cl	erk			Title	City Clerk		
Destination	Washington, DC - N	NLC Confrence		1	Mode of Transpor	tation Used	Air	
Vacation Combin	ned with Trip?	Yes 🗹 No	If so, meal ar	nd hotel expense	es cease upon term	ination of City b	usiness.	
			TRANSPOR	TATION CO	STS			
* Round Trip C	Common Carrier Rate	to Destination					\$228	.00
			PRIVATE A	AUTO RECO	RD			
				ODOM	ETER			*PARKING
DATE	FROM	TO	STAF	RT	FINIS	SH	MILES	& TOLLS
					Γ	OTAL	0	\$0.00
		Allow	able Mileage		@	\$0.500	oer mile	\$0.00
					Total Transporta	tion Reimburs	ement	\$228.00
		AC	CTUAL SUBSI	STENCE EX	PENSES			
DATE	3/6/2016	3/7/2016	3/8/2016	3/9/2016	3/10/2016	3/4/2016	3/5/2016	
	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
ITEMS								
*Lodging	69.52	69.52	69.52	69.52		69.52	69.52	\$417.12
Breakfast	10.35		10.35	10.35	10.35	10.35	10.35	\$62.10
Lunch		20.70		20.70		20.70	20.70	\$82.80
Dinner	37.95	37.95		37.95		37.95		\$151.80
*Local Transportat	tion							\$0.00
**Communication	on							\$0.00
*Registration Fe	3/				575.00		2 1 20	\$575.00
*Other (specify	37.00	24.00	24.00		,		24,00 10	\$65.00
Rental Car					485.01		72.00°	\$509.01 48
Fuel					21.65	0		\$21.65
TOTAL	154.82 nat the above is a true an	152.17	103.87	138.52	1092.01	138.52	124.57	\$1,904.48
	expenses are of a perso		t of traver expense	es incurred in the	e conduct of City	GRAND	TOTAL	\$2,132.48
		-			APPROV	ED:	1	_
	(Employ	ree)				_	(Departm	ent Head)
Total Amount Adv	anced/Prenaid:	\$234.81			Accoun	t No.	001-03-4070	001-512-305
Total Expenses:	anced repaid.	\$2,132.48			11000411	-	001 05 107	001 012 000
Due City:	-	\$77.68		Expe	enses Approved by			Date
Due Traveler:	-	\$0.00		LAPE	inses Approved by	Budget M	anager	Date
*To be substantiated	by paid hill or receipt	ψ0.00		App	roved for Payment			Date
	mized are related to City busines	25	11/1	Аррі	Toved for Payment _	Finan	ce	Date
Accounting -	Original Original	Initials	MAR	1 8 2016	Voucher No.			Date
Traveler -	Copy			BB>11Am	TALL A	Λ		
	Copy				/ \.	/ 1		

City of North Miami, Florida TRAVEL REQUEST

Doc# 288720 Doc# 286735

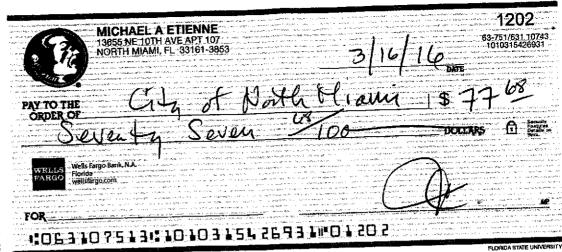
bc# 236735 Date: November 18, 2015 Name of Traveler: Michael Etienne Department: Office of the City Clerk Destination: Washington, DC Mode of Transportation: (If least expensive mode not chosen, provide justification below) Dates of City Travel: From: March 4, 2015 To: March 10, 2015 Purpose of Trip: 2016 National League of Cities Congressional City Conference from March 5-10, 2016 ESTIMATED COST Registration -575.00 Attach written documentation supporting this travel Transportation 148.18 Information on trip attached? MYes Meals 239.60 296.70R 236735 Lodging 417.12 Travel was included in budget? Yes Other - Local Transportation Doct 288 120 693.34 □ No *(Explain answer no) Other **Total Costs** Doeste (B.D.) \$2,073,24 2130.34 Less Prepaid Expenses Advance to Traveler \$932.94 \$ 940.04 Signature Traveler Meal Detail Date 3/4/2016 3/5/2016 3/6/2016 3/07/2016 3/08/2016 3/9/2016 3/10/2016 Breakfast - 15% \$10.35 \$10.35 \$10.35 \$10:35 \$1035 \$10.35 \$10.35 \$72.45 6 Lunch - 30% \$20.70 \$20.70 \$.00 \$20.70 \$.00 \$20,70 \$82.80 Dinner - 55% \$37.95 \$.00 \$37.95 \$37.95 \$.00 \$37.95 \$151.80 Total \$69.00 \$31.95-\$49.70 \$71.00 P \$10.65 us 69,00 \$239.60. 296.70es 3105 48.30 58.65 10.35 COMMENTS \$69 per day APPROVED Account No. <u>001-03-407001-512-305-000</u> DEPARTMENT HEAD Voucher No: RISK MANAGEMENT ADMINISTRATOR

FEB 1 6 2016

Revenue Transmittal

City Manager's Office

		Date: 03/18/16	
Budget Account	Cash Register Code	Description	Amount
001-03-407001-512-305-000	13-Misc	Reimbursement to the City for excess rental car money that was advance. Michael used some of excess money to pay for parking and fuel	77.68
Authorized Signature:	1	Fran	\$77.68
Received by:	7	Date: 3/18/2	2016



RECEIPT

TRAN IN TIME OUT TIME FEE CC # 4875 03/05 10:21 03/05 11:03 \$24.00 9508 4932 03/06 16:06 03/06 18:28 \$37.00 9508

RECEIPT

TRAN IN TIME OUT TIME FEE CC#

RECEIPT

TRAN INTIME OUTTIME FEE CC# 1970 03/07 14:07 03/07 15:54 \$24.00 9508°

RECEIPT

TRAN IN TIME OUT TIME FEE CC # 5003 03/08 12:26 03/08 13:22 \$24.00 9508

AVIS VEHICLE UNAVAILABLE STATUS / REASON

CAMPAIGN



EXXON EXPRESS PA

WILKENS ENTERPRISES FG24126895001 7671 ARUNDEL MILLS B HANDVER , MD 21076 -03/10/2016 708254311 10431 14 AM

XXXXXXXXX9508 bit TIENNE/ MICHAEL *IVOICE 093432 лJTH 502329

PUMP# 16 Regular PRICE/GAL

9.417G \$2.299

FUEL TOTAL \$ 21.65

DEBIT

\$ 21,65

Customer-activated Purchase/Capture Site \$: 0000000004786927 Shift Number 1 Sequence Number 09575 APPROVED 502329

RECEIPT

Rental Agreement Number: 362037023 Vehicle Number: 40796674

YOUR INFORMATION

ETTENNE MICHAEL

AVIS DISC: THE FLORIDA PAYMENT METHOD VISA XX9508

THE FLORIDA BAR

YOUR RENTAL

Picked up. BWI
Date/Time. MAR 04, 2016@10 09AM
Returned: BWI
Date/Time: MAR 10, 2016@10 45AM
Veh Group Subcompact Veh Charged Subcompact Vehicle TOYOTA YARIS 4DR LIFT Odometer Out. 28232 Odometer In: 28500 Fuel Reading Full

YOUR VEHICLE CHARGES

1 WK@ 148 00 YOUR TIME AND MILEAGE. 148.00

YOUR TAXABLE FEES

The second secon	
**11.11% FEE	40.87
LOSS DAMAGE WAIVER:	203.00
CUST FAC CHARGE 3.75/DY	26 25
TRANSP FEE 1 85/DY	12 95
VEH_LIC_RECOUP 0.56/DY	3 92
YOUR SUBTOTAL	

TAXABLE SUBTOT 434.99 TAX 11 500% 50.02

YOUR NON TAXABLE ITEMS

TOTAL CHARGES 485.01 PREPAYMENTS - 441.92 NET CHARGES 43.09 YOUR TOTAL DUE 0.00

PAID ON VISA XX9508 **CONCESSION RECOVERY FEE

THANK YOU FOR RENTING WITH AVIS +

For inquiries or e-receipt visit WWW.AVIS.COM

YOUR ITINERARY RECEIPT

YOUR CONFIRMATION CODE

FB67VT

BOOKING DATE

Wednesday, November 18, 2015

STATUS

Confirmed

Flight

Fort Lauderdale (FLL)

Friday

Departing:

7:04 AM

Baltimore (BWI)

March 4, 2016

Arriving:

9:32 AM

Flight: 410

Flight: 305

Terminal: 4

Miles: 925

Duration:

2 h 28 m

Baltimore (BWI)

Fort Lauderdale (FLL)

Thursday

Departing: Arriving:

12:50 PM 3:25 PM

Miles: 925

March 10, 2016

Duration:

2 h 35 m

Customer Information

Name

MR. MICHAEL ETIENNE

FREE SPIRIT Number

167998224

Assistance

None

Bags

Name

MR. MICHAEL ETIENNE

Carry-On

1

Checked

0

0

Seats

Name	Seats
MR. MICHAEL ETIENNE	14D
	6D

CONTACT INFORMATION

MICHAEL ETIENNE 13655 NE 10th Avenue 107 Miami, FL 33161 United States of America metienne@hotmail.com 954-548-1511

PURCHASE PRICE

Flight Price		584 ∞
Bags		\$80 ∞
NAME CHECKED	CARRY-ON	
MR. MICHAEL ETIENNE	# 	
are age age	•	\$ 80.00
Seats		•32 ∞
MR. MICHAEL ETIENNE		
		\$
GOVERNMENT'S CUT	inggram i kan kamadanan manan kanan merangkan kanan kanan kanan mengan bermalah dibahan sebilah sebilah sebila Kanan kanan mengan kanan mengan kanan mengan kanan mengan kanan mengan kanan mengan bermalah sebilah sebilah k	•31 ∞
Security Fee		\$11.20
Passenger Facility Fee		\$9.00
Segment Fee		\$8.00

Federal Excise Tax						\$3.62
	 W	 				
4						
Total			!			\$228 18
(4.1)		 	1	 		
•				Total Pa	id	\$228 18

Thank you for choosing Spirit. We look forward to serving you on your upcoming trip!

For modifications to flight only itineraries, please call 1.801.401.2222

For modifications to vacation package itineraries please call 1.954.698.0125.

To provide feedback, please email **support@spirit.com** or write to Spirit Customer Relations, 2800 Executive Way, Miramar, FL 33025.

PRINT PAGE

hetwire .

Best Western Rosslyn / Iwo Jima Area

1501 Arlington Blvd Arlington, VA 22209

(703) 524-5000



Hotel details

Amenities

- Free parking
- ₱ Free Internet
- Smoke-free rooms
- ▼ Fitness center
- ♣ Pool(s)
- T Restaurant(s)
- Business center
- Self-service laundry
- Internet access

Accessibility

Accessible for hearing impaired

- d Accessible path of travel
- ់ៅ In-room accessibility
- ರ್ಷ Accessible bathroom
- હ• Accessible parking

Reservation details

Hotel confirmation 861769842

Hotel itinerary 6694117298

Check-in Fri, Mar 04 - 03:00pm

Check-out Thu, Mar 10 - 12:00pm

Primary guest Michael Etienne Must be present at check-in

Charged to Visa (7356)

\$56.00 per night x 6 nights \$336.00 x 1 room Hotel chooses bed type

Taxes recovery charges + fees

\$81.12

Hotwire total due today (USD)

\$417.12

Trip total (USD)

\$417.12

Have a question?

Give us a call at 1-800-845-4026, visit our help center, or email us. We are available 24/7, toll-free.

Thomas, Stephanie

From:

Event Customer Service <email_confirm@confmail.experient-inc.com>

Sent:

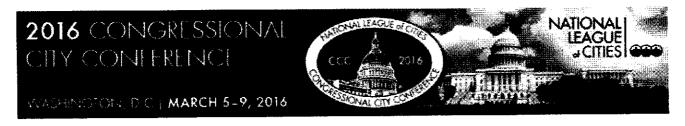
Thursday, November 19, 2015 9:28 AM

To: Cc: Etienne, Michael Thomas, Stephanie

Subject:

Registration/Housing Confirmation

{NLC161:1169}



*** Please do not reply to this e-mail. It was sent from an automated system. ***

Confirmation

Thank you for registering for the 2016 Congressional City Conference. Remember that http://ccc.nlc.org/ is your online resource for the conference; please check back for updated information on sessions, speakers and special events. We look forward to seeing you in Washington, DC.

This confirmation includes BOTH YOUR HOUSING AND REGISTRATION information. This is your official confirmation for conference payment as well as your hotel reservation. Please print this out and retain it for your records.

To Make Changes or Additions to Your Housing and Registration click the link below.

Click here to access your registration

Profile

Confirmation ID: 1169
Michael Etienne
City of North Miami
776 NE 125th St
Office of the City Clerk
North Miami, FL 33161-5654



Bring this confirmation to an onsite 'Express Badge Pickup' registration location. Just scan the barcode at any Express registration counter and your badge will be printed and waiting for you at badge pick-up. Valid photo ID will be required.

Registration Detail

Michael Etienne

Registration Type: NLC Member, Early Bird-Valid through January 31, 2016

Description

Date-Time

Item Total

Delegates Luncheon and General Session (Qty: 1)

\$0.00

Registration (Qty: 1)

\$575.00

Total Registration Fees: **Total Registration Paid:**

\$575.00 (\$575.00)

Current Balance:

\$0.00

Housing

No Hotel Arrangements: Our records indicate that you will add hotel accommodations at a later date.

Financial Summary

Total Housing Fees:

\$0.00

Total Amount Applied to Housing:

\$0.00

Housing Balance:

\$0.00

Total of All Fees:

\$575.00

Total Amount Applied to All Fees: (\$575.00)

Total Balance Due:

\$0.00

Payment History

Payment #111/19/2015 - \$575.00 [Payment] Stephanie Thomas / Visa / *********7356

Payment Allocation

11/19/2015

Applied: Michael Etienne's Registration

\$575.00

Total Amount Applied:

\$575.00

Total Amount Not Used:

\$0.00

Payment Totals

Total Payments: \$575.00

Total Refunds:

\$0.00

Total Net Paid: \$575.00

Cancellation Policy

Registration Change/Cancellation Information

All requests must be received in writing, postmarked by February 12, 2016, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after February 12, 2016.

City of North Miami, Florida TRAVEL REQUEST

Doc# 288120 Doc# 286735

DATE

Date: November 18, 2015 Name of Traveler: Michael Etienne Department: Office of the City Clerk Destination: Washington, DC Mode of Transportation: (If least expensive mode not chosen, provide justification below) Dates of City Travel: From: March 4, 2015 To: March 10, 2015 6 Purpose of Trip: 2016 National League of Cities Congressional City Conference from March 5-10, 2016 ESTIMATED COST ☑ No Registration -575.00 Attach written documentation supporting this travel Transportation 148.18 Information on trip attached? MYes DNo Meals 239.60 296.70R Lodging 417.12 Travel was included in budget? MYes No Other - Local Transportation *(Explain answer no) 693,34 **Total Costs** 82,073.24 21.30.34 Less Prepaid Expenses Advance to Traveler \$932.94 \$ 940,04 Signature Traveler Meal Detail Date 3/4/2016 3/5/2016 3/6/2016 3/07/2016 3/08/2016 3/9/2016 3/10/2016 Breakfast - 15% \$10.35 \$10.35 \$10.35 \$10.35 \$1035 \$10.35 \$10.35 Lunch - 30% \$20.70 \$20.70 \$.00 \$20.70 \$.00 \$20.70 \$82.80 Dinner - 55% \$37.95 \$.00 \$37.95 \$37.95 \$.00-\$37,95 \$151.80 Total \$69.00 \$31.95 \$49.70 \$71.00 PB \$10:65- w 69,00 3239.60_~ 296.70en 10.35 COMMENTS \$69 per day APPROVED Account No. 001-03-407001-512-305-000 DEPARTMENT HEAD Voucher No: RISK MANAGEMENT ADMINISTRATOR.

> FEB 1902180" SF > 102180

City of North Miami, Florida TRAVEL REQUEST

Doc# 288720 Doc# 286735

Date: November 18, 2015 Name of Traveler: Michael Etienne Department: Office of the City Clerk Destination: Washington, DC Mode of Transportation: (If least expensive mode not chosen, provide justification below) Dates of City Travel: From: March 4, 2015 To: March 10, 2015 Purpose of Trip: 2016 National League of Cities Congressional City Conference from March 5-10, 2016 ESTIMATED COST ☑ No Registration -575:00 Attach written documentation supporting this travel Transportation 148.18 Information on trip attached? Yes No Meals 239.60 296.70R Lodging 417.12 Travel was included in budget? 🗹 Yes □ No Other - Local Transportation 693,34 *(Explain answer no) Other **Total Costs** \$2,073.24 2130.34 Less Prepaid Expenses Advance to Traveler \$932.94 \$ 940.04 Signature Traveler Meal Detail Date 3/4/2016 3/5/2016 3/6/2016 3/07/2016 3/08/2016 3/9/2016 3/10/2016 Breakfast - 15% \$10.35 \$10.35 \$10.35 \$10.35 EL \$1035 \$10.35 \$10.35 \$72.45 60 10 63 Lunch - 30% \$20.70 \$20.70 \$.00 \$20.70 \$.00 \$20.70 \$82.80 Dinner - 55% \$37.95 \$.00 \$37.95 \$37.95 \$.00 \$37.95 \$151.80 Total \$69.00 \$31.95 \$49.70 \$71.00- PR \$10.65- cs 69,00 \$239:60 296.70en 58.65 10.35 COMMENTS \$69 per day APPROVED Account No. <u>001-03-407001-512-305-000</u> DEPARTMENT HEAD Voucher No: RISK MANAGEMENT ADMINISTRATOR



Thank you Michael, for renting with us! Your car is reserved

YOUR CONFIRMATION NUMBER: 26755582US0

Base Rate for 6 day(s) 0 hour(s)	357.00
Base Rate	357.00
Mileage:	Unlimited
Rate Rules: Minimum 4 Day(s) and 1 hour(s) rent Maximum 6 Day(s)	al
Rental Options	
None Selected	
Protections & Coverages	167.94
Loss Damage Waiver (LDW)	167.94
Surcharges & Fees / Taxes	168.40
Surcharges	•
Concession Recovery Fee (11.11%)	59.93
Customer Facility Charge	22.50
Transportation Facility Charge	11.10
Vehicle License Fee	3.36
One-Way Equip. Fee	0.00
Taxes	

Estimated Total (USD)

693.34

71.51

Rate Terms

Tax

- Your rate was calculated based on the information provided. Some modifications may change this rate.
- · Under Age Surcharges are applicable at this location.

One-Way Fee (One-Way Fee is subject to tax in certain locations. This tax is not reflected in the Estimated Total)

CONTACT US

Reservations & Avis.com Assistance 1-800-230-4898

Wizard Number / Preferred Profile Updates 1-866-842-5552 Monday - Friday 8am-5pm EST

YOUR TIME & PLACE

PICKUP

Friday, March 04, 2016 @ 10:00 AM

BALTIMORE-WASHINGTON INTL AIRPORT - BWI

7432 New Ridge Road NA Hanover, MD 21076, USA

(1) 410-859-1680

Sun - Sat Open 24 hrs

AvisPreferred

RETURN

Thursday, March 10, 2016 @ 10:00 AM

Same as Pick-up Location

RATE & BENEFIT INFORMATION

AWD#

N/A

Wizard Number

N/A

Rate Type

Lowest

Coupon Code

N/A

Rate Code

.....

DH

Age

25+

Residence

United States

YOUR CAR

Notes: Modifying Car & Rate will require reselection of options.

Economy Ford Fiesta or similar



Features

4 Door

Air Conditioning

5 Passengers

1 large Bags

🟙 1 small Bags

@08/12 mpg



RENTAL OPTIONS

Equipment / Services:

None

Protections / Coverages:

Loss Damage Waiver (LDW)

Personal Accident Insurance (PAI)

Personal Effects Protection (PEP)

Additional Liability Insurance (ALI)

Accepted

Declined

Declined

Declined

YOUR INFORMATION

Name

Michael Etienne

Email Address

metienne@hotmail.com

Phone

9545481511

Flight Information

N/A.

Reservation Terms & Conditions:

Optional Coverages

Acceptance of the Loss Damage Waiver relieves the renter and authorized additional drivers of responsibility for loss of, or damage to the Avis car, when they comply with the terms and conditions listed on the rental document jacket. At the time of rental, the customer must initial whether he/she accepts or declines the LDW and optional services. LDW and optional services must be signed for at the rental counter.

LDW is taxable.

If LDW is not accepted, the customer is financially responsible for the full value of:

- Accident damage
- Glass damage
- Stolen litems (radio, battery, etc.)
- Vandalism
- · Theft of the car

Exceptions:

In Wisconsin, if LDW is not accepted, the renter is liable for all loss or damage to the Avis car due to an accident or reckless, wanton behavior.

In Illinois, if LDW is not accepted, the customer is financially responsible for the following types of damage, up to a maximum of \$16,000,00 for rentals:

- Accident damage
- Glass damage
- · Stolen items (radio, battery, etc.)
- Vandalism
- · Theft of the car

Canceling LDW

Once LDW has been purchased, it must remain on the contract. The customer has the option to return the car & close the rental agreement; however, this could change the rate for the rental agreement and a different, possibly higher, rate could apply for a new rental.

Exceptions:

Customers who rent in New York and purchase LDW in New York can decide to cancel this service at no charge, within specific guidelines:

- Rental must be 2 days or more.
- . The cancellation must be within the first 24 hours of the rental.
- . The actual renter must take the car to an Avis location for inspection & must sign a cancellation notice.

Loss of Use

The customer may also be responsible for reimbursing Avis for the revenue lost by not being able to use the car while it is being repaired or not recovered due to theft (referred to as Loss of Use).

Global insurance coverages are always subject to change. Please verify at time of rental.

Age Requirements

Rather than requiring customers to be 25 to rent, Avis at this location now rents to customers between the ages of 21-24 with a valid credit card and driver's license. An underage surcharge may apply. Additionally, the following restrictions also will apply for renters between the ages of 21-24: Renters of luxury cars, mini-vans, 12-passenger vans, specialty cars, full-size SUVs and premium SUVs will not be permitted.

Government Minimum Age Policy - Military (FEMA, US Postal Dept., Navy and Army) and Civilian Personnel

- Minimum age 18 years (no underage surcharge will apply) with government travel or purchase order.
- . Minimum age 21 years (no underage surcharge will apply) with no government travel or purchase order

Credit Card Policles

Avis accepts most major credit cards as credit identification at the time of rental.

Accepted credit card list: Avis Charge Card, American Express, AT&T Capital, Diner's Club Int'l, Discover, China UnionPay, GE Capital, JCB, MasterCard, PHH, Sears and Visa.

Some locations may not accept each of the referenced cards.

At the time of rental we will request an authorization on your charge card for the estimated rental charges. While this hold is in place, the funds will not be available for your use. When the rental is over we will process the reversal but the bank may take time to post it back to the account.

Debit Card Policies

This location does accept bank debit cards with the MasterCard or Visa logo at the time of rental if you are at least 25 years of age, You will be subject to a credit check to determine and ensure credit worthiness before releasing the car to you.

Currently, at all U.S. and Canada locations, debit cards are not acceptable as credit identification at the time of rental for all makes and models identified in the Avis Specialty or Signature Series and for certain other premium vehicles. Avis will generally request an authorization hold against your account for the estimated charges of the rental but reserves the right in its sole discretion, to request an extra value to be based on certain factors as we deem appropriate. THESE FUNDS WILL NOT BE AVAILABLE FOR YOUR USE. When the rental is over we will process the reversal but the bank may take time to post it back to the account.

If you fail to return the vehicle as agreed, Avis will obtain additional authorizations from your account to cover the rental charges.

Avis is not responsible for any returned checks or over-drafts based on this policy.

Positive identification in addition to your driver's license may be required.

In the United States, Debit, Cash or Check cards can be used at the end for payment of rental charges. For acceptable credit identification and payment methods in countries outside of the United States, please consult the Renter's Guide and search for the specific location.

Note: Prepaid Debit/Gift cards are not acceptable methods of credit identification to pick up a car at any location. One of the above mentioned cards must be presented. Prepaid Debit/Gift cards are accepted at time of return only.

At time of pick up, driver must present a valid, U.S.-issued driver's license and credit card (or debit card at participating locations) in the driver's name. If the driver's license is not U.S.-issued you must present your drivers license and either a passport or a Canadian enhanced license in the driver's name.

Restrictions

- · Renters who are renting (reservation, walkup or upsell) an Avis Signature Series (all Group X vehicles) and presents a non-U.S. issued driver's license along with a U.S. address during the qualification process will also be required to produce a non U.S. issued passport from the same country identified on the driver's license that is presented.
- Renters presenting a driver's license from Mali or Cameroon who wish to rent a vehicle other than car groups A-E MUST also present an international Driver's Permit and a valid passport from the same country identified on the driver's license. These renters WILL also be required to present a secondary form of credit identification to complete the rental process.

Public Liability and Property Damage Additional Driver Policy

All additional drivers must be at least 25 years of age. The following are exempt from the additional driver fee but must meet all other driver requirements: the renter's employer or fellow employee when on company business and renting under a corporate account; the renter's spouse or domestic partner; the companion driver of a renter with a disability who has completed the non-licensed renter form; for insurance replacement rentals, company employees or family members who are designated on the insurance policy. All other additional drivers must complete and sign an additional driver form and present valid credit identification. A maximum of two additional drivers may complete a form.

For all US states other than CA, NV and NY, the additional driver fee is \$13 per day per driver with a maximum charge of \$65 per driver. The fee in New York is \$3 per day per driver. The fee in Nevada is \$11 per day per driver with a maximum of \$55 per driver. There is no additional driver fee in California.

Optional services, special equipment and one way fees are subject to tax in certain locations. The tax may not be reflected

Frequent Flyer surcharges may be applied at time of rental,

Extensions or late returns may result in additional charges.

DMV Checks

At the time of rental, the renter or authorized driver may be subject to an electronic DMV check from the issuing state of the driver's license, or may be asked to sign a declaration attesting to specific criteria:

- The renter/authorized driver has a valid license that is not currently suspended, expired, revoked, canceled or surrendered.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for reckless driving.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for driving under the influence (DUI), driving while intoxicated (DWI), or driving while alcohol impaired (DWAI).
- The renter/authorized driver has not, within the last 36 months failed to report or leave the scene of an accident.
- The renter/authorized driver has never been in possession of a stolen vehicle or used a vehicle in a crime. The renter/authorized driver has not, within the last 24 months had 3 or more convictions for moving violations (including seat belt violations).
- The renter/authorized driver has not, within the last 36 months had 3 or more accidents

Rate Requirements

Renters who have indicated a country of residence outside of the US will be required to present a non US issued drivers license and a non US issued passport OR an international airline ticket at the time of rental to qualify for the rate.

If you have added any of the following rental options to your reservations, terms and conditions may apply.

GPS By Garmin®

Available at participating locations.

Minimum age is 25 but may vary by locations, underage surcharges may apply at certain locations.

Reliability of directions subject to timing of software implementation as well as that of which has been provided by the maker of the installed maps.

I (renter) acknowledge that the rental vehicle may be equipped with GPS by Garmin which utilizes global positioning system. I acknowledge that Where2 may be limited by atmospheric or topographical conditions. I further acknowledge that GPS by Garmin may be rendered inoperative if GPS by Garmin is tampered with or destroyed and or damaged in an accident or if the satellite systems are obstructed and inoperative.

Customer is responsible for all costs in the event of lost, stolen or damaged GPS by Garmin unit and all of its

Renter agrees to release and hold Avis harmless for any GPS by Garmin failures.

Taxes not included in the estimated total will be applied at time of rental.

Gas Service Option

- Fees for the Gas Service Option are not included in the Estimated Total.
- Fees are assessed and applied at the time of rental.
- Fees vary by location and are determined by current market value of gasoline in surrounding area of rental location and the fuel tank size of rental vehicle.

Customer will receive no credit or refund for unused fuel left in tank at time of return.

Roadside Assistance

Taxes not included in the Estimated Total will be applied at the time of rental.

- Roadside Assistance service is available at all participating locations in the U.S., Canada, Puerto Rico, & U.S. Virgin Islands and New Zealand.
- Roadside Assistance covers the cost for assistance with key replacement, lockouts, fire change service fee, jump starts and emergency fuel delivery (up to 3 gallons).

Prohibited use of the vehicle will void this option.

Satellite Radio by SiriusXM®

- Taxes not included in the Estimated Total will be applied at the time of rental.
- Available at participating U.S. locations

Other Options

Rental options not selected/offered on the avis.com website can not be modified online.

Taxes not included in the Estimated Total will be applied at the time of rental.

Modifications to these rental options must be made by contacting customer service or can be made at the rental counter.

SMS Policy

)pt-in

wis Mobile Notifications is a standard rated subscription alert service providing time-sensitive mobile alerts to customers hat include updates to current/upcoming rentals, promotional offers, MMS and coupons about Avis. By signing up you agree o receive text messages regarding your rental status. We do not, but could, use an automatic telephone dialing system to leliver our text messages. Consent is not required to purchase goods or services.

)pt-out

o Opt-Out (discontinue service), text "STOP" to "48400" from your mobile device. You will not receive any additional text nessages. You may also Opt-out by texting "QUIT", "END", "CANCEL", "UNSUBSCRIBE", or "STOP ALL" to any text nessage you receive or to short code 48400. You can also manage your text messages by updating your Avis profile at wis.com. Simply select "No" from the SMS Notifications option in the communication preference section of your profile.

delp

to get help, text "HELP" to "48400" or email custserv@avis.com or call 1-800-352-7900

Carriers Supported (U.S. only)

T&T, Sprint, T-Mobile®, Verizon Wireless, Virgin Mobile USA, U.S. Cellular®, Metro PCS, ACS Wireless, All West Wireless, Bluegrass, Boost USA, Cambridge Telecom, Cellcom, Cellular South, Centennial, Cincinnati Bell, Cricket Communications, Cellular One of East Central Illinois, Appalachian Wireless, Farmer's Mutual Telephone Company, General Communications, Folden State Cellular, PC Management, Infand Cellular, Illinois Valley Cellular, Nex-Tech Wireless, Nucla-Naturita, nTelos, Revol, Silver Star PCS (Gold Star), Snake River PCS, South Central, Syringe, Thumb Cellular, UBET Wireless, Unicel, Inited Wireless, and West Central Wireless.

T-Mobile is not liable for delayed or undelivered messages

arriers Supported (Canada only)
uliant Mobility, Bell Mobility, Eastlink, Fido, Mobilicity, MTS, NorthernTel Mobility, Public Mobile, Rogers Wireless, SaskTel Mobility, Telébec Mobilité, TELUS Mobility, Vidéotron, Virgin Mobile Canada, WIND Mobile

Complete Terms and Conditions & Privacy Policy:

wis Budget Group will not be liable for any delays in the receipt of any SMS messages connected with our sms Gateway. Delivery of SMS messages is subject to effective transmission from your wireless service provider/network operator.

Ve will only use your information to provide you the services you request and as set forth in our privacy notice which can e found at www.avis.com/privacy.

wis does not charge a fee for text messaging service. Standard messaging and data rates may apply, we are not esponsible for any charges from a person's service provider that may result from us providing this service. Avis assumes to responsibility for charges incurred by signing up for this text messaging service. Any text messaging fees that you incur vill be billed on your individual mobile provider bill.

Travel Into Other Countries

/ehicles at this location can be driven throughout the continental U.S. with no restrictions. Based on availability, one-way entals may be allowed to some U.S. cities.

/ehicles may be driven into Canada with no restrictions. The rental counter must be notified at the time of rental that you lan to drive into Canada so we may issue a Canadian Non-Resident Insurance Card (provided at not cost). Based on ivailability, one-way rentals may be allowed to some Canada cities. Vehicles at this location are not allowed into Mexico.

f you do not pay cash for tolls, you automatically opt into our e-Toll service, pursuant to which you agree to pay us or our

and all related tees, charges and penalties. Under the e-1 oil program, once you pass through an electronic toll, you will pay a convenience fee of \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$16.95 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. You can avoid the convenience fee and any other charges by paying the toll in cash, using your electronic toll device, or avoiding any cashless toll road or passage. Please be aware of roads that maybe "cashless tolls" and drivers on these roads are not able to pay cash once they have entered these roads. You automatically opt into our e-Toll service program and will be charged \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$19.75 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. The charges may take 4-8 weeks after the rental to be billed to your credit card/debit card on file.

Thomas, Stephanie

From: Sent: Event Customer Service <email_confirm@confmail.experient-inc.com>

Thursday, November 19, 2015 9:28 AM

To: Cc: Etienne, Michael Thomas, Stephanie

Subject:

Registration/Housing Confirmation

{NLC161:1169}



*** Please do not reply to this e-mail. It was sent from an automated system. ***

Confirmation

Thank you for registering for the 2016 Congressional City Conference. Remember that http://ccc.nic.org/ is your online resource for the conference; please check back for updated information on sessions, speakers and special events. We look forward to seeing you in Washington, DC.

This confirmation includes BOTH YOUR HOUSING AND REGISTRATION information. This is your official confirmation for conference payment as well as your hotel reservation. Please print this out and retain it for your records.

To Make Changes or Additions to Your Housing and Registration click the link below.

Click here to access your registration

Profile

Confirmation ID: 1169
Michael Etienne
City of North Miami
776 NE 125th St
Office of the City Clerk
North Miami, FL 33161-5654



Bring this confirmation to an onsite 'Express Badge Pickup' registration location. Just scan the barcode at any Express registration counter and your badge will be printed and waiting for you at badge pick-up. Valid photo ID will be required.

Registration Detail

Michael Etienne

Registration Type: NLC Member, Early Bird-Valid through January 31, 2016

Description

Date-Time

Item Total

Delegates Luncheon and General Session (Qty: 1)	\$0.00
Registration (Qty: 1)	\$575.00
Total Registration Fees: Total Registration Paid:	\$575.00 (\$575.00)
Current Balance:	\$0.00
Housing	om man sadi arkan kual kual kual kual kual kua
No Hotel Arrangements: Our records indicate that you will add hotel accommodations at a lat	ter date.
Financial Summary	na a kanala di dindon kanala dan alah indik di dindon kanala kanala kina kina kina kina kanala dindon di dindon
Total Haveing Engel \$0.00	

Total Housing Fees:

\$0.00

Total Amount Applied to Housing:

\$0.00

Housing Balance:

\$0.00

Total of All Fees:

\$575.00

Total Amount Applied to All Fees: (\$575.00)

Total Balance Due:

\$0.00

Payment History

Payment #111/19/2015 - \$575.00 [Payment] Stephanie Thomas / Visa / *********7356

Payment Allocation

11/19/2015

Applied: Michael Etienne's Registration

\$575.00

ድል ላል

Total Amount Applied:

\$575.00

Total Amount Not Used:

\$0.00

Payment Totals

Total Payments: \$575.00

Total Refunds:

\$0.00

Total Net Paid: \$575.00

Cancellation Policy

Registration Change/Cancellation Information

All requests must be received in writing, postmarked by February 12, 2016, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after February 12, 2016.

YOU'RE ALL SET!

Lock for an email from us soon. You may want to go ahead and print this page for your records as well. Thanks for choosing to fly with us, we'll see you soon!



S COOL





YOUR CONFIRMATION CODE

FB67VT

BOOKING DATE Wednesday, November 18, 2015

Flight

Fort Lauderdale - FLL Baltimore - BWI	Friday March 04, 2016	Departing: Arriving:	7:04 AM 9:32 AM
Flight: 410	Miles: 925	Duration:	2 h 28 min
Baltimore - BWI	Thursday	Departing:	12:50 PM
Fort Lauderdate - FLL	March 10, 2016	Arriving:	3:32 PM
Flight: 305	Miles: 925	Duration:	2 h 42 min

Customer Information

Name	 Assistance	FREE SPIRIT Number
MR. MICHAEL ETIENNE	None	167998224

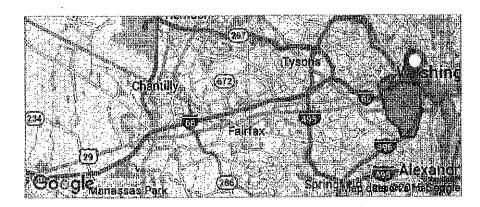
Bags

13665 NE 10th Avenue Millard, FL 33161 United States of America Inch 1584 36 SEATS Sacurity File Security File S	Name	Carry-On	Checked	el dal kalengung pepenganga sem nakili Jahada Hakkandobankat aj
Seats Wirk, MICHAEL ETIENNE Michael Etienne Mother Etienne	MR. MICHAEL ETIENNE	0 1 0	0 . 0	•
Interest Information Interest Interest Information Interest	25 C			. , ,
Seats MR. MICHAEL ETIENNE MR. MICHAEL ETIENNE More Info Mor	oto			
Intercect Information Itichael Etienne metienne@hotmeil.com 9845991511 3855 NE 10th Avenue tenne, Ft. 33181 Initiad States of America Trichase Price LIGHT PRICE More Info 484 96 LEATS 332 00 MR. MICHAEL ETIENNE \$ SOVERNMENT'S CUT More Info \$131 92 Security Fee \$11.20 Peaseager facility Fee \$50.00 Segment Fee \$51.20 Segment Fee \$85.00 Federal Excise Tax \$3.32 Total Paid \$148 18 It you for choosing Splrit. We look forward to serving you on your upcoming their modifications to flight only litineraries, please call 1.801.401.2222 modifications to flight only litineraries, please call 1.801.401.2222 modifications to flight only litineraries, please call 1.801.401.2222 modifications to vacation package lithereries please call 1.954.698.0125.				
ARR. MICHAEL ETIENNE 140 80 Intact Information Alchael Etienne Methael Etienne 1855 NE 10th Avenue Minnt, Fl. 331813 Intitied States of America Intition States of	Jama	Conto		
And the second sections to flight only tilneraries, please cell 1.801.401.2222 modifications to vacation package itineraries please cell 1.804.688.0125.	and the state of t	and delicated a collection of the resemble of the relations are the second of the seco	بقد تسهمي دنيه پيد پست ميدُولاه استهدايه اليندُ رب السيمييونية، ويد ينسب دريسب وريسب ل م	annual distance and annual and annual and a
Michael Etienne 3655 NE 10th Avenue diemt, Fl. 33161 Jinited States of America Irchase Price FLIGHT PRICE More Info \$44.36 SEATS \$32.00 MR. MICHAEL ETIENNE \$500'ERNIMENT'S CUT More Info \$11.20 Passenger Facility Fee \$9.00 Segment Fee \$30.00 Federal Ecides Tax \$3.32 Total Paid \$1.48 18 May us for choosing Spirit. We look forward to serving you on your upcoming tripl modifications to vacation package itheraries please call 1.894.698.0125.	WK, WIGHAEL ETIENNE			
Michael Etienns metienns@hotmail.com 9546/91511 33656 NE 10th Avenue Miami, Fl. 33161 United States of America Urichase Price FLIGHT PRICE More Info \$84.36 SEATS \$32.00 MR. MICHAEL ETIENNE \$ GOVERNIMENT'S CUT More Info \$31.82 Security Fee \$11.20 Passanger Facility Fee \$9.00 Facient Excles Tax \$3.00 Total Paid \$1.48 18 mix you for choosing Spirit. We look forward to serving you on your upcoming trip! modifications to flight only itineraries, please call 1.801.401.2222 modifications to tracation package litneraries please call 1.854.698.0125.	ontact Information			
Michael Etienne mettenna@hotmail.com 954(5)81511 33655 NE 10th Avenue Marni, Fl. 33161 United States of America Urchase Price FLIGHT PRICE More Info \$84.36 SEATS \$32.00 MR. MICHAEL ETIENNE \$ GOVERNMENT'S CUT More Info \$31.82 Security Fee \$11.20 Passenger Facility Fee \$9.00 Segment Fee \$9.00 Faderal Excles Tax \$3.90 Total Paid \$1.48 18 mix you for choosing Spirit. We look forward to serving you on your upcoming trip! modifications to light only itineraries, please call 1.801.401.2222 modifications to vacation package litheraries please call 1.854.698.0125.	manner of the commence of the control of the contro	and the second of the second o	والمراجعة المستعمر المراجعة والمستعددة	en e
United States of America If Chase Price FLIGHT PRICE More Info \$43 **se SEATS **32 **so MR. MICHAEL ETIENNE SECURITY Fee SECURITY Fee Passenger Facility Fee \$11.20 Passenger Facility Fee \$9.00 Segment Fee \$8.00 Federal Excise Tex **33.2 Total Paid \$148 **18 Ink you for choosing Spirit. We look forward to serving you on your upcoming tripl **modifications to flight only itineraries, please call 1.891.401.2222 **modifications to vacation package itineraries please call 1.954.698.0125.	Aichael Etienne	metienne@hotmail.com	9545481511	
FLIGHT PRICE More Into \$84.36 SEATS \$32.00 MR. MICHAEL ETIENNE SCOVERNMENT'S CUT More Into \$31.62 Security Fee Passenger Facility Fee \$9.00 Segment Fee \$8.00 Federal Excise Tax Total Paid \$148.18 Int you for choosing Spirit. We look forward to serving you on your upcoming tripl modifications to flight only litheraries, please call 1.801.401.2222 modifications to vacation package itineraries please call 1.954.698.0125.				
SEATS MR, MICHAEL ETIENNE SOVERNIMENT'S CUT More Info \$31 82 Security Fee Sesurity Fee Segment Fee Se	rchase Price			
SEATS MR, MICHAEL ETIENNE SOVERNIMENT'S CUT More Info \$31 82 Security Fee Sesurity Fee Segment Fee Se	en e			404
MR, MICHAEL ETIENNE GOVERNMENT'S CUT More Info \$31 82 Security Fee Security Fee Segment Fe	LIGHT PRICE	More Info		\$ 84 36
MR, MICHAEL ETIENNE GOVERNIMENT'S CUT More Info \$31 82 Security Fee Security Fee Passenger Facility Fee \$9.00 Segment Fee \$8.00 Federal Excise Tax \$3.82 Total Paid \$148 18 Total Paid \$148 18 Total Paid To				
Passenger Facility Fee \$8.00 Segment Fee \$8.00 Federal Excise Tax \$3.62 Total Paid \$148 18 All You for choosing Spirit. We look forward to serving you on your upcoming triple modifications to flight only itineraries, please call 1.801.401.2222 modifications to vacation package itineraries please call 1.954.698.0125.	Contract Con			\$32 ºº
Segment Fee Federal Excise Tax Total Paid *148 18 Total Paid *148 18 Ink you for choosing Spirit. We look forward to serving you on your upcoming tripl modifications to flight only itineraries, please call 1.801.401.2222 modifications to vacation package itineraries please call 1.954.698.0125. **HE OOL -0.3-407601-512-303-000 **HE ANDRONIC Thomas** **The Use Lous	MR, MICHAEL ETIENNE	More Info		\$32 00 \$ \$31 82
Total Paid \$148 18 Total Paid \$148 18 Ink you for choosing Spirit. We look forward to serving you on your upcoming tripl modifications to flight only litineraries, please call 1.801.401.2222 modifications to vacation package ittneraries please call 1.954.698.0125. The state of the stat	MR, MICHAEL ETIENNE	More Info		
Total Paid \$148 18 Ink you for choosing Spirit. We look forward to serving you on your upcoming tripl modifications to flight only itineraries, please call 1.801.401.2222 modifications to vacation package itineraries please call 1.954.698.0125. Thomas Thomas Total Paid \$148 18 Total Paid \$148 18 Thomas Thomas Thomas	MR: MICHAEL ETIENNE GOVERNMENT'S CUT Security Fee	~ More info		\$11.20
modifications to flight only itineraries, please call 1.801.401.2222 modifications to vacation package itineraries please call 1.954.698.0125. The col -0.3-407601-512 -305-090 Albertania Thomas The col -0.3-407601 -512 -305-090 The color of the col	MR, MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee	~ More Info		\$11.20 \$9.00
modifications to flight only itineraries, please call 1.801.401.2222 modifications to vacation package itineraries please call 1.954.698.0125. #### Ool -0.3-407601 -512 -305-000 #################################	MR, MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee	More Info		\$11.20 \$9.00 \$8.00
modifications to vacation package itheraries please call 1.954.698.0125.	MR, MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee			\$11.20 \$9.00 \$8.00 \$3.62
x of Thomas x thereselves	MR. MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee Federal Excise Tax	Tot		\$11.20 \$9.00 \$8.00 \$3.62
x of Thomas x thereselves	MR. MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee Faderal Excise Tax Ak you for choosing Spirit. We look forward to serving you on modifications to flight only itineraries, please call 1.801	Total		\$11,20 \$9,00 \$8,00 \$3,62
Stephanie Thomas The Mac of Cities Conference int to Washington, DC for the NLC of Cities Conference	MR. MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee Federal Excise Tax Ak you for choosing Spirit. We look forward to serving you on modifications to flight only itineraries, please call 1.801 modifications to vacation package itineraries please ca	Total syour upcoming trip! .401,2222 all 1.954.698.0125.		\$11.20 \$9.00 \$8.00 \$3.62
by to Washington, DC for the NLC of Cities Conference	MR. MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee Federal Excise Tax Ak you for choosing Spirit. We look forward to serving you on modifications to flight only itineraries, please call 1.801 modifications to vacation package itineraries please ca	Total syour upcoming trip! .401,2222 all 1.954.698.0125.		\$11.20 \$9.00 \$8.00 \$3.62
Int to Washington, DC for the NLC of Lines where	MR. MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee Federal Excise Tax Ak you for choosing Spirit. We look forward to serving you on modifications to flight only itineraries, please call 1.801 modifications to vacation package itineraries please call 1.401 modifications to vacation	Total your upcoming trip! 1.401,2222 all 1.954.698.0125. 512, -3.05-000	al Paid	\$11,20 \$9,00 \$8,00 \$3,62
	MR. MICHAEL ETIENNE SOVERNMENT'S CUT Security Fee Passenger Facility Fee Segment Fee Federal Excise Tax A Work only itineraries, please call 1.801 modifications to vacation package itineraries please call THE OOL -0.3-407601 -3 A Moma A A Moma A A A Moma A A A Moma A A A A A Moma A A A A Moma A A A A A Moma A A A A A A A A A A A A A A A A A A A	Total your upcoming triple 1.401.2222 all 1.954.698.0125.	al Paid	\$11.20 \$9.00 \$8.00 \$3.62 \$148 18

hetwire

Best Western Rosslyn / Iwo Jima Area

1501 Arlington Blvd Arlington, VA 22209 (703) 524-5000



Hotel details

Amenities

- Pree parking
- Free Internet
- Indoor pool(s)
- Smoke-free rooms
- "
 Fitness center
- ♣ Pool(s)
- | Restaurant(s)
- Business center
- Self-service laundry
- Internet access

Accessibility

Accessible for hearing impaired

- ਰੀ Accessible path of travel
- ႕ In-room accessibility
- ರ್ Accessible bathroom
- सु• Accessible parking

Reservation details

Hotel confirmation 861769842

Hotel itinerary 6694117298

Check-in Fri, Mar 04 - 03:00pm

Check-out Thu, Mar 10 - 12:00pm

Primary guest Michael Etienne Must be present at check-in

Charged to Visa (7356)

\$56.00 per night x 6 nights \$336.00. x 1 room Hotel chooses bed type

Taxes recovery \$81.12 charges + fees

Hotwire total \$417.12 due today (USD)

Trip total (USD) **\$417.12**

Have a question?

Give us a call at 1-800-845-4026, visit our help center, or email us. We are available 24/7, toll-free.

Our policies

- Primary guest must be 21 and bring ID
- Hotels will require a credit card when you check in; debit cards may not be accepted
- You'll pay the hotel directly for additional charges, like room service or resort fees
- Rooms will sleep the number of guests, but bed types and sizes aren't guaranteed
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available
- · All bookings are final. No refunds or changes.
- · Terms of Use
- Privacy Policy
- Hotwire's Travel Products Rules and Restrictions

CITY OF NORTH MIAMI, FLORIDA . Del de mar 2001

, 11		TR	AVEL EX	KPENSE F	REPORT	m ng i	evas 226	036,5/4/
Name	Michael Etienne				Date	6/16/2016		
Department	City Clerk			•	Title	City Clerk		
Destination	China; Beijing, Sha	anghai, Tianjin			Mode of Transp		Air/Train	
Vacation Combin	ned with Trip?	Yes No	If so, mea	l and hotel expen	-			
				RTATION CO			y cucinicos.	
Round Trip C	Common Carrier Rate	e to Destination					\$1,767	7.52
			PRIVATE	AUTO RECO	ORD			
				ODOM	IETER			*PARKING
DATE	FROM	TO	STA	ART	FIN	ISH	MILES	& TOLLS
						TOTAL	0	\$0.00
		Allov	wable Mileage		@	.54	per mile	\$0.00
					Total Transpor	tation Reimbu	rsement	\$1,767.52
		A	CTUAL SUBS	SISTENCE EX	PENSES			
DATE	5/8/2016	5/9/2016	5/10/2016	5/11/2016	5/5/2016	5/6/2016	5/7/2016	
	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
TEMS								
Lodging		1070.52	535.26			892.10		\$2,497.88
reakfast	17.85	17.85	21.45	21.45	9.60	17.85	17.85	\$123.90
unch	35.70	35.70	42.90	42.90	19.20	35.70	35.70	\$247.80
inner	65.45	65.45	78.65	78.65	35.20	65.45	65.45	\$454.30
ocal Transportati	on							\$0.00
Communication	n							\$0.00
assport Fee						310.00		\$310.00
edEX					8.81			\$8.81
rain					552.00	-223.00		\$329.00
axi				19.28				\$19.28
TOTAL	119.00	1189.52	678.26	162.28	624.81	1098.10	119.00	\$3,990.97
nereby certify the ity business and	at the above is a true of a no expenses are of a	and correct statem personal nature.	ent of travel exp	enses incurred in	the conduct of	GRAND	TOTAL	\$5,758.49
-44	(Employ	ree)			APPRO	VED:	(Departme	ent Head)
stal Amount Adva		\$5,410.21			A	ot Ma		
otal Amount Adva otal Expenses: ue City: ue Traveler:	псем гтераца:	\$5,758.49	RE	CEIV	Account Accoun	7 H		001-512-305 Date 7-14-
o be substantiated by	y paid bill or receipt.	255.	CITY	JUL 14 201 RB >415m Appro OF NORTH	6 June 1 Payment MIAMI	Fina	V	Date

ACCOUNTS PAYABluticher No.

Initials

Due Traveler:

Accounting

Traveler

Original

Copy

CITY OF NORTH MIAMI, FLORIDA TRAVEL EXPENSE REPORT

. ", , *,

Name	Mic	hael Etienne				Date	6/16/2016		
Department	City	Clerk	Title City Clerk						
Destination	Chir	na; Beijing, Sha	nghai, Tianjin		Mode of Transportation Used Air/Train				
Vacation Combin	ned wi	th Trip?	Yes No	If so, meal	and hotel expens	ses cease upon te	rmination of Cit	y business.	
				TRANSPO	RTATION CO	OSTS			
* Round Trip C	Comm	on Carrier Rate	to Destination						
				PRIVATE	AUTO RECO	ORD			
					ODOM	IETER			*PARKING
DATE		FROM	TO	STA	ART	FIN	ISH	MILES	& TOLLS
			3-9-7-15						
							TOTAL	0	\$0.00
			Allov	wable Mileage		@	.54	per mile	\$0.00
						Total Transpor	tation Reimbur	rsement	\$0.00
			A	CTUAL SUBS	SISTENCE EX	PENSES			
DATE		5/15/2016	5/16/2016			5/12/2016	5/13/2016	5/14/2016	
		SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
ITEMS									
*Lodging									\$0.00
Breakfast		15.30	17.85			21.45	15.30	15.30	\$85.20
Lunch		30.60	35.70			42.90	30.60	30.60	\$170.40
Dinner		65.45	65.45			78.65	56.10	56.10	\$321.75
*Local Transportat	ion								\$0.00
**Communication	on								\$0.00
*Registration Fe	es								\$0.00
*Other (specify	/)								\$0.00
Train									\$0.00
Taxi						26.11			\$26.11
TOTAL	1 11	111.35	119.00	0.00	0.00	169.11	102.00	102.00	\$603.46
		xpenses are of a	and correct staten personal nature.	nent of travel exp	denses incurred i	in the conduct of	GRAND	TOTAL	\$603.46
			M						
		- L				APPRO	VED:		D
		(Employ	yee)		•1			(Departm	ent Head)
Total Amount Adv	anced/	Prepaid:	\$577.35			Accou	nt No.	001-03-4070	001-512-305-
Total Expenses:			\$603.46						
Due City:	0124.25					Date			
Due Traveler:	Budget Administrator								
*To be substantiated	by paid	bill or receipt.			App	roved for Payment			Date
		re related to City busin	iess.			•	Fin	ance	
Accounting -		Original	Initials			Voucher No.			Date
Traveler		Conv							

持卡人存根

CARDHOLDER COPY

商户名称(MERCHANT NAME): 中国铁路总公司资金清算中

商户编号(MERCHANT NO):

103110039980001

终端编号(TERMINAL ID): 操作员号(OPERATOR NO):

12000 I6B

7743

业务受理号: 66100011142016051220345711R 原业务受理号: 1E042838125001001113830960 交易类型(TRANS TYPE): 退款(**REFUND**)

升次号(BATCH NO): 流水号(TRACE NO): 凭证号(VOUCHER NO):

110755 580045

授权号(AUTH, NO):

239237

参考号(REF. NO): 日期/时间(DATE/IIME):

2016/65/11 20:34:56

主额(AMOUNT):

RMB 1443.00

备注/REFERENCE 原参考号(OLD REF. NO): **201605041138**

本人确认以上交易,同意将其计入本卡账户 I ACKNOWLEDGE SATISFACTORY RECEIPT OF RELATIVE GOODS SERVICE

根

NAXI 上海市(1)

131001560912 发票号码: 01813462

企业法人营业执照 注册号: 310112000168810 明長 310112132291153 监督电话: 65295588 服务电话: 54956140 公司地址: 闵行区论春路699

310112132291153 发基专用拿

车号 Ŧ

证号 日期 20 16-95-11

无 上车(KB970)21:85 效 下车 21:35

单价 3.80m 里程

18.3km 等候 00:05.24

金额 含电调费 2 熱油附加费 卡号

> 原額 余 額

存

大众交通(集团)股份有限公司 M. TAXT 型 ® 上海市(1) 车费发票》 PARE RECEIP

12.00 (a) (100 × 1) (0000,0001-150000000

发票代码: 131001660104 发票号码: 13948182

企业法人省业执照 注册号:企股产总7至019006 国税 产产 310104607216596 服务电话: 96822 监督电话: 62580780 地址: 吴中东路555号



车号 T 日期 20 -95-12 无 1-4 效 下车 单价 140

里程 等候 金额 含电调费 燃油附加费 卡号

原额

伊语尔印表 2016 259 **

\$ 2010_5 12 / \$(100~ 170000001-1500000 M *03*015970094800 存 9693499*99999*99

根



131001660104 发票号码: 09567840

企业法人营业执照 注册号。企股产总字第019006 国权。310104607216596 服务电话: 96822 监督电话: 62580780 地址: 吴中东路555号



FW6636 237867 用期 2016-05-11 无 上年(00970)20:03 放 下车 20:26

单价 3.80m 140 里程 19.8km

等候 00:01.04 金額 含电调费 图束 燃油附加费 图束

余额.

學供於領意 2015 100 15 - 11 - 1 - 1 - 1

Account No.	001-03-407001-512-305
Due Traveler:	
Due City:	\$434.35
Total Expenses:	\$6,361.95
Total Amount Advance	d/Prepaid:

.

Michael Etienne left China on 5/12/16 which was four days earlier than scheduled. Because he returned home before scheduled Michael owes the City \$435.35 for per diem that was not used. Hotels in China agreed to not charge Michael for cancelling his stay but he did receive the full per diem amount for that travel day back to Miami, FL. Michael caught a train on 5/5/16 that initially costed \$552.00, however, \$223.00 was credited back to the card used.

hetwire^{*}

Beijing

May 5, 2016 - May 16, 2016 | Itinerary # 14193984454

Important Information

- All passengers traveling to the US must provide valid travel documents and details of their full US destination address for US Immigration.
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport. visa, transit permit). To learn more, visit our Visa and Passport page.

Fort Lauderdale (FLL) → Beijing (PEK)

May 5, 2016 - May 16, 2016, 1 round trip ticket

Your ticket is not yet confirmed. We are confirming it with the airline and will update your online itinerary within 24 hours.

Traveler Information

Michael A Etienne Adult

No frequent flyer details provided

Ticketing in progress

Total travel time: 18 h 53 m

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

May 5, 2016 - Departure 1 stop

Fort Lauderdale

Dallas

3 h 18 m 1.113 mi

FLL 7:22am

DFW 9:40am

Terminal 3

American Airlines 2363

Economy / Coach (V) | Confirm seats with the airline *

Layover: 1 h 35 m

Dallas

Beijing

14 h 0 m 6.960 mi

DFW 11:15am

PEK 2:15pm +1 day

Terminal D

Terminal 3

(Arrives on May 6,

2016)

TICKETING IN PROGRESS

American Airlines

CRKMYN

Price Summary

Traveler 1: Adult

\$1.094.66

Flight

\$654.00

Taxes & Airline Fees

\$440.66

Total: \$1,094.66

All prices quoted in US dollars.

Additional Flight Services

The airline may charge additional fees for checked baggage or other optional services.

American Airlines 263 Economy / Coach (V) | Confirm seats with the airline *

May 16, 2016 - Return 1 stop

Total travel time: 20 h 8 m

Beijing

Chicago

12 h 55 m

PEK 10:10am

ORD 10:05am

6,571 mi

Terminal 3

Terminal 5

American Airlines 186

Economy / Coach (O) | Confirm seats with the airline *

Layover: 4 h 12 m

Chicago

Fort Lauderdale

3 h 1 m

1,177 mi

ORD 2:17pm

FLL 6:18pm

Terminal 3

Terminal 3

American Airlines 299

Economy / Coach (O) | Confirm seats with the airline *

Airline Rules & Regulations

- · Fares are not guaranteed until ticketed.
- . We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- · Tickets are nonrefundable, nontransferable and name changes are not allowed.
- Please read the complete penalty rules for changes and cancellations applicable to this fare.
- Please read important information regarding airline liability limitations.

Need help with your reservation?

- Visit our Customer Support page.
- Or call Hotwire at 1-844-207-0304
- For faster service, mention itinerary #14193984454

Thomas, Stephanie

From:

Michael Etienne <metienne@hotmail.com>

Sent:

Monday, May 16, 2016 3:08 PM

To:

Thomas, Stephanie

Subject:

Fwd: eTicket Itinerary and Receipt for Confirmation L70MJT

Plane ticket

Sent from my iPad

Begin forwarded message:

From: "United Airlines, Inc." < unitedairlines@united.com>

Date: May 11, 2016 at 2:20:01 PM EDT To: < METIENNE@HOTMAIL.COM>

Subject: eTicket Itinerary and Receipt for Confirmation L70MJT

Receipt for confirmation L70MJT

UNITED

A STAR ALLIANCE MEMBER 💢

United logo link to home page

Confirmation: L70MJT

Check-In >

Issue Date: May 11, 2016

Traveler information

eTicket Number

Frequent FlyerNumber

Seats

Traveler

ETIENNE/MICHAELANDRE

0162492119131

37A/---

FLIGHT INFORMATION

Day, Date Thu,

12MAY16

Flight ClassDeparture City and Time **UA87 S**

SHANGHAI, PEOPLE'S REPUBLIC OF CHINA

(PVG - PU DONG) 3:45 PM

Arrival City and Time AircraftMeal NEWARK, NJ

777-200 Dinner

(EWR - LIBERTY) 6:25

PM

Thu.

UA711S

12MAY16

NEWARK, NJ

(EWR BIBERTY) 8:28 PM

FORT LAUDERDALE, A-320 Purcha

FL

(FLL) 11:33 PM

FARE INFORMATION

Fare Breakdown Form of Payment: **VISA** Airfare: Last Four Digits 7356 2,880.00 **CNY** Equivalent Airfare: 614.60 USD • U.S. Customs User Fee: 5.50 • U.S. Immigration User Fee: 7.00 • U.S. APHIS User Fee: 3.96 • U.S. Transportation Tax: 17.80 September 11th Security Fee: 5.60 China Airport Fee: 13.90 • U.S. Passenger Facility Charge: 4.50 Per Person Total:

672.86

USD

eTicket Total:

672.86

USD

The airfare you paid on this itinerary totals: 614.60 USD

The taxes, fees, and surcharges paid total: 58.26 USD

Fare Rules:

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/0VALUAFTDPT/CHGFEE

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler

Origin and destination for checked baggage	1 st bag	2 nd bag	Maximum weight and dimension per piece of baggage Max wt / dim per piece
5/12/2016 Shanghai, People's Republic of China (PVG - Pu Dong) to Fort Lauderdale, FL (FLL)	0.00	0.00	50.0lbs (23.0kg) - 62.0in
	USD	USD	(157.0cm)

Important Information about MileagePlus Earning

Accruals vary based on the terms and conditions of the traveler's frequent flyer program, the traveler's frequent flyer status and the itinerary selected. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program

Once travel has started, accruals will no longer display. You can view your MileagePlus account for posted accrual

You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your poste flight activity in an order different than shown

PQD are a Premier status requirement for members in the U.S. only.

Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.

Additional Baggage Information

The above amounts represent an estimate of the first and second checked baggage service charges that may apply to your itinerary.

If your itinerary contains multiple travelers, the service charges may vary by traveler, depending on status or memberships.

Carry-on baggage information

United accepts one carry-on item with maximum dimensions of 9"x14"x22" (22 cm + 35 cm + 56 cm) in the aircraft cabin, along with one personal item such as a laptop bag with maximum dimensions of 9"x10"x17" (22 cm + 25 cm + 43 cm).

Due to FAA regulations, operating carriers may have different carry-on requirements.

Please check with the operating carrier for more information or go to united.com.

General Baggage Information

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items

or sporting equipment, visit united.com/baggage.

International eTicket Reminders

Check-in Requirement - Bags must be checked and boarding passes obtained at least 60 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be canceled if this condition is not met.

Boarding Requirement - Passengers must be prepared to board at the departure gate with their boarding pass at least 30 minutes prior to scheduled departure.

Failure to meet the **Boarding Requirements** may result in cancellation of reservations, denied boarding, removal of checked baggage from the aircraft and loss of eligibility for denied boarding compensation.

Bring this eTicket Receipt along with <u>photo identification</u>, proof of citizenship, passport and/or visa to the ticket lobby for check-in.

The FAA now restricts carry-on baggage to one bag plus one personal item (purse, briefcase, laptop computer, etc.) per passenger.

For up to the minute flight information, sign-up for our <u>Flight Status Updates</u> or call 1-800-824-6200; in Spanish 1-800-426-5561.

If flight segments are not flown in order, your reservation will be cancelled. Rebooking will be subject to the fare rules governing your ticket.

For the most current status of your reservation, go to our Flight Status page.

.

Your eTicket is non transferable and valid for 1 year from the issue date unless otherwise noted in the fare rules above.

International taxes and fees may be collected at your departure airport.

Customer Care Contact Information

We welcome your compliments, comments or complaints regarding United or a United travel experience. You may contact us using our <u>Customer Care</u> form

Hazardous materials

Federal law forbids the carriage of hazardous materials on board aircraft in your luggage or on your person. A violation can result in five years imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124). Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons corrosives and radioactive materials. Common examples of hazardous materials/dangerous goods include spare or loose lithium batteries, fireworks, strike-anywhere matches, aerosols, pesticides, bleach and corrosive materials.

Additional information can be found on:

- o united.com restricted items page
- FAA website Pack Safe page
- o TSA website Prohibited Items page

Proud Member of Star Alliance

We are making connections so you make yours. You can earn and redeem miles on 28 member airlines offering over 18,000 daily flights to more than 1,300 destinations worldwide. Go to www.staralliance.com to find out more. You've earned it.

IMPORTANT CONSUMER NOTICES

- Notice of Baggage Liability Limitations For domestic travel between points within the United States (except for domestic portions of international journeys), United's liability for loss of, damage to, or delay delivery of a customer's checked baggage is limited to \$3,500 per ticketed customer unless a higher value declared in advance and additional charges are paid (not applicable to wheelchairs or other assistive devices). For such travel, United assumes no liability for high value, fragile, perishable, or otherwise excluded items; excess valuation may not be declared on certain types of valuable articles. Further information may be obtained from the carrier. For international travel governed by the Warsaw Convention (including the domestic portions of the trip), maximum liability is approximately 640 USD per bag for checked baggage, and 400 USD per passenger for unchecked baggage. For international travel governed b the Montreal Convention (including the domestic portions of the trip), maximum liability is 1,131 SDRs p passenger for baggage, whether checked or unchecked. For baggage lost, delayed, or damaged in connection with domestic travel, United requires that customers provide preliminary notice within 24 hour after arrival of the flight on which the baggage was or was to be transported and submit a written claim within 45 days of the flight. For baggage damaged or delayed in connection with most international travel (including domestic portions of international journeys), the Montreal Convention and United require customers to provide carriers written notice as follows: (a) for damaged baggage, within seven days from the date of receipt of the damaged baggage; (b) for delayed baggage, within 21 days from the date the baggage should have been returned to the customer. Please refer to Rule 28 of United's Contract of Carriage for important information relating to baggage and other limitations of liability.
- Notice of Incorporated Terms Transportation is subject to the terms and conditions of United's Contract of Carriage, which are incorporated herein by reference. Incorporated terms may include, but are not limited to: 1. Limits on liability for personal injury or death of the customer, and for loss, damage, or delay of goods and baggage, including high value, fragile, perishable, or otherwise excluded items. 2. Claims restrictions, including time periods within which customers must file a claim or bring an action against the

- carrier. 3. Rights of the carrier to change terms of the contract. 4. Rules about reconfirmation of reservations, check-in times, and refusal to carry. 5. Rights of the carrier and limits on liability for delay of failure to perform service, including schedule changes, substitution of an alternate air carrier or aircraft, an rerouting. The full text of United's Contract of Carriage is available at <u>united.com</u> or you may request a copy at any United ticket counter. Passengers have the right, upon request at any location where United's tickets are sold within the United States, to receive free of charge by mail or other delivery service the full text of United's Contract of Carriage.
- Notice of Certain Terms If you have purchased a restricted ticket, depending on the rules applicable to the fare paid, one or more restrictions including, but not limited to, the following may apply to your travel (1) the ticket may not be refundable but can be exchanged for a fee for another restricted fare ticket meetir all the rules/restrictions of the original ticket (including the payment of any difference in fares); (2) a fee may apply for changing/canceling reservations; or (3) travel may be restricted to specific flights and/ or times and a minimum and/or maximum stay may be required. United reserves the right to refuse carriage t any person who has acquired a ticket in violation of any United tariffs, rules, or regulations, or in violation of any applicable national, federal, state, or local law, order, regulation, or ordinance. Notwithstanding the foregoing, you are entitled to a full refund if you cancel a ticket purchased at least a week prior to departur within 24 hours of purchase.
- Notice of Boarding Times For Domestic flights, customers must be at the boarding gate at least 15 minutes prior to scheduled departure. For International flights, customers must be at the boarding gate at least 30 minutes prior to scheduled departure. The time limits provided by United in this Notice are minimum time requirements. Customer and baggage processing times may differ from airport to airport. Please visit united.com for information regarding airport-specific boarding times. It is the customer's responsibility to arrive at the airport with enough time to complete check-in, baggage, and security screening processes within these minimum time limits. Please be sure to check flight information monitors for the correct boarding gate and the departure time of your flight. Failure to be at the boarding gate by the required time could result in the loss of your seat without compensation, regardless of whether you are already checked in or have a confirmed seat and boarding pass.
- Advice to International Passengers on Carrier Liability Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments may apply to the entire journey, including any portion thereof within a country. For such passengers, the treaty, including contracts of carriage embodied in applicable tariffs, governs, and may limit the liability of the Carrier in respect of death or injury to passengers, and for destruction or loss of, or damage to, baggage and for delay of passengers and baggage.
- Notice Overbooking of Flights Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with the carrier's check-in deadlines, which are available upon request from the air carrier, persons, denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations. Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.

Thank you for choosing United Airlines united.com

Legal Notices. Privacy Policy Copyright © {0} United Airlines, Inc. All rights reserved.

Please do not reply to this message using the "reply address.

For assistance, please contact United Airlines via telephone or via e-mail.2016

持卡人存根

CARDHOLDER COPY

市户名称(MERCHANT NAME): 中国铁路总公司资金清算中

商户编号(MERCHANT NO):

103110039980001

终端编号(TERMINAL ID): 操作员号(OPERATOR NO):

12000 168

7743

66100011142016651220345711R

业务支建号: 1E04283812500100112 原业务支建号: 1E04283812500100112 支具类型(TRANS TYPE): 退素次(**REFUND**) 110755

流水号(TRACE NO): 凭证号(VOUCHER NO):

580045 239237

授权号(AUTH, ND): 参考号(REF. NO):

2016/05/11 20:34:56

日期/时间(DATE/TIME): 全额(AMDUNI):

RMB 1443.00

益注/REFERENCE 原参考号(OLD REF. NO): **201605041138**

本人确认以上交易,同意将其计入本卡账户

I ACKNOWLEDGE SATISFACTORY RECEIPT OF RELATIVE

GOODS SERVICE

根





存

@ across 12 to \$ (100% 1) 0000001-1500000 *03*015970094800

存 9693499*99999*99

根



Thomas, Stephanie

From: Michael

Michael Etienne <metienne@hotmail.com>

Sent: Thursday, May 12, 2016 5:37 PM

To: Thomas, Stephanie

Subject: Fwd: Refund from China Highlights International Travel Service Co., Ltd

Find attached the receipt of the refund from the China train company.

Sent from my iPad

Begin forwarded message:

From: "service@paypal.be" < service@paypal.be>

Date: May 12, 2016 at 3:02:24 AM EDT

To: Stephanie Thomas < metienne@hotmail.com >

Subject: Refund from China Highlights International Travel Service Co., Ltd



China Highlights International Travel Service Co., Ltd just sent you a refund May 12, 2016 00:02:13 PDT Receipt No: 2325-2356-9026-3328

Dear Stephanie Thomas,

China Highlights International Travel Service Co., Ltd just sent you a partial refund of \$223.00 USD for your purchase.

If you have any questions about this refund, please contact China Highlights International Travel Service Co., Ltd.

This refund will appear on your credit card statement as credit from PAYPAL *CHINAHIGHLI. If you have any questions, please contact China Highlights International Travel Service Co., Ltd.

Merchant information Notes from merchant

China Highlights International Travel None provided Service Co., Ltd paypal@chinahighlights.com http://www.chinahighlights.com +86 7732887993

Original transaction details Description	Unit price	Qty	Amount
160503522_B-3078	\$552.00 USD	1	\$552.00 USD

Insurance:

Total: \$552.00 USD

Refund to Visa Credit Card XXXX-XXXX-XXXX-7356: \$223.00 USD

Invoice Number: 160503522 B--3078

Sincerely, PayPal team

Help Security Center

Please do not reply to this email because we are not monitoring this inbox. To get in touch with us, log in to your account and click "Contact Us" at the bottom of any page.

Copyright © 1999-2016 PayPal. All rights reserved.

PayPal (Europe) S.à r.I.et Cie, S.C.A. Société en Commandite par Actions Registered office: 22-24 Boulevard Royal, L-2449 Luxemburg RCS Luxemburg B 118 349

PayPal Email ID PP1465 - 4d97c2cd2807b

Thomas, Stephanie

From: Michael Etienne <metienne@hotmail.com>

Sent: Monday, May 16, 2016 3:10 PM

To: Thomas, Stephanie

Subject: Fwd: Got payment and issued train ticket(s), Order No. 160503522

Attachments: How to collect train tickets by myself.pdf; ATT00001.htm

Train

Sent from my iPad

Begin forwarded message:

From: "Even(net)" < evan@chinahighlights.net>

Date: May 3, 2016 at 11:44:34 PM EDT

To: < metienne@hotmail.com>

Subject: Got payment and issued train ticket(s), Order No. 160503522

China Highlights Booking Confirmation

Dear Etienne.

Thanks for payment US\$552. The train tickets have already been issued.

You can collect the paper ticket(s) from now at any train station in mainland China.

The same passport that was used for booking should also be used for ticket collection. A renewed passport won't be acceptable even if the holder is the same person. The system does not allow us to change passport number or passenger name after issue ticket. Have to issue new ticket if wrong passport number or name.

If you are going to collect the tickets on the departure day, we suggest you be at the station at least 1.5 hours ahead of the stated departure time. The ticket counter for collecting will be closed 30 minutes prior to the departure time. Time it wisely, considering the time waiting in queue, security check and ticket check.

If you've already collected before the departure day, it is also wise to be at the station at least 40 minutes ahead.

Ticket Pick Up No.	E072551322
Train No.	G101
Departure	07:00AM May.10 Beijing Nan(South) Station(in Chinese 北京南火车站)
Arrival	12:37 May.10 Shanghai Hongqiao Station(in Chinese 上海虹桥火车站)
Class	Business Cls. Seat

:	1 adult(s)
Passenger(s)	1. ETIENNE MICHAEL ANDRE , passport
	number 447719320

Ticket Pick Up No.	E042838125
Train No.	G106
Departure	07:10AM May.13 Shanghai Hongqiao Station(in Chinese 上海虹桥火车站)
Arrival ::	12:06 May.13 Tianjin Nan (South) Station(in Chinese 天津南火车站)
Class	Business Cls. Seat
Passenger(s)	1 adult(s) 1. ETIENNE MICHAEL ANDRE , passport number 447719320

Note:

- 1.Please present all passenger(s) original passport(s) and Ticket Pick Up No.E072551322 & E042838125 at any ticket counters of any railway stations. They will then issue your paper train ticket(s). You can find more instruction of collecting tickets enclosure.
- 2.You can show screenshot of the paper tickets to the railway station counter. It helps get paper tickets easily. Please copy the link into your browser to check: http://www.chinahighlights.com/community/userphoto/forms/trainEcode/Ecode.html?160503522
- 3. There is no further fee if collect train ticket(s) at the DEPARTURE station shown on your ticket(s). RMB 5 per ticket will be charged at the ticket counter at other stations. Return tickets are treated separately. E.g. if you have booked Beijing-Shanghai and Shanghai-Beijing ticket(s), and you collect them all at Beijing, you will be charged RMB 5 per ticket for the Shanghai-Beijing ticket(s), but if you pick up the return leg ticket(s) separately in Shanghai you will avoid the charge.
- 4. Download railway station instructions, maps and tips at http://www.chinahighlights.com/china-trains/station-map.htm
- 5.Terms & Conditions. http://www.chinahighlights.com/china-trains/booking-policy.htm

Best Regards!

Even Li, Travel Advisor

Tel: +86-773-2823567 Mobile: +86-13077670426

Fax: 86-773-2827424,86-773-2885308

E-mail: evan@chinahighlights.net

www.chinahighlights.com

Address: Building 6, Chuangyi Business Park, 70 Qilidian Road, Guilin, Guangxi,

541004, China

If you wish to share anything with my supervisor (Ms. Alex Yang), please feel free to send your email to alex@chinahighlights.net.

宾客账单 INFORMATION INVOICE

JW Marriott Beijing ■ 83 Jian Guo Road, China Central Place, Chaoyang District, Beijing 100025,P.R.C

Tel:(8610)59086688 • Fax:(8610)59086699 • jwmarriottbeijing.com

北京JW万豪酒店 ■ 中国北京市朝阳区华贸中心建国路83号 邮编: 100025

电话: (8610)5908 6688 ■ 传真: (8610)5908 6699 ■ jwmarriottbeijing.com

JW MARRIOTT。 BEIJING 北京JW万豪酒店

Mr Michael Etienne

East 4th

Austin TX 78759

United States

Room 房号

: 0839

Arrival 入住日期

: 06/05/16

Departure 离店日期

: 10/05/16

Rewards No 万豪礼赏

: XXXXX2579

Confirmation No 确认号

: 91440347

Cashier 收银员

91440341

Invoide No. 账单号

: MILUCYL

Company Name 公司名 City Of North Miami

INFORMATION INVOICE printed on 10-MAY-16

Page 1 of 1

INFORMATIO	ON INVOICE printed on 10-MAY-16				rage rorr		
日期 DATE	备注 REFERENCE	THE THE PARTY OF	ة CHARG	肖费 SES	付款 CREDITS		
06/05/16	Accommodation		1,020	0.00			
06/05/16	Service Charge		102	2.00			
06/05/16	Room - 6%VAT VAT Rate	67	7.32				
07/05/16	07/05/16 Accommodation 07/05/16 Service Charge						
07/05/16							
07/05/16	07/05/16 Room - 6%VAT VAT Rate						
08/05/16	08/05/16 Accommodation						
08/05/16	08/05/16 Service Charge						
08/05/16 Room - 6%VAT VAT Rate				99.00			
09/05/16	09/05/16 Accommodation			1,500.00			
09/05/16	Service Charge		150.00				
09/05/16	Room - 6%VAT VAT Rate		99	9.00			
	总计 Total		5,876	6.64	0.00		
		余额 Balance			CNY5,876.64		
		Total Amount Before Taxes 不含税总额	:	CNY	5544.00		
		Total Amount Non Taxable 免税总额	:	CNY	0.00		
		Total Tax 增值税总额	:	CNY	332.64		
		Total Amount with Taxes 总计金额	:	CNY	5,876.64		

Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity. As a Marriott Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

This statement is the only receipt. I agree that I am personally liable for the above-mentioned payment and if the person, company or association indicated by me as being responsible for the payment, I understand that my liability shall be joint with such person, company or association if the amount is not received within 30 days. 此结算单是酒店提供的唯一收据。本人同意承担上述费用,如酒店于30天内未有收到由本人指定负责有关费用的人士、公司或团体付款,我将有责任承担以上费用。

宾客账单 INFORMATION INVOICE

JW Marriott Shanghai * West Nanjing Road Shanghai, 200003 PRC Tel: (86 21) 5359 4969 * jwmarriottshanghai.com 上海明天广场JW万豪酒店*中国上海市南京西路399号 邮编: 200003 电话: (86 21) 5359 4969 * jwmarriottshanghai.com



上海明天廣場JW萬豪酒店

Mr Michael Andre EtienneJr 776 Ne 125th Street North Miami FL 33161

United States

Room 房号 Arrival 入住日期 : 4106

: 10-05-16

Departure 离店日期

: 13-05-16

Rewards No 万豪礼赏 Confirmation No 确认号

: 91481296

Cashier 收银员

: JWMARIAS

Invoide No. 账单号

INFORMATION INVOICE printed on 12-MAY-16

Page 1 of 1

IN ORMATIC	or invoice printed on 12-WAT-10				rage i oi i
日期 DATE	备注 REFERENCE	自己,但是他们的一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个	CHAR	消费 GES	付款 CREDITS
10-05-16	Deposit Transfer at C/I				5,393.91
10-05-16	Accommodation		1,42	2.00	
10-05-16	Surcharge		14	2.20	
10-05-16	Rooms 6% VAT Rate	9	3.85		
11-05-16	Accommodation	1,602.00 160.20			
11-05-16	Surcharge				
11-05-16	Rooms 6% VAT Rate			5.73	
	总计Total		3,52	5.98	5,393.91
		余额 Balance			CNY-1,867.93
		Total Amount Before Taxes 不含税总额	:	CNY	3326.40
		Total Amount Non Taxable 免税总额	:	CNY	0.00
		Total Tax 增值税总额	:	CNY	199.58
		Total Amount with Taxes 总计金额	:	CNY	3,525.98

This statement is the only receipt. I agree that I am personally liable for the above-mentioned payment and if the person, company or association indicated by me as being respons for the payment, I understand that my liability shall be joint with such person, company or association if the amount is not received within 30 days. 此结算单是酒店提供的唯一收据。本人同意承担上述费用,如酒店于30天内未有收到由本人指定负责有关费用的人士、公司或团体付款,我将有责任承担以上费用。

Fed Ex.

Address:

15601 WEST DIXIE HI

GHWAY

NORTH MIAMI BEACH

FL 33162

Location: Device ID: TMBA

-BTC01

Sender Address:

STEPHANIE THOMAS CITY OF NORTH MIAMI

776 NE 125TH ST

NORTH MIAMI, FL 33161-5654

3058936511

Recipient Address:

LADAN

AMBASSADOR PASSPORT & VISA SRVS INC

2811 WILSHIRE BLVD

STE 720

Santa monica, CA 90403

999999999

Pricing option:

STANDARD RATE

Package Information:

FEDEX_ENVELOPE

Payment Type:

SENDER

Total Declared Value:

Ü

FedEx Priority Overnight

0.4 lbs. (S)

8.81

By reviewing and signing the Shipment Summary information, you agree that the shipment could be subject to additional charges. See FedEx Service Guide at fedex.com for details. All merchandise sales are final.

Visit us at: <u>fedex.com</u> Or call 1.800.GoFedEx 1.800.463.3339

April 27, 2016 5:22:49 PM

Fed Ex.

Address:

15601 WEST DIXIE HI

GHWAY

NORTH MIAMI BEACH

FL 33162

Location:

TMBA

Device ID:

-BTC01

Transaction:

870134971982

FedEx Priority Overnight

782935397606 0.4 lbs. (S)

Declared Value 0

Shipment subtotal:

\$8,81

\$8.81

Total Due:

\$8.81

FedEx SENDER Account *****4481

N = Weight entered manually

S = Weight read from scale;

T = Taxable item

Terms and Conditions apply. See fedex.com/us/service-guide for details.

Visit us at: <u>fedex.com</u> Or call 1.800.GoFedEx 1.800.463.3339

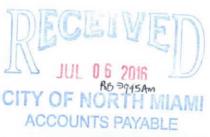
April 27, 2016 5:23:23 PM

Revenue Transmittal

City Manager's Office

	07/	06/	2016
Date:	011	1	

Budget Account	Cash Register Code	Description	Amount
001-03-407001-512-305-000	13-misc	Reimbursement to City for flight and lodging that was	434.35
		cancelled due to Michael flying home to Miami days	
		early	
	17 57		
0/3	· · ·		
10)	OF NOHTH M	AMI	
	E NOHTH N	ER.	
CITE	MAN		
000			
1			
MICHAEL ETIENNE DID AT THE TRIP. THIS REIMBU	RSEMENT TO T	TO CHINA BUT HE DID NOT STAY FOR THE ENTIRE THE CITY IS FOR LODGING AND FLIGHT EXPENSES THE TO MICHAEL FLYING HOME EARLY.	HAT WERE
	CANCELLED	Total	\$434.35
		12	410.10
Authorized Signature:		Roy Brown Jara	. ,
Received by:	N.		06/2016
50 P.	TE ALVES INC.		



City of North Miami, Florida TRAVEL REQUEST

DOC# 296676

Name of Traveler									
Name of Traveler: Michael Etienne					Departm	ent: <u>Cit</u>	y Clerk		
Destination: China (Various Locations)					Mode of Transportation: Air (If least expensive mode not chosen provide justification below)				
Dates of City Travel: From: _05/05/2016_					To:_	05/16/2016			
Purpose of Trip:					et investment o	pportunities	in North Miar	ni and	
	ESTIMAT	ED COST		Will vacat	ion be combine	ad with trip?	□Vas ☑	No	
Registration	ESTIMAT	\$ 0		The second secon	Will vacation be combined with trip? ☐ Yes ☑ No Attach written documentation supporting this travel				
Transportation 4	1.00	\$ 1,094.	66		on on trip attach				
Meals	LIDE	\$1,403,	-	Informatio	ni on trip attaci	icu: El les	D 110		
Lodging -			98 (18,268.89	Travel wa	s included in b	udgat? T V	es 🗹 No		
Loughig -		Yuans)	76 (10,200.07	Traver wa	s included in o	udget: 🗀 I	es 🖭 No		
Other – Local Trai	nsportation	\$		*(Explain an	swer no)				
Other - VISA	iisportation	\$310.	00						
Total Costs		\$5,620.							
Less Prepaid Expe	enses	02,020.	28						
Advance to Travel		\$1.403							
Advance to Travel		\$1,403,	35			The same of the sa			
				Signature		10 -			
				l signarar	Traveler				
			N	Ieal Detail					
Date	05/05/16	05/06/16	05/07/16	05/08/16	05/09/16	05/10/16	05/11/16	Total	
2	Miami	Beijing	Beijing	Beijing	Beijing	Shanghai	Shanghai		
Breakfast - 15%	\$9.60	\$17.85	\$17.85	\$17.85	\$17.85	\$21.45	\$21.45	\$123.90	
Lunch - 30%	\$19.20	\$35.70	\$35.70	\$35.70	\$35.70	\$42.90	\$42.90	\$247.80	
Lanen Doro		April School (Fig. 1) I I I I I I I I I I I I I I I I I I							
Dinner – 55%	\$35.20	\$65.45	\$65.45	\$65.45	\$65.45	\$78.65	\$78.65	\$454.30	
	\$35.20 \$64	\$65.45 \$119	\$65.45 \$119	\$65.45 \$119	\$65.45 \$119	\$78.65 \$143	\$78.65 \$143	\$454.30 \$826	
Dinner – 55%				2007 E 10 Corr		1000 Value			
Dinner – 55% Total				2007 E 10 Corr		1000 Value			
Dinner – 55% Total				2007 E 10 Corr		1000 Value			
Dinner – 55% Total				2007 E 10 Corr	\$119	1000 Value	\$143		
Dinner – 55% Total COMMENTS:	\$64	\$119	\$119	\$119	\$119	\$143	\$143		
Dinner – 55% Total	\$64	\$119	\$119	\$119	\$119	\$143	\$143		
Dinner – 55% Total COMMENTS:	\$64	_ 467000	\$119 5-5/2-305	\$119	\$119	S143 APPROVE	\$143 D DATE		
Dinner – 55% Total COMMENTS: Account No.	\$64	_ 467000	\$119 5-5/2-305	\$119	\$119	S143 APPROVE	D 5/L DATE	\$826 1/16 3 - 11	
Dinner – 55% Total COMMENTS: Account No.	\$64	_ 467000	\$119 5-5/2-305	\$119	\$119 ENT HEAD IAGEMENT AD	S143 APPROVE	D 5/L DATE	\$826 1/16 3 - 11	
Dinner – 55% Total COMMENTS: Account No.	\$64	_ 467000	\$119 5-5/2-305	DEPARTM RISK MAN	\$119 ENT HEAD IAGEMENT AD	S143 APPROVE	D 5/L DATE	\$826 1/16 3 - 11	
Dinner – 55% Total COMMENTS: Account No. O	\$64	_ 467000	\$119 5-5/2-305	DEPARTM RISK MAN	\$119 ENT HEAD IAGEMENT AD	S143 APPROVE	D 5/L DATE	\$826 1/16 3 - 11	
Dinner – 55% Total COMMENTS: Account No.	\$64	_ 467000	\$119 5-5/2-305	DEPARTM RISK MAN	\$119 ENT HEAD IAGEMENT AD	S143 APPROVE	D 5/L DATE	\$826 1/16 3 - 11	
Dinner – 55% Total COMMENTS: Account No. O	\$64	_ 467000	\$119	DEPARTM RISK MAN	S119 ENT HEAD IAGEMENT AD S5.45Pm	S143 APPROVE	D 5/L DATE	\$826 1/16 3 - 11	

City of North Miami, Florida TRAVEL REQUEST

Date: 05/02/2016								
Name of Traveler:	Michael Et	ienne			De	epartment: <u>Ci</u>	ity Clerk	
Destination:China (Various Locations)					Mode of Transportation: Air			
D					(If least expensive i	node not chosen	provide justification below)	
Dates of City Trave			To: <u>05</u>	/16/2016				
Purpose of Trip:	Γο visit local C	hinese official	in Tianjin and	d Beijing to mark	et investment opp	ortunities in N	North Miami and	
showcase current an	nd future econo	omic developn	nent incentives	5.				
	ESTIMAT	ED COST		Will vacat	tion be combined	with trip?	Yes ☑ No	
Registration		9	\$ 0	Attach wr	itten documentation	on supporting	this travel	
Transportation		\$ 1,0	94.66	Informatio	on on trip attached	9 Vec	□ No	
Meals		\$1,4	03.25		on trip uttached	. E 103	LI NO	
Lodging –			12.98 (18,268.	.89 Travel wa	s included in budg	get? 🗖 Yes	☑ No	
Other - Local Train	nsportation		\$	*(Explain an	swer no)			
Other - VISA		\$3	10.00					
Total Costs		\$5,62	20.89					
Less Prepaid Expe								
Advance to Travel	er	\$1,40	03.25					
				Signature				
					Traveler			
			N	leal Detail				
Date	05/12/16	05/13/16	05/14/16	05/15/16	05/16/16		Total	
Breakfast – 15%	Shanghai	Tianjin	Tianjin	Tianjin/Beijing	Beijing		rotar	
Lunch – 30%	\$21.45 \$42.90	\$15.30	\$15.30	\$15.30	\$17.85		\$85.20	
Dinner – 55%	\$78.65	\$30.60 \$56.10	\$30.60	\$30.60	\$35.70		\$170.40	
Total	\$143	\$102	\$56.10 \$102	\$65.45 \$111.35	\$65.45 \$119		\$321.75 \$583.5	
COMMENTS: MIC ON 05/15/16	HAEL WILL B	BE IN TIANJIN	FOR BREAKFA	ST AND LUNCH O	ON 05/13/2016. DI	NNER WILL BE	E SERVED IN BEIJING	
					API	PROVED		
					41		5/11/10	
Account No.				DEDARTM	TAITE LIE A D		2/4/16	
riccount 110.				DEPARTME	ENT HEAD		DATE	
Voucher No:		_ Date:_		RISK MANA	AGEMENT ADMIN	ISTRATOR	DATE	
					· · · · · · · · · · · · · · · · · · ·		DAIL	
				BUDGET DI	IRECTOR		DATE	
				CITY MANA	AGER		DATE	

JW Marriott Hotel Beijing

83 Jian Guo Road, Chaoyang District

Beijing, 100025

China

Phone: +86-10-59086688

Confirmation Number: 91454317

Thank you for your reservation. The required deposit has been charged to your **Visa**. We look forward to greeting you.

Your Stay

Check in: Sunday, May 15, 2016

Check out: Monday, May 16, 2016

Rooms 1

Total guests: 1

Room(s)

Guest room, 1 King or 2 Double.

1 night at 1,260.00 CNY

1,469.16 CNY Total hotel currency (incl. est. taxes)

Room Preferences

This hotel has a smoke-free policy

Guaranteed:

1 King Bed, Non-Smoking Room.

Guest Information

Reservation for MICHAEL ETIENNE

Summary of Charges

Summary of Room Charges

Cost per night per room (CNY)

Sunday, May 15, 2016 - Monday, May 16, 2016 (1 night, Advance Purchase 6 Day Product, prepay in full, non-refundable if cancelled more than 1 day after booking, no changes, see Rate details)

1,260.00

Service charge		126.00
Estimated government taxes and fees		83.16
the state of the contract of the contract of the state of	(x,y) = (x,y) + (x,y	
Total for stay (per room)		1,469.16

Additional Charges

Rate Details

Advance Purchase 6 Day Product, prepay in full, non-refundable if cancelled more than 1 day after booking, no changes, see Rate details

Cancelling Your Reservation

Changes to your reservation are not permitted. Please note that you may cancel your reservation for no charge until April 28, 2016.

Please note that your prepayment for this special rate is non-refundable.

Modifying Your Reservation

Changes to your reservation are not permitted.

A reservation made 6 day(s) before your expected arrival.

₱ Print Close

The Ritz-Carlton, Tianjin

No 167 Dagubei Road, Heping District

Tianjin, 300040

China

Phone: +86-22-5857 8888

Confirmation Number: 91508822

Thank you for your reservation. Your reservation is guaranteed to your Visa card. We look forward to greeting you.

Your Stay

Check in: Friday, May 13, 2016

Check out: Sunday, May 15, 2016

Rooms 1

Total guests: 1

Room(s)

Premier Room, Guest room, 1 King or 2 Double, Garden view.

2 nights at 1,380.00 CNY

3,218.16 CNY Total hotel currency (incl. est. taxes)

Room Preferences

Guaranteed:

1 King Bed, Smoking room.

Please Note:

Qualifying Rate ID Required, Non-Commissionable Rate.

Guest Information

Reservation for MICHAEL ETIENNE

Summary of Charges

Summary of Room Charges

Cost per night per room (CNY)

Friday, May 13, 2016 - Sunday, May 15, 2016 (2 nights, Regular Rate)

1,380.00

91.08
 74.00

Additional Charges

Rate Details

Regular Rate

Cancelling Your Reservation

You may cancel your reservation for no charge until 6:00 PM hotel time on May 13, 2016.

Please note that we will assess a fee of 1,609.08 CNY if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

This fee equals 1 night of your room charge plus tax (for the first night of your reservation).

Modifying Your Reservation

Please note that a change in the length or dates of your reservation may result in a rate change.



JW Marriott Hotel Shanghai at Tomorrow Square

399 Nanjing West Road, Huangpu District

Shanghai, 200003

China

Phone: +86-21-53594969

Confirmation Number: 91481296

Thank you for your reservation. The required deposit has been charged to your **Visa**. We look forward to greeting you.

Your Stay

Check in: Monday, May 9, 2016

Check out: Friday, May 13, 2016

Rooms 1

Total guests: 1

Room(s)

Deluxe Room, Guest room, 1 King or 2 Twin/Single Bed(s), City view, Tomorrow Square, High floor.

2 nights at 1,422.00 CNY, 2 nights at 1,602.00 CNY

7,051.97 CNY Total hotel currency (incl. est. taxes)

Room Preferences

Sold out/Not guaranteed:

1 King Bed, Non-Smoking Room

Guest Information

Reservation for MICHAEL ETIENNE

Summary of Charges

Summary of Room Charges

Cost per night per room (CNY)

Monday, May 9, 2016 - Wednesday, May 11, 2016 (2 nights, Advance Purchase 6 Days, 10 percent off Retail Rate, prepay in full, non-refundable if cancelled more than 1 day after booking, no changes, based upon availability, see Rate details)

1,422.00

Wednesday, May 11, 2016 - Friday, May 13, 2016 (2 nights, Advance Purchase 6 Days, 10 percent off Retail Rate, prepay in full, non- refundable if cancelled more than 1 day after booking, no changes, based upon availability, see Rate details)	1,602.00
Service charge	151.20
Estimated government taxes and fees	99.79
Total for stay (per room)	7,051.97

Additional Charges

Rate Details

Advance Purchase 6 Days, 10 percent off Retail Rate, prepay in full, non-refundable if cancelled more than 1 day after booking, no changes, based upon availability, see Rate details

Cancelling Your Reservation

Changes to your reservation are not permitted. Please note that you may cancel your reservation for no charge until May 3, 2016.

Please note that your prepayment for this special rate is non-refundable.

Modifying Your Reservation

Changes to your reservation are not permitted.

The following rules apply only to the portion of your reservation that starts on May 9, 2016 and ends on May 11, 2016.

A reservation made 6 day(s) before your expected arrival.

The following rules apply only to the portion of your reservation that starts on May 11, 2016 and ends on May 13, 2016.

A reservation made 6 day(s) before your expected arrival.

🖨 Print 😢 Close

JW Marriott Hotel Beijing

83 Jian Guo Road, Chaoyang District

Beijing, 100025

China

Phone: +86-10-59086688

Confirmation Number: 91440347

Thank you for your reservation. Your reservation is guaranteed to your Visa card. We look forward to greeting you.

Your Stay

Check in: Friday, May 6, 2016

Check out: Tuesday, May 10, 2016

Rooms 1

Total guests: 1

Room(s)

Guest room, 1 King or 2 Double.

2 nights at 1,300.00 CNY, 2 nights at 1,500.00 CNY

6,529.60 CNY Total hotel currency (incl. est. taxes)

Room Preferences

This hotel has a smoke-free policy

Guaranteed:

1 King Bed, Non-Smoking Room.

Guest Information

Reservation for MICHAEL ETIENNE

Summary of Charges

Summary of Room Charges	Cost per night per room (CNY)	
Friday, May 6, 2016 - Sunday, May 8, 2016 (2 nights , Regular Rate)	1,300.00	
Sunday, May 8, 2016 - Tuesday, May 10, 2016 (2 nights , Regular Rate)	1,500.00	

Service charge	
	140.00
Total for stay (per room)	92.40
	6,529.60

• Additional Charges

Rate Details

Regular Rate

Cancelling Your Reservation

You may cancel your reservation for no charge until May 5, 2016 (1 day[s] before arrival).

Please note that we will assess a fee of 1,749.00 CNY if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your

This fee equals 1 night of your room charge plus tax (for the first night of your reservation).

Modifying Your Reservation

Please note that a change in the length or dates of your reservation may result in a rate change.

•twire*

Beijing

May 5, 2016 - May 16, 2016 | Itinerary # 14193984454

Important Information

- All passengers traveling to the US must provide valid travel documents and details of their full US destination
- Proof of citizenship is required for international travel. Be sure to bring all necessary documentation (e.g. passport,

Fort Lauderdale (FLL) → Beijing (PEK)

May 5, 2016 - May 16, 2016 , 1 round trip ticket

Your ticket is not yet confirmed. We are confirming it with the airline and will update your online itinerary within 24 hours.

Traveler Information

Michael A Etienne Adult

No frequent flyer details provided

Ticketing in progress

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

flay 5, 2016 - Departure 1 stop

Total travel time: 18 h 53 m

Fort Lauderdale

Dallas

3 h 18 m 1,113 mi

FLL 7:22am

DFW 9:40am

Terminal 3

American Airlines 2363

Economy / Coach (V) | Confirm seats with the airline *

Layover: 1 h 35 m

Dallas

Beijing

14 h D m 6,960 mi

DFW 11:15am

PEK 2:15pm +1 day

Terminal D

Terminal 3

(Arrives on May 6,

2016)

TICKETING IN PROGRESS

American Airlines

CRKMYN

Price Summary

Traveler 1: Adult

\$1,094.66

Flight

\$654.00

Taxes & Airline Fees

\$440.66

Total: \$1,094.66

All prices quoted in US dollars.

Additional Flight Services

 The airline may charge additional fees for checked baggage or other optional services.

Ambassador Passport and Visa Services, <u>inc.</u>

Invoice

-2,170.00

399.00

-399.00

\$0.00

2811 Wilshire Boulevard Suite 720 Santa Monica, CA 90403

Date	Invoice #
5/2/2016	011501965

Bill To

CITY OF NORTH MIAMI c/o PAUL MARIE ELIE

Adjusted to Additional Fee

dated April 27, 2016

PAID BY CHECKxxxxxx dated April 25, 2016

PAID BY VISACARDxxxxxxxxxxxxxxxxx 5642

P.O. No. Terms			
Description	Rate	Qty	Amount
RE: OBTAINING CHINA VISA FOR ALIX DESULME RASHA C. CAMEAU / TANYA SACHA SEJOUR / CAROL FRANCES KEYS / ESTOMENE DORCELY MARY CLAUDY ESTIME & ARTHUR SOREY			
China Visa Consular Fee China Visa Service Fee tAX	140.00 160.00 10.00	7 7 7	980.00 1,120.00 70.00

-2,170.00

57.00

-399.00

Total

Phone #	Fax#	E-mail
(310) 828-7878	(310) 828-7474	info@ambpv.com

City of North Miami, Florida TRAVEL REQUEST

289982

Date: November 17, 2015 Department: Office of the City Clerk Name of Traveler: Michael Etienne, Esq. Mode of Transportation: Destination: Omaha, NE (If least expensive mode not chosen, provide justification below) To: May 26, 2016 Dates of City Travel: From: May 20, 2016 Purpose of Trip: HMC 70th Annual Conference in Omaha, Nebraska May 22-25, 2016 **ESTIMATED COST** Attach written documentation supporting this travel Registration -600.00 Transportation 172.18 Information on trip attached? ✓ Yes 256..00 Meals Lodging 235.14 Travel was included in budget?

✓ Yes O No *(Explain answer no) Other – Local Transportation 1894.67 1673.99 Rental Car **Total Costs** \$1,894.67 Less Prepaid Expenses Advance to Traveler \$2150.67 Signature Traveler Meal Detail 5/21/2016 5/26/2015 5/22/2016 5/23/2016 5/24/2016 5/25/2016 Date \$9.60 \$9.60 \$57.60 Breakfast - 15% \$9.60 \$9.60 \$9.60 \$9.60 \$57.60 Lunch - 30% \$19.20 \$19.20 \$.00 \$.00 \$.00 \$19.20 \$35.20 \$140.80 Dinner - 55% \$35.20 \$.00 \$35.20 \$.00 \$35.20 \$256.00 \$64.00 \$9.60 \$44.80 \$9.60 \$64.00 Total \$64.00 **COMMENTS** Michael received & 320.68 for his rented car. Michael way suppose Per diem \$64 per day to receive 1894.67. This will be the difference of the two to allow pay his ventor car expense in citt. APPROVED DEPARTMENT HEAD Account No. 001-03-407001-512-305-000 RISK MANAGEMENT ADMINISTRATOR DATE Date: Voucher No:

BUDGET DIRECTOR

CITY MANAGER

DATE

DATE

Vendor #: 0013127

Vendor name: ETIENNE, MICHAEL

ACCOUNTS PAYABLE CHECK

223677 NO.

CITY OF NORTH MIAMI, FL 33161 P.O. NUMBER DESCRIPTION INVOICE NUMBER OMAHA, FL - RENTAL CAR FOR IIMC - MAY 20-26, 2016 820.68 TRVL R-Rental C-5/16 05/26/2016 820.68

PLEASE DETACH BEFORE DEPOSITING

RIGINAL CHECK HAS A COLORED BACKGROUND PRINTED ON CHEMICAL REACTIVE PAPER - SEE BACK FOR DETAILS PAYBLETHROUGH
CITY OF NORTH MIAMI
776 NE 125 ST
NORTH MIAMI, FL 33161
RORTH MIAMI, FL 33161
RORTH MIAMI, FL 33161

NORTH MIAMI, FL 33161 WWW.NORTHMIAMIFL.GOV (305) 893-6511

63-4

VENDOR NUMBER	DATE	CHECK NUMBER	CHECK AMOUNT
0013127	01/28/2016	223677	820.68

PAY

Eight Hundred Twenty Dollars and Sixty Eight Cents

TO THE **ORDER**

ETIENNE, MICHAEL 776 NE 125 STREET

OF

NORTH MIAMI, FL 33161

Mayor

City of North Miami, Florida TRAVEL REQUEST Initial lequest

Doc# 288127

Date: November 17, 2015

Name of Traveler: Michael Etienne, Esq.

Department: Office of the City Clerk

lana, INE	
ļ	aha, NE

Mode of Transportation: Air
(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: May 20, 2016

To: May 26, 2016

Purpose of Trip: IIMC 70th Annual Conference in Omaha, Nebraska May 22-25, 2016

<u>ESTIMAT</u>	ED COST	Will vacation be combined with trip? ☐ Yes ☑ No			
Registration	600.00	Attach written documentation supporting this travel			
Transportation	172.18	Information on trip attached? Yes No			
Meals	25600				
Lodging	235.14	Travel was included in budget? Yes No			
Other - Local Transportation		*(Explain answer no)			
Rental Car	278122820.68				
Total Costs	\$ 2084.00				
Less Prepaid Expenses					
Advance to Traveler	\$				
		Signature Traveler			

Meal Detail

Date	5/21/2016	5/22/2016	5/23/2016	5/24/2016	5/25/2016	5/26/2015	
Breakfast - 15%	\$9.60	\$9.60	\$9.60	\$9.60	\$9.60	\$9.60	\$57.60
Lunch - 30%	\$19.20	\$19.20	\$.00	\$.00	\$.00	\$19.20	+ \$57.60
Dinner - 55%	\$35,20	\$35.20	\$.00	\$35.20	\$.00	\$35.20	\$140.80
Total	\$64.00	\$64.00	\$9.60	\$44.80	\$9.60	\$64.00	\$256.00

COMMENTS	•
COMMENTS Per diem \$64 per day	

APPROVED DEPARTMENT HEAD Account No. 001-03-407001-512-305-000 DATE RISK MANAGEMENT ADMINISTRATOR Voucher No: Date: DATE BUDGET DIRECTOR DATE CITY MANAGER



Thank you Michael, for renting with us! Your car is reserved

YOUR CONFIRMATION NUMBER: 26756778US6

Base Rate for 7 day(s)	1,272.59	
Base Rate Mileage:	1,272.59 Unlimited	
Rental Options		
None Selected		
Protections & Coverages	202.93	
Loss Damage Waiver (LDW)	202.93	
Surcharges & Fees / Taxes	419.15	
Surcharges		
Colorado Road Safety Fee	14.00	
Concession Recovery Fee (11.11%)	164.54	
Customer Facility Charge	15.05	
Energy Recovery Fee	5.53	
One-Way Equip. Fee	0.00	
Taxes		
Tax	220.03	

CONTACT US

Reservations & Avis.com Assistance

1-800-230-4898

Wizard Number / Preferred Profile Updates

1-866-842-5552

Monday - Friday 8am-5pm EST

Estimated Total (USD)

1,894.67

Rate Terms

- Your rate was calculated based on the information provided. Some modifications may change this rate.
- · Under Age Surcharges are applicable at this location.

One-Way Fee (One-Way Fee is subject to tax in certain locations. This tax is not reflected in

the Estimated Total)

YOUR CAR

Notes: Modifying Car & Rate will require reselection of options.

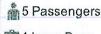
Economy Ford Fiesta or similar



Features

4 Door

Air Conditioning



1 large Bags
1 small Bags

∂ 08/12 mpg



RENTAL OPTIONS

Equipment / Services:

None

Protections / Coverages:

Loss Damage Waiver (LDW)

Personal Accident Insurance (PAI)

Personal Effects Protection (PEP)

Additional Liability Insurance (ALI)

Declined

YOUR INFORMATION

Name Michael Etienne

Email Address metienne@hotmail.com

Phone 9545481511

Flight Information N/A

Reservation Terms & Conditions:

Optional Coverages

Acceptance of the Loss Damage Waiver relieves the renter and authorized additional drivers of responsibility for loss of, or damage to the Avis car, when they comply with the terms and conditions listed on the rental document jacket. At the time of rental, the customer must initial whether he/she accepts or declines the LDW and optional services. LDW and optional services must be signed for at the rental counter. LDW is taxable.

If LDW is not accepted, the customer is financially responsible for the full value of:

Driver's License Requirements

Valid driver's license from country of residence is required. International driving license is required only for countries with non-Roman alphabet. International driving license is a translation only.

Public Liability and Property Damage

Additional Driver Policy

All additional drivers must be at least 25 years of age. The following are exempt from the additional driver fee but must meet all other driver requirements: the renter's employer or fellow employee when on company business and renting under a corporate account; the renter's spouse or domestic partner; the companion driver of a renter with a disability who has completed the non-licensed renter form; for insurance replacement rentals, company employees or family members who are designated on the insurance policy. All other additional drivers must complete and sign an additional driver form and present valid credit identification. A maximum of two additional drivers may complete a form.

For all US states other than CA, NV and NY, the additional driver fee is \$13 per day per driver with a maximum charge of \$65 per driver. The fee in New York is \$3 per day per driver. The fee in Nevada is \$11 per day per driver with a maximum of \$55 per driver. There is no additional driver fee in California.

Additional Fees

Optional services, special equipment and one way fees are subject to tax in certain locations. The tax may not be reflected in the approximate total.

Frequent Flyer surcharges may be applied at time of rental.

Extensions or late returns may result in additional charges.

DMV Checks

At the time of rental, the renter or authorized driver may be subject to an electronic DMV check from the issuing state of the driver's license, or may be asked to sign a declaration attesting to specific criteria:

- The renter/authorized driver has a valid license that is not currently suspended, expired, revoked, canceled or surrendered.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for reckless driving.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for driving under the
 influence (DUI), driving while intoxicated (DWI), or driving while alcohol impaired (DWAI).
- · The renter/authorized driver has not, within the last 36 months failed to report or leave the scene of an accident.
- The renter/authorized driver has never been in possession of a stolen vehicle or used a vehicle in a crime.
- The renter/authorized driver has not, within the last 24 months had 3 or more convictions for moving violations (including seat belt violations).
- The renter/authorized driver has not, within the last 36 months had 3 or more accidents

Rate Requirements

Renters who have indicated a country of residence outside of the US will be required to present a non US issued drivers license and a non US issued passport OR an international airline ticket at the time of rental to qualify for the rate.

Rental Options

If you have added any of the following rental options to your reservations, terms and conditions may apply.

GPS By Garmin®

- Available at participating locations.
- Minimum age is 25 but may vary by locations, underage surcharges may apply at certain locations.
- Reliability of directions subject to timing of software implementation as well as that of which has been provided by the maker of the installed maps.
- I (renter) acknowledge that the rental vehicle may be equipped with GPS by Garmin which utilizes global positioning system. I acknowledge that Where2 may be limited by atmospheric or topographical conditions. I further acknowledge that GPS by Garmin may be rendered inoperative if GPS by Garmin is tampered with or destroyed and or damaged in an accident or if the satellite systems are obstructed and inoperative.
- Customer is responsible for all costs in the event of lost, stolen or damaged GPS by Garmin unit and all of its components.
- · Renter agrees to release and hold Avis harmless for any GPS by Garmin failures.
- · Taxes not included in the estimated total will be applied at time of rental.

Gas Service Option

- Fees for the Gas Service Option are not included in the Estimated Total.
- · Fees are assessed and applied at the time of rental.
- Fees vary by location and are determined by current market value of gasoline in surrounding area of rental location and the fuel tank size of rental vehicle.
- Customer will receive no credit or refund for unused fuel left in tank at time of return.

Roadside Assistance

- Taxes not included in the Estimated Total will be applied at the time of rental.
- Roadside Assistance service is available at all participating locations in the U.S., Canada, Puerto Rico, & U.S. Virgin Islands and New Zealand.
- Roadside Assistance covers the cost for assistance with key replacement, lockouts, fire change service fee, jump starts and emergency fuel delivery (up to 3 gallons).
- Prohibited use of the vehicle will void this option.

Satellite Radio by SiriusXM®

City of North Miami, Florida TRAVEL REQUEST

Date: November 17, 2015 Department: Office of the City Clerk Name of Traveler: Michael Etienne, Esq. Mode of Transportation: Destination: Omaha, NE (If least expensive made not chosen, provide justification below) To: May 26, 2016 Dates of City Travel: From: May 20, 2016 Purpose of Trip: IIMC 70th Annual Conference in Omaha, Nebraska May 22-25, 2016 Will vacation be combined with trip? ☐ Yes ESTIMATED COST 600.00 Attach written documentation supporting this travel Registration -172.18 Information on trip attached?

✓ Yes Transportation 256..00 Meals 235.14 Travel was included in budget? ☑ Yes □ No Lodging Other - Local Transportation *(Explain answer no) 126 27012 2.820.68 Rental Car Total Costs \$ 2084.00 Less Prepaid Expenses Advance to Traveler Signature Traveler Meal Detail 5/25/2016 5/26/2015 5/23/2016 5/24/2016 Date 5/21/2016 5/22/2016 \$57.60 \$9.60 \$9.60 Breakfast - 15% \$9.60 \$9.60 \$9.60 \$9.60 \$.00 \$19.20 \$57.60 \$.00 \$.00 Lunch - 30% \$19.20 \$19.20 \$35.20 \$140.80 Dinner - 55% \$35.20 \$35.20 \$.00 \$35.20 \$.00 \$256.00 \$64.00 \$9.60 \$44.80 \$9.60 \$64.00 Total \$64.00 COMMENTS Per diem \$64 per day APPROVED DEPARTMENT HEAD Account No. <u>001-03-407001-512-305-000</u> RISK MANAGEMENT ADMINISTRATOR Voucher No: Date: BUDGET DIRECTOR CITY MANAGER DATE

Vacations

USD

Return to results

About your car rental

Fri, May 20 et 11:00PM to Thu, May 26 at 5:00PM Denver Inti. (DEN) to Chicago O'Hare Inti. (ORD)

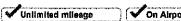
Pick-up at DEN												
Select Daily rate Total price Miles Location Agency												
4	\$23.32	\$767.08 Lowest total price	Unlimited	On Airport - Shutile to Vendor	Dollar							
	Dollar accepts	credit card and d	lebit/check card dep	asits.								
(i) \$23.32 \$767.48 Unlimited On Airport - Shuttle to Vendor Thrifty												
AND ASSESSED												

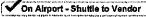
* Raies are abown in US dollars. Total cost for retail rate reservations is an estimate based on the agency's published rates, taxes and less, and are subject to change. There is no guarantee that this price will be in effect at the time of your booking.

Book Now! Pay later. Free Cancellation.

Drop-off at ORD | On Airport - Shuttle to Vendor

Review your Special car







Compact size or larger but priced like a compact**

\$23.32 per day

\$757.68 total



Car features



Denver Inil. (DEN) On Airport - Shuttle to Vendor

With this unique program, the rental company will select a compact-size or larger car at pick up based on evallability. You're guaranteed room for at least four passengers and two pieces of luggage.

"The makes/models shown are examples only. We are unable to cuarantee a specific make/model. Adual makes/models are subject to availability and vary by supplier.

Secure Checkout

* = Required Fields

Optional Sign in (if you have an account, sign in for faster booking.)

Driver Information

Enter the name(s) as shown on government-issued identification. Names cannot be changed after booking,

First Name * Michael Last Name * Etenne Empil Address* metienne@holmail.com

Confirm Email*

.metienne@hotmeil.com

Phone Number * 9545481511

... Outside US and Canada?

Please confirm your age and deposit terms * Yes. I am age 25 or over.

Rental Car Damage Protection (recommended)



With Rental Car Damage Protection, you can focus more on where you're going.

Top 3 reasons to purchase Rental Car Damage Protection:

- 1. Pays up to \$40,000 for theft, as well as damage from collision or vandalism
- 2. No deductible, so coverage kicks in at the first dollar

3. Pays before any of your own insurance

Can we help? Car 24/7 booking assistance



1-855-847-0041 Toll-free

Reference number 14340-239-923

Trip Summary

Dollar Rent a Car - Special car



\$23,32 Car dally rate Rental days Estimated taxes and \$617.75 fees: Estimated subtotal: \$757.68

Damage Protection \$63.00 Rental Car Damage Protection will be charged by Alianz Global Assistance

Estimated Total

\$820.68

Rental car company will bit you when you raturn the car.

Pick up

Friday, May 20, 2016, 11:00PM Denver Intl. (DEN) On Airport - Shuttle to Vendor

Thursday, May 26, 2016, 5:00PM Chicago O'Hare Intl. (ORD)

Plans underwritten by Jefferson insurance Company or BCS insurance Company depending on insured's state of residence, AGA Service Company is the ficensed producer and administrator of this plan. Terms, conditions and exclusions apply, learn more. F

Yes, add protection for only \$8 USD per day.

This is \$63.00 USD total How is this cost calculated?

No, I decline coverage and accept responsibility for any damages that may occur to my rental vehicle

Think twice before turning down rental-car insurance on your next trip." - Wall Street Journal, Fab 2014

Credit/Debit card Card Number * Expiration Date * -- V ---- V Security Code * Where do I find my security code? First Name * (sa appears on card) Last Name * (as appears on card) Middle Initial Country * United States Billing Address 1 * Billing Address 2 City * State* - 7 Zip Code Save $\emph{M}\emph{y}$ information (Optional sign up for faster booking next time.) Agree and Book IMPORTANT: Isocept Hotwire's Terms of Use, Privacy Policy, Rules and Restrictions and Supplier terms and conditions. Car Booking Rules and Regulations · Reservations may be cancelled at any time without penalty. You'll pay later when the agency bills you. Agree and Book. O You can add drivers at the counter for a charge. The agency requires a credit/debt card in the driver's name for deposit. The amount varies and card be used on your card until you return Pick-up/drop-off must be the apacified · Driver must be present and bring ID.

Tell us what you think about our car details page? A

Get subscriber-only offers and price alerts from Hotwirel

Enter your email address Zip code Subscribe O
Privacy policy

^{*} Raise are shown in US dutars. Total cost for rate rate reservations is an estimate based on the agency's published rates, taxes and fees, and are subject to change. There is no guarantee that this price will be in effect at the time of your booking.

[&]quot;The makes/models shown are examples only. We are capitle to guarantee a specific make/model. Actual makes/models are subject to availability and vary by supplier.

City of North Miami, Florida TRAVEL REQUEST

	3		
Date:	November	17,	2015

Name of Traveler: Michael Etienne, Esq.

Destination: Omaha, NE

Department: Office of the City Clerk

Mode of Transportation:

Air (If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: May 20, 2016

To: May 26, 2016

Purpose of Trip: IIMC 70th Annual Conference in Omaha, Nebraska May 22-25, 2016

ESTIMATEL	COST	Will vacation be combined with trip? ☐ Yes ☑ No		
Registration –	600.00	Attach written documentation supporting this travel		
Transportation	172.18	Information on trip attached? ☑ Yes ☐ No		
Meals	2 5600 2 36. 80			
Lodging	235.14 296.69	Travel was included in budget? 🗹 Yes 🛛 No		
Other - Local Transportation		*(Explain answer no)		
Rental Car	1894.67	08		
Total Costs	\$1,89 4.67-3200.34			
Less Prepaid Expenses		<u> </u>		
Advance to Traveler	\$2150.67 \$2, 131.47	7		
		Signature Traveler		

Meal Detail

100	,		a Ris		- - 101		
Total	\$64.00	\$64.00	-\$9.60-	\$44.80	\$9,600	\$64.00	\$ 256.00 236.80
Dinner – 55%	\$35.20	\$35.20	\$.00	\$35.20	\$.00	\$35.20	\$140.80
Lund - 30%	\$19.20	\$19.20	\$.00	\$.00	\$.00	\$19.20	\$57.60
Breakfast - 15%	\$9.60	\$9.60	\$ \$960_RB	\$9.60	6 \$9.60_US	\$9.60	\$57.60 38.40
Date	5/21/2016	5/22/2016	5/23/2016	5/24/2016	5/25/2016	5/26/2015	

COMMENTS	 <u>.</u>	
Per liem \$64 per day		·

	APPROVED	1/11/1/2
Acount No. <u>001-03-407001-512-305-000</u>	DEPARTMENT HEAD	1/1(/10 DATE
Vowher No: Date:	RISK MANAGEMENT ADMINISTRATOR BUDGET DIRECTOR	DATE 2 - 5 - 16 DATE
FEB 0 8 2016	CITY MANAGER	DATE



Thank you Michael, for renting with us! Your car is reserved

1,894.67

YOUR CONFIRMATION NUMBER: 26756778US6

Base Rate for 7 day(s)	1,272.59
Base Rate	1,272.59
Mileage:	Unlimited
Rental Options	
None Selected	
Protections & Coverages	202.93
Loss Damage Waiver (LDW)	202.93
Surcharges & Fees / Taxes	419.15
Surcharges	
Colorado Road Safety Fee	14.00
Concession Recovery Fee (11.11%)	164,54
Customer Facility Charge	15.05
Energy Recovery Fee	5.53
One-Way Equip. Fee	0.00
Taxes	
Tax	220.03

CONTACT US

Reservations & Avis.com Assistance 1-800-230-4898

Wizard Number / Preferred Profile Updates 1-866-842-5552 Monday - Friday 8am-5pm EST

Rate Terms

- Your rate was calculated based on the information provided. Some modifications may change this rate.
- · Under Age Surcharges are applicable at this location.

One-Way Fee (One-Way Fee is subject to tax in certain locations. This tax is not reflected in the Estimated Total)

Estimated Total (USD)

YOUR TIME & PLACE

PICKUP

Friday, May 20, 2016 @ 10:30 AM

DENVER INTL AIRPORT - DEN

25500 East 78th Avenue NA Denver, CO 80249, USA

(1) 303-342-5500

Sun - Sat Open 24 hrs

AvisPreferred

RETURN

Thursday, May 26, 2016 @ 04:00 PM

CHICAGO OHARE INTL AIRPORT - ORD

10000 Bessie Coleman Drive NA Chicago, IL 60666, USA

(1) 888-849-0277

Sun - Sat Open 24 hrs

AvisPreferred

RATE & BENEFIT INFORMATION

AWD#

A421600

Wizard Number

N/A

Rate Type

Lowest

Coupon Code

N/A

Rate Code

D1

Age

25+

Residence

United States

, YOUR CAR

Notes: Modifying Car & Rate will require reselection of options.

Economy Ford Fiesta or similar



Features

4 Door

Air Conditioning

5 Passengers

🛅 1 large Bags

📠 1 small Bags

√ 08/12 mpg



RENTAL OPTIONS

Equipment / Services:

None

Protections / Coverages:

Loss Damage Waiver (LDW) Accepted

Personal Accident Insurance (PAI) Declined

Personal Effects Protection (PEP)

Additional Liability Insurance (ALI)

Declined

YOUR INFORMATION

Name Michael Etienne

Email Address metienne@hotmail.com

Phone 9545481511

Flight Information N/A

Reservation Terms & Conditions:

Optional Coverages

Acceptance of the Loss Damage Waiver relieves the renter and authorized additional drivers of responsibility for loss of, or damage to the Avis car, when they comply with the terms and conditions listed on the rental document jacket. At the time of rental, the customer must initial whether he/she accepts or declines the LDW and optional services. LDW and optional services must be signed for at the rental counter. LDW is taxable.

If LDW is not accepted, the customer is financially responsible for the full value of:

- Accident damage
- Glass damage
- · Stolen items (radio, battery, etc.)
- Vandalism
- Theft of the car

Exceptions:

In **Wisconsin**, if LDW is not accepted, the renter is liable for all loss or damage to the Avis car due to an accident or reckless, wanton behavior.

In **Illinois**, if LDW is not accepted, the customer is financially responsible for the following types of damage, up to a maximum of \$16,000.00 for rentals:

- Accident damage
- Glass damage
- Stolen items (radio, battery, etc.)
- Vandalism
- · Theft of the car

Canceling LDW

Once LDW has been purchased, it must remain on the contract. The customer has the option to return the car & close the rental agreement; however, this could change the rate for the rental agreement and a different, possibly higher, rate could apply for a new rental.

Exceptions:

Customers who rent in **New York** and purchase LDW in New York can decide to cancel this service at no charge, within specific guidelines:

- Rental must be 2 days or more.
- The cancellation must be within the first 24 hours of the rental.
- The actual renter must take the car to an Avis location for inspection & must sign a cancellation notice.

Loss of Use

The customer may also be responsible for reimbursing Avis for the revenue lost by not being able to use the car while it is being repaired or not recovered due to theft (referred to as Loss of Use).

Global insurance coverages are always subject to change. Please verify at time of rental.

Age Requirements

Rather than requiring customers to be 25 to rent, Avis at this location now rents to customers between the ages of 21-24 with a valid credit card and driver's license. An underage surcharge may apply. Additionally, the following restrictions also will apply for renters between the ages of 21-24: Renters of luxury cars, mini-vans, 12-passenger vans, specialty cars, full-size SUVs and premium SUVs will not be permitted.

Government Minimum Age Policy - Military (FEMA, US Postal Dept., Navy and Army) and Civilian Personnel

- · Minimum age 18 years (no underage surcharge will apply) with government travel or purchase order
- Minimum age 21 years (no underage surcharge will apply) with no government travel or purchase order

Credit Card Policies

Avis accepts most major credit cards as credit identification at the time of rental.

Accepted credit card list: Avis Charge Card, American Express, AT&T Capital, Diner's Club Int'l, Discover, China UnionPay, GE Capital, JCB, MasterCard, PHH, Sears and Visa.

Some locations may not accept each of the referenced cards.

At the time of rental we will request an authorization on your charge card for the estimated rental charges. While this hold is in place, the funds will not be available for your use. When the rental is over we will process the reversal but the bank may take time to post it back to the account.

Debit Card Policies

This location does accept bank debit cards with the MasterCard or Visa logo at the time of rental if you are at least 25 years of age. You will be subject to a credit check to determine and ensure credit worthiness before releasing the car to you.

Currently, at all U.S. and Canada locations, debit cards are not acceptable as credit identification at the time of rental for all makes and models identified in the Avis Specialty or Signature Series and for certain other premium vehicles. Avis will generally request an authorization hold against your account for the estimated charges of the rental but reserves the right in its sole discretion, to request an extra value to be based on certain factors as we deem appropriate. THESE FUNDS WILL NOT BE AVAILABLE FOR YOUR USE. When the rental is over we will process the reversal but the bank may take time to post it back to the account.

If you fail to return the vehicle as agreed, Avis will obtain additional authorizations from your account to cover the rental charges.

Avis is not responsible for any returned checks or over-drafts based on this policy.

Positive identification in addition to your driver's license may be required.

In the United States, Debit, Cash or Check cards can be used at the end for payment of rental charges. For acceptable credit identification and payment methods in countries outside of the United States, please consult the Renter's Guide and search for the specific location.

Note: Prepaid Debit/Gift cards are not acceptable methods of credit identification to pick up a car at any location. One of the above mentioned cards must be presented. Prepaid Debit/Gift cards are accepted at time of return only.

Driver's License Requirements

Valid driver's license from country of residence is required. International driving license is required only for countries with non-Roman alphabet. International driving license is a translation only.

Public Liability and Property Damage

Additional Driver Policy

All additional drivers must be at least 25 years of age. The following are exempt from the additional driver fee but must meet all other driver requirements: the renter's employer or fellow employee when on company business and renting under a corporate account; the renter's spouse or domestic partner: the companion driver of a renter with a disability who has completed the non-licensed renter form; for insurance replacement rentals, company employees or family members who are designated on the insurance policy. All other additional drivers must complete and sign an additional driver form and present valid credit identification. A maximum of two additional drivers may complete a form.

For all US states other than CA, NV and NY, the additional driver fee is \$13 per day per driver with a maximum charge of \$65 per driver. The fee in New York is \$3 per day per driver. The fee in Nevada is \$11 per day per driver with a maximum of \$55 per driver. There is no additional driver fee in California.

Additional Fees

Optional services, special equipment and one way fees are subject to tax in certain locations. The tax may not be reflected in the approximate total.

Frequent Flyer surcharges may be applied at time of rental.

Extensions or late returns may result in additional charges.

DMV Checks

At the time of rental, the renter or authorized driver may be subject to an electronic DMV check from the issuing state of the driver's license, or may be asked to sign a declaration attesting to specific criteria:

- The renter/authorized driver has a valid license that is not currently suspended, expired, revoked, canceled or surrendered.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for reckless driving.
- The renter/authorized driver has not, within the last 36 months had 1 or more convictions for driving under the influence (DUI), driving while intoxicated (DWI), or driving while alcohol impaired (DWAI).
- . The renter/authorized driver has not, within the last 36 months failed to report or leave the scene of an accident.
- The renter/authorized driver has never been in possession of a stolen vehicle or used a vehicle in a crime.
- The renter/authorized driver has not, within the last 24 months had 3 or more convictions for moving violations (including seat belt violations).
- The renter/authorized driver has not, within the last 36 months had 3 or more accidents

Rate Requirements

Renters who have indicated a country of residence outside of the US will be required to present a non US issued drivers license and a non US issued passport OR an international airline ticket at the time of rental to qualify for the rate.

Rental Options

If you have added any of the following rental options to your reservations, terms and conditions may apply.

GPS By Garmin®

- · Available at participating locations.
- Minimum age is 25 but may vary by locations, underage surcharges may apply at certain locations.
- Reliability of directions subject to timing of software implementation as well as that of which has been provided by the maker of the installed maps.
- I (renter) acknowledge that the rental vehicle may be equipped with GPS by Garmin which utilizes global positioning system. I acknowledge that Where2 may be limited by atmospheric or topographical conditions. I further acknowledge that GPS by Garmin may be rendered inoperative if GPS by Garmin is tampered with or destroyed and or damaged in an accident or if the satellite systems are obstructed and inoperative.
- Customer is responsible for all costs in the event of lost, stolen or damaged GPS by Garmin unit and all of its
- Renter agrees to release and hold Avis harmless for any GPS by Garmin failures.
- Taxes not included in the estimated total will be applied at time of rental.

Gas Service Option

- Fees for the Gas Service Option are not included in the Estimated Total.
- Fees are assessed and applied at the time of rental.
- Fees vary by location and are determined by current market value of gasoline in surrounding area of rental location and the fuel tank size of rental vehicle.
- · Customer will receive no credit or refund for unused fuel left in tank at time of return.

Roadside Assistance

- Taxes not included in the Estimated Total will be applied at the time of rental.
- Roadside Assistance service is available at all participating locations in the U.S., Canada, Puerto Rico, & U.S. Virgin Islands and New Zealand.
- Roadside Assistance covers the cost for assistance with key replacement, lockouts, tire change service fee, jump starts and emergency fuel delivery (up to 3 gallons).
- Prohibited use of the vehicle will void this option.

Satellite Radio by SiriusXM®

- . Taxes not included in the Estimated Total will be applied at the time of rental.
- Available at participating U.S. locations

Other Options

- · Rental options not selected/offered on the avis.com website can not be modified online.
- Taxes not included in the Estimated Total will be applied at the time of rental.
- Modifications to these rental options must be made by contacting customer service or can be made at the rental
 counter.

SMS Policy

Opt-in

Avis Mobile Notifications is a standard rated subscription alert service providing time-sensitive mobile alerts to customers that include updates to current/upcoming rentals, promotional offers, MMS and coupons about Avis. By signing up you agree to receive text messages regarding your rental status. We do not, but could, use an automatic telephone dialing system to deliver our text messages. Consent is not required to purchase goods or services.

Opt-out

To Opt-Out (discontinue service), text "STOP" to "48400" from your mobile device. You will not receive any additional text messages. You may also Opt-out by texting "QUIT", "END", "CANCEL", "UNSUBSCRIBE", or "STOP ALL" to any text message you receive or to short code 48400. You can also manage your text messages by updating your Avis profile at Avis.com. Simply select "No" from the SMS Notifications option in the communication preference section of your profile.

Help

To get help, text "HELP" to "48400" or email custserv@avis.com or call 1-800-352-7900

Carriers Supported (U.S. only)

AT&T, Sprint, T-Mobile®, Verizon Wireless, Virgin Mobile USA, U.S. Cellular®, Metro PCS, ACS Wireless, All West Wireless, Bluegrass, Boost USA, Cambridge Telecom, Cellcom, Cellular South, Centennial, Cincinnati Bell, Cricket Communications, Cellular One of East Central Illinois, Appalachian Wireless, Farmer's Mutual Telephone Company, General Communications, Golden State Cellular, PC Management, Inland Cellular, Illinois Valley Cellular, Nex-Tech Wireless, Nucla-Naturita, nTelos, Revol, Silver Star PCS (Gold Star), Snake River PCS, South Central, Syringa, Thumb Cellular, UBET Wireless, Unicel, United Wireless, and West Central Wireless.

*T-Mobile is not liable for delayed or undelivered messages

Carriers Supported (Canada only)

Aliant Mobility, Bell Mobility, Eastlink, Fido, Mobilicity, MTS, NorthernTel Mobility, Public Mobile, Rogers Wireless, SaskTel Mobility, Telébec Mobility, Telébec Mobility, Vidéotron, Virgin Mobile Canada, WIND Mobile

Complete Terms and Conditions & Privacy Policy:

Warranty

Avis Budget Group will not be liable for any delays in the receipt of any SMS messages connected with our sms Gateway. Delivery of SMS messages is subject to effective transmission from your wireless service provider/network operator.

Privacy

We will only use your information to provide you the services you request and as set forth in our privacy notice which can be found at www.avis.com/privacy.

Fee

Avis does not charge a fee for text messaging service. Standard messaging and data rates may apply, we are not responsible for any charges from a person's service provider that may result from us providing this service. Avis assumes no responsibility for charges incurred by signing up for this text messaging service. Any text messaging fees that you incur will be billed on your individual mobile provider bill.

Travel Into Other Countries

Vehicles at this location can be driven throughout the continental U.S. with no restrictions. Based on availability, one-way rentals may be allowed to some U.S. cities.

Vehicles may be driven into Canada with no restrictions. The rental counter must be notified at the time of rental that you plan to drive into Canada so we may issue a Canadian Non-Resident Insurance Card (provided at not cost). Based on availability, one-way rentals may be allowed to some Canada cities. Vehicles at this location are not allowed into Mexico.

e-Tolls

If you do not pay cash for tolls, you automatically opt into our e-Toll service, pursuant to which you agree to pay us or our toll program administrator, with whom we will share your credit card/debit information, for all tolls incurred during your rental and all related fees, charges and penalties. Under the e-Toll program, once you pass through an electronic toll, you will pay a convenience fee of \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$16.95 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. You can avoid the convenience fee and any other charges by paying the toll in cash, using your electronic toll device, or avoiding any cashless toll road or passage. Please be aware of roads that maybe "cashless tolls" and drivers on these roads are not able to pay cash once they have entered these roads. You automatically opt into our e-Toll service program and will be charged \$3.95 for each day of the entire rental period, including any days on which e-Toll is not used, up to a maximum of \$19.75 per rental month, plus incurred tolls at the maximum prevailing rates posted by the toll authority. The charges may take 4-8 weeks after the rental to be billed to your credit card/debit card on file.

City of North Miami, Florida TRAVEL REQUEST

Doc# 288127

Date: November 17, 2015 Name of Traveler: Michael Etienne, Esq. Department: Office of the City Clerk Destination: Omaha, NE Mode of Transportation: (If least expensive mode not chosen, provide justification below) Dates of City Travel: From: May 20, 2016 To: May 26, 2016 Purpose of Trip: HMC 70th Annual Conference in Omaha, Nebraska May 22-25, 2016 ESTIMATED COST Registration --600,00 Attach written documentation supporting this travel Transportation 172.18 Information on trip attached? MYes Meals 256..00 Lodging 235.14 Travel was included in budget? ☑ Yes *(Explain answer no) Other - Local Transportation Rental Car 101 278 (2.7 820.68 Total Costs \$ 2084.00 Less Prepaid Expenses Advance to Traveler Signature Traveler Meal Detail Date 5/21/2016 5/24/2016 5/22/2016 5/23/2016 5/25/2016 5/26/2015 Breakfast - 15% \$9.60 \$9.60 \$9.60 \$9.60 \$9.60 \$9.60 \$57.60 \$57.60 Lunch - 30% \$19.20 \$19.20 \$.00 \$.00 \$.00 \$19.20 Dinner - 55% \$35.20 \$35.20 \$.00 \$35.20 \$.00 \$35.20 \$140.80 Total \$64.00 \$64.00 \$9.60 \$44.80 \$9.60 \$64.00 \$256.00 COMMENTS Per diem \$64 per day APPROVED DEPARTMENT HEAD Account No. 001-03-407001-512-305-000 RISK MANAGEMENT ADMINISTRATOR Youcher No: Date: ATT OF NORTH TO VITE DATE

IIMC Registration Form • Delegate Information

Print or type all information										•
First Name Michael				Last/Surn	_{ame} Etienne					
CMC MMCX	First IIA	AC Conf. (Y/ N)	Cell Phone () <u>954</u> -	-548-1511					
First Name or Nickname to appear on badge	Vichael					Job Title/Positio	on <u>E</u>	lected City (Clerk	
Municipality City of North Miami		Sta								
Mailing Address 776 NE 125 Street					City North Miami				al Code 33161	
Work Phone 305-895-9817										
Please check box if you need special assistance										
Discount Program (circle) Deduct discounts o		-								
First Timer	Yes	No.	\$50.00	in to mire.	Multi-attendee Yes	No				
- I use ninei	163	140	00.00	•	indici-accellate its	NO				
- Regions 6, 7, 8 Member	Yes	No	\$50.00							
GUEST INFORMATION (IIMC Members Cannot I	Register As Gues	ts)								
Name		·······			First name to appea	r on badge				
Municipality		Sta	te/Province			Country				
REGISTRATION FEES IN U.S. DOLLARS (Payment in										
		·						On or Before	After	
DELEGATE PACKAGE						No.		4/04/16	4/04/16	Total
IIMC Member/Associate						1	@	\$600.00	\$650.00	\$ <u>600.00</u>
IIMC Retired Member							@	\$195.00	\$245.00	\$
IIMC Region X* (Canada)							@	\$460.00	\$510.00	\$
IIMC Region XI* (Outside North America) No O	Ither Discounts A	\pp l y	•				@	\$395.00	\$445.00	\$
Non-Member					٠		@	\$815.00	\$865.00	\$
Guest Package							@	\$265.00	\$315.00	>
OPTIONAL ACTIVITIES (All costs in U.S. Dollars)	ł									
Saturday, May 21 - Athenian Dialogues										
Lean In: Women, Work and the Will to Lead The Found The Whish yield Consent Consent The Found The Winds and The Page 1979 The Found The Page 1979 The F		-		U13			@	\$110.00		\$
 The Fox and The Whirlwind: General George Saturday, May 21 - Academy Seminars 	trook and Geron	umo, a Paired Bio	<i>graphy</i> by Peter A	ileshire		1	@	\$110.00		\$
Social Media 201: You're Social — Now What	a+7 A&A							¢170.00		\$
Strategic Planning for the Municipal Clerk!							@ @	\$179.00 \$179.00		\$
Conflict Resolution in the Workplace: What		ır Organization a	nd How to Resolv	a It _ PM			@	\$179.00		\$
A Profession in Transition: Lessons Learned	_			CIL 141			e.	7172.00		
Management Strategy Implementation –							@	\$179.00		\$
Sunday, May 22 - Athenian Dialogue										
 An American Original: Walt Disney by Bob T 							0	\$110.00		\$
Mandela's Way: Lessons on Life, Love and Co	ourage by Richan	d Stengel				**************************************	@	\$110,00		\$
Sunday, May 22 - Academy Seminars	. 5	15 441					_			
 Human Resources Personal Liability: How in Parks and Recreation: Clips and Tips to be a parks. 			1				(i)	\$179.00		\$ \$
All Stressed Up and Nowhere to Blow! — Pl		Kipai Ciele — Air	1				@ @	\$179.00 \$179.00		\$
Great Leaders GROW: Becoming a Leader f							@	\$179.00		\$
MCEF Fundraiser T-shirt							•	,		7
Check one: SMLXL!	KXL 🗌						æ	\$25.00		\$
Tuesday, May 24										
Offsite Education Session — Historic Omahi	a						@	\$35.00		\$
ALL WEEK										
"Explore Omaha" MCEF Fundraiser							@	\$30.00		\$
Submit Registration Form with payment by ci	neck/money ord	er credit card (in	U.S. funds) by abo	ove dates,						
Payment must accompany registration form.	Do not mail and	FAX same regis	ration form.					Арр	ly All Discounts	\$
CHECK ENCLOSED PAYABLE TO HIMC									TOTAL	\$ 600.00
American Express/Visa /Mastercard/Discover	#				Total Amt. Charged	\$				
Expiration Date					Card Holder's Signatu					
You can FAX this Form to IIMC at 909/944-8545 C —If yo u miss this dea dline, please-bring this Form										Preliminary Program

YOUR ITINERARY RECEIPT

YOUR CONFIRMATION CODE

H5LNVV

BOOKING DATE

Wednesday, November 18, 2015

STATUS

Confirmed

Flight

Fort Lauderdale (FLL)

Denver (DEN)

Friday

May 20, 2016

Departing:

8:15 PM

Arriving:

10:22 PM

Flight: 355 Terminal: 4

Miles: 1703

Duration:

4 h 7 m

Chicago (ORD)

Fort Lauderdale (FLL)

Thursday

May 26, 2016

Departing: Arriving:

5:30 PM 9:31 PM

Flight: 425 Terminal: 3

Miles: 1182

Duration:

3 h 1 m

Customer Information

Name

MR. MICHAEL ETIENNE

FREE SPIRIT Number

167998224

Assistance

None

Bags

Name

MR. MICHAEL ETIENNE

Carry-On

Checked

Seats

Name	Sea	ald		
	2D	14D		

Contact Information

MICHAEL ETIENNE
13655 NE 10th Avenue
107
Miami, FL 33161
United States of America

metienne@hotmail.com 954-548-1511

PURCHASE PRICE

Flight Price	\$112 ²⁶
Seats	\$26 ºº
MR. MICHAEL ETIENNE	
	\$

GOVERNMENT'S CUT

\$33 92

Security Fee	\$11.20
Passenger Facility Fee	\$9.00
 Segment Fee	\$8.00
 Federal Excise Tax	\$5.72

Total

\$172 18

Total Paid \$172 18

Thank you for choosing Spirit. We look forward to serving you on your upcoming trip!

hetwire

Comfort Inn Omaha at 2920 S. 13th Court

2920 S. 13th Court Omaha, NE 68108 (402) 342-8000



Accessibility

រ្ស In-room accessibility

Hotel details

Amenities

Free breakfast

Pet friendly

Smoke-free rooms

Fitness center

♣ Pool(s)

Business center

Hotel itinerary 6953011266

Check-in Sun, May 22 - 04:00pm

Reservation details

Hotel confirmation

65870018

Check-out Wed, May 25 - 11:00am

Primary guestMichael Etienne
Must be present at check-in

Charged to Visa (7356)

\$48.00 per night x 3 nights \$144.00 x 1 room
Hotel chooses bed type

Taxes recovery charges + fees

\$181.39

\$37.39

Hotwire total due today (USD)

Trip total (USD)

\$181.39

Have a question?

Give us a call at 1-800-845-4026, visit our help center, or email us. We are available 24/7, toll-free.

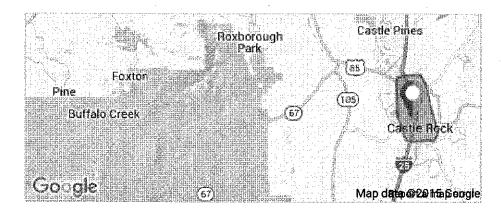
Our policies

- Primary guest must be 21 and bring ID
- Hotels will require a credit card when you check in; debit cards may not be accepted
- You'll pay the hotel directly for additional charges, like room service or resort fees
- Rooms will sleep the number of guests, but bed types and sizes aren't guaranteed
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available
- All bookings are final. No refunds or changes.
- Terms of Use
- Privacy Policy
- Hotwire's Travel Products Rules and Restrictions

'hetwire'

Super 8 Castle Rock Co

1020 Park St Castle Rock, CO 80104 (303) 688-0880



Hotel details

Amenities

- Free parking
- Free breakfast
- Free Internet
- Pet friendly
- Internet access

Reservation details

Hotel confirmation 81892096

Hotel itinerary 5576634552

Check-in Fri, May 20 - 01:00pm

Check-out Sat, May 21 - 11:00am

Primary guestMichael Etienne
Must be present at check-in

Charged to Visa (7356)

\$49.00 per night x 1 night \$49.00 x 1 room Hotel chooses bed type

Taxes recovery \$12.55 charges + fees

Hotwire total \$61.55 due today (USD)

Trip total (USD) \$61.55

Have a question?

Give us a call at 1-800-845-4026, visit our help center, or email us. We are available 24/7, toll-free.

Our policies

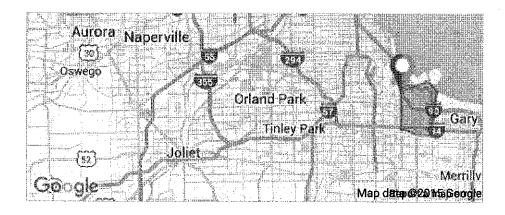
- Primary guest must be 18 and bring ID
- Hotels will require a credit card when you check in; debit cards may not be accepted
- You'll pay the hotel directly for additional charges, like room service or resort fees
- Rooms will sleep the number of guests, but bed types and sizes aren't guaranteed
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available
- All bookings are final. No refunds or changes.
- Terms of Use
- Privacy Policy
- Hotwire's Travel Products Rules and Restrictions

hetwire **

Econo Lodge Hammond

4000 South Calumet Avenue Hammond, IN 46320

(219) 931-0900



Hotel details

Amenities

• Free parking

Free breakfast

全 Indoor pool(s)

♣ Pool(s)

Self-service laundry

Reservation details

Hotel confirmation 65873892

Hotel itinerary 5032247147

Check-in Wed, May 25 - 03:00pm

Check-out Thu, May 26 - 11:00am

Primary guestMichael Etienne
Must be present at check-in

Charged to Visa (7356)

\$44.00 per night x 1 night \$44.00 x 1 room
Hotel chooses bed type

Taxes recovery charges + fees

\$53.75

\$9.75

Hotwire total due today (USD)

\$53.75

Trip total (USD)

Have a question?

Give us a call at 1-800-845-4026, visit our help center, or email us. We are available 24/7, toll-free.

Our policies

- Primary guest must be 21 and bring ID
- Hotels will require a credit card when you check in; debit cards may not be accepted
- · You'll pay the hotel directly for additional charges, like room service or resort fees
- Rooms will sleep the number of guests, but bed types and sizes aren't guaranteed
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available
- All bookings are final. No refunds or changes.
- Terms of Use
- Privacy Policy
- Hotwire's Travel Products Rules and Restrictions

NEBRAS

70th Annual Conference Sunday, May 22 thru Wednesday, May 25, 2016

Early Bird Special! Register by April 4, 2016

Save \$\$\$

2016 PRELIMINARY

Celebrating 70 Years





HMC 70th Annual Conference, May 22-25, 2016. Omaha, NE



IIMC And Omaha – A Celebration Through A Learning Community

Investing in Education

For many of you, attending the IIMC Conference in Omaha will be the single, largest professional development and networking opportunity that you will engage in all year. It is not just education and networking, but for four days you will be part of an extensive learning community.

As Municipal Clerks, you are the ones who are in touch and on track with legislative responsibilities and operations. All of you are the gateway to city hall for your citizens and are, unequivocally, one of the team members the elected officials count on to make sure public meetings, public records, elections and special projects operate smoothly.

Your job is multi-faceted and changing. New citizen demands, legal changes in procedures and new information technologies increase the speed and requirements for you to plan and expedite so many different tasks at once. This requires you to engage in continuing education and networking to keep abreast of changing laws and trends.

IIMC Annual Conferences provide a vehicle for members to receive the background and knowledge needed to help them deal with current problems. The future of municipal government depends on informed public officials.

In Omaha, Delegates will hear keynote speakers who will speak to you about Why the Struggle is Real and How-to-Stop Global Whining by B.O.O.G.I.E. These sessions, humorous and insightful in nature, will provoke thought to strengthen skills,

and will blend well with a variety of concurrent education sessions with topics on Generations Colliding, Lions, Tigers and Mayors, Alone Together, Relieving Overload, Advanced Parliamentary Procedures, In The Line of Duty: When Values Clash With Responsible Service, and Ditching the Cookie Cutter Mentality. All of these sessions can help you and your community to stay ahead of a challenging and fluctuating environment.

Of course, there will also be numerous opportunities to network and connect with colleagues from throughout the world. At the 2015 Conference, more than nine countries were represented including Canada, Bulgaria, Scotland, the United Kingdom, South Africa, Israel, Belgium, Macedonia and the Netherlands.

Producing a high-quality Annual Conference involves myriad hours by IIMC staff, speakers, trainers and the Omaha conference committee. The time involved is attributed to a communal commitment to professional development and lifelong learning.

If you've been to an IIMC Annual Conference in the past, we commend your commitment to continuing education and look forward to seeing you in Omaha, May 2016. If you've never attended an IIMC Annual Conference, then make Omaha your first of many and come join the learning community.

Conference APP and WI-FI are sponsored by Municode.

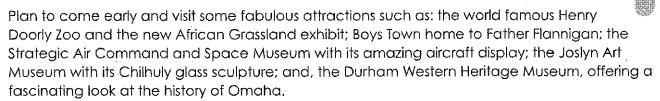




Welcome to Omaha

On behalf of the City of Omaha and the Nebraska Municipal Clerks, we would like to officially invite you to attend and participate at the 70th IIMC Annual Conference on May 22-25, 2016. The Conference will be held at the Omaha Hilton and CenturyLink Conference Center in historic downtown Omaha.

The Conference promises to help you Invest in your Education with numerous interesting and informative educational sessions and fun opportunities to network. The all-conference theme is the '70s so bring your leisure suits, miniskirts, tie-dye shirts and hippie attire. We will be dancing to music of the '70s and enjoying some great Midwestern hospitality.



We also hope you will take advantage of the 80 diverse restaurants, bars and shops in the beautiful downtown area, all within walking distance of the hotel.

So, dust off the bell-bottoms and go-go boots and join us for a "groovy" time at the 70th IIMC. Annual Conference in Omaha, Nebraska.

We hope to see you there!

Buster Brown, CMC Omaha City Clerk

Institute Directors - Education Chairs Colloquium

Sunday, May 22 • 9:00 a.m. to 3:00 p.m.



Institute Directors and State/Provincial/National Education Chairs convene to discuss current issues affecting IIMC's Certification Institutes and Academy programs, share ideas, innovations and suggestions for Municipal Clerk education improvement. IIMC Officers and Committee Chairs will also join the discussions.

The Colloquium is open to all Delegates: Laserfiche Corporation sponsors the Colloquium.



4-Day 2016 Annual Conference

The 2016 IIMC Annual Conference in Omaha, NE, promises to be great in a number of ways! The Conference still includes all of the excellent education programs and events that you're accustomed to, but in a condensed timeframe.

Several years ago, IIMC's Board of Directors heard from its members that while they love attending the Conference, being out of the office for five days was too long.

In 2015, IIMC launched its first-ever four day Annual Conference, saving you time and money, but still providing you with all of the same outstanding education programs, networking opportunities, events and points you have come to expect and love from our Annual Conferences.

However, in reducing the number of days from five to four, IIMC did not reduce the number of education points offered or eliminate any food and beverage functions or events. Below are answers to questions regarding the format, costs of the conference, education program and points, and other information:

Q: What do I receive in a four-day conference?

A: Everything as before. The 2016 Conference will have 16 education hours for a possible total of eight education points, same as in past years. There will be two general sessions; 35 concurrent education sessions; and the Saturday and Sunday Academies and Athenian Dialogues remain unchanged. All the other events remain intact including food and beverage functions, opening reception, opening ceremony, all conference event, annual business meeting, and annual banquet.

Q: What are the benefits?

A: Plenty. We have compressed the days so as to remove a lot of the "downtime," meaning you get the same great conference program and education in one less day.

Q: How does this new conference format benefit me and other Delegates?

A: One less hotel night's costs and food, an average savings of \$250.00 per delegate, and one less day away from the office.

Q: What will it cost?

A: The Early Bird Delegate fee is \$600.00; however, other IIMC discounts still apply. If Omaha is your first IIMC conference, you will have a wonderful experience attending the sessions, meeting colleagues from around the world and enjoying what the conference has to offer. If you're a conference veteran, then IIMC will be anxious to hear your views about the 4-day format.

The 2016 Conference theme is "Investing In Education." That is an appropriate theme that will reverberate throughout the Conference in more ways than one. We look forward to seeing you in Omaha in May 2016.

Consent to Use of Photographic Images



Registration and attendance at the IIMC Annual Conference sessions, meetings, events and other activities constitutes an agreement by the registrant (Delegate/guest) to IIMC to use and distribute (both now and in the future) the registrant's or attendee's image or voice in photographs, videotapes, DVDs, electronic reproductions and audiotapes of such events and activities.



2016 Conference 4-Day Schedule*

All education sessions, meetings, exhibit hall and registration will be held in the CenturyLink Convention Center

Saturday, May 21

- Conference Registration Opens
- 2015/16 IIMC Board of Directors Meeting
- MCEF Board of Directors Meeting
- Athenian Leadership Society Dialogues
- Academy Sessions

Sunday, May 22

- Conference Registration
- Athenian Leadership Society Dialogues
- Academy Sessions
- Institute Directors Colloquium
- Exhibit Hall Opens/MCEF
 Silent Auction Exhibit Hall

- State/Provincial/National Association Presidents Roundtable
- Committee Leadership Orientation
- First Time Delegate
 Orientation Meet and Greet
- President's Opening Reception Exhibit Hall

Monday, May 23

- · Grab and Go Breakfast
- Opening Ceremony
- Region Meetings
- General Session
- Institute Directors Meeting
- Exhibit Hall Grand Opening/ Luncheon
- Concurrent Sessions
- Region Dinners (optional)

Tuesday, May 24

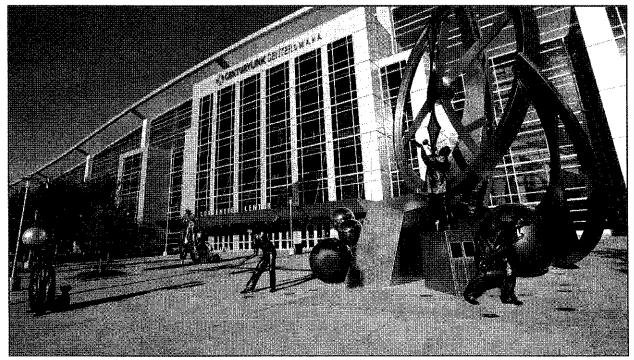
- General Session
- Concurrent Sessions
- Exhibit Hall Lunch
- All-Conference Event

Wednesday, May 25

- Annual Business Meeting Breakfast
- Annual Business Meeting
- Lunch on your own
- Concurrent Sessions
- Annual Reception
- Annual Banquet

*Schedule Subject to Change

• Total Education Points Awarded = 8 points



Total Education Hours = 16 hours



General Sessions

This year, IIMC will be offering two General Sessions presented by humorous and meaningful speakers who will keep you on the edge of your seat laughing as you learn to cope with real-life situations.

Monday, May 23, 2016 1:00 p.m. – 2:30 p.m.

The Struggle Is Real: Staying Right Side Up When Things Are Turned Upside Down



Dr. Marché Fleming-Randle, Ph.D.

Assistant Dean, Fairmount College of Liberal Arts and Sciences Wichita State University, Wichita, Kansas

"Life is like a box of chocolates."

"When life gives you lemons, make lemonade."

"Don't worry, be happy!"

We have all heard these sayings and they are all well and good - but only if you are hungry or thirsty! Who are we kidding?!

Let's get real because the Struggle is Real!

A struggle can be thought of as any work or task that one is engaged in, which involves a great deal of labor, sweat and tears. There is no denying that everybody faces some sort of struggle in his or her job or personal life at some point in time. Why have we been groomed to just brush them off? What if we don't like lemonade?!

During this session you will learn to shift your mindset and walk away with a set of skills to help you deal with the struggles you face in your life and career. You will leave with a positive, can-do attitude which can lead to a stress free life, higher levels of productivity, greater health and happiness.

Don't miss this high energy, belly laughter inducing, interactive, and surprise filled oh-so-real session. This "Oprah Winfrey Style" session is just what IIMC ordered to kick off the 2016 IIMC Annual

Conference. The Struggle is Real and Dr. Fleming-Randle will reignite your fire of excellence and motivate you to take positive, consistent action when you feel like giving up on life's struggles.

Marché Fleming-Randle, Ph.D. or "Dr. Shay" as she is often called, began her career at Wichita State University in Kansas in 2007 and is currently an associate dean for the Fairmount College of Liberal Arts and Sciences. She is the college liaison for student services planning, grades and implementation, encompassing undergraduate recruitment activity, the enrollment process, and matriculation to degree completion. She is an Ethnic/Women Studies lecturer, author, motivational speaker, advocate and public intellectual.

Her involvement extends across all aspects of the campus and into the community with projects and organizations such as: Breast Cancer Awareness Committees; the American Red Cross; the Center for Health Equality Advisory Council; Honoring Our Diversity; the Wichita State Council of University Women; Wichita State Women's Association; Tilford Diversity Committee; and numerous other Programs.

Fleming-Randle began speaking for IIMC at the 2014 IIMC Annual Conference in Milwaukee, Wisconsin as the resident diversity expert and has been back by popular demand ever since. The 2015 IIMC Conference Delegation spoke loud and clear when it came time for conference evaluations and we listened. Dr. Shay has been called "IIMC's Version of Oprah" and was the number one most requested speaker for 2016. IIMC is delighted and honored to have Dr. Marché Fleming-Randle open the 70th IIMC Annual Conference in Omaha, Nebraska.



General Sessions

Tuesday, May 24, 2016 8:00 a.m. – 9:30 a.m.

Stop Global Whining!: Get What You Want With What You've Got



Christine Cashen, CSP Highland Village, Texas

Across the globe, in all professions, we are being forced to do more with less – fewer staff,

declining resources, smaller budgets and 40 hours of stuff to do in a 24-hour day. Even though this reality is nothing new, it can wear you down!

So what to do? You can waste energy complaining and be part of the problem, or you can be part of the solution and help us Stop Global Whining!

This program will teach you to B.O.O.G.I.E and provide you with the skills you need to get the job done using what you've got! We all have the tools that we need to succeed. Often we just need to rethink the way we use them and get a little creative.

Fasten your seat belt and laugh as you learn while Cashen delivers a fast paced, hilarious program that will focus on:

- Creating a better day with more energy and time management tools
- Discovering how humor can increase job satisfaction, improve morale and reduce stress
- Communicating effectively by understanding different personality styles
- Learning the secrets to defuse anyone and handle conflict like a pro

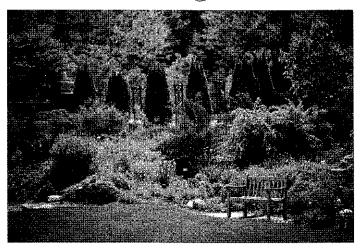
For more than 15 years, Christine Cashen has jazzed an amazing variety of audiences throughout the United States, Canada, South Africa and Australia. She is an authority on sparking innovative ideas, handling conflict, reducing stress and energizing employees.

Before hitting the speaking scene, Cashen was a university admissions officer, corporate trainer and broadcaster. Hey — she even votes. She holds a Bachelor's Degree in Communication and a Master's Degree in Adult Education. She is a member of the National Speakers Association and is a Certified Speaking Professional (CSP).

In July of 2014, Cashen was inducted into the National Speakers Association, CPAE Speaker Hall of Fame®. Admission into the CPAE Speaker Hall of Fame is a lifetime award for speaking excellence and professionalism.

Christine Cashen is the author of THE GOOD STUFF: Quips & Tips on Life, Love, Work and Happiness, which was named motivational book of the year by the Next Generation Indie Book Awards. She has also been featured as a creativity expert in HOW Designs at Work magazine. Her learning resources also include: Get What You Want With What You've Got DVD, The Fun Factor DVD, The Good Stuff CD Audio Book and Why Can't Everybody Just Get Along CD which will all be available for purchase following this session.

Lauritzen Gardens



English Perennial Border



2016 Annual Conference Education Program

"Someone is sitting in the shade today because someone planted a tree a long time ago."

~ Warren Buffett ~

Omaha, Nebraska is home to the most successful investor of the 20th Century and one of the most influential philanthropists in the world. Warren Buffett, known as the "Oracle of Omaha" knows a thing or two when it comes to investments and understands the importance and value of planting the right seeds.

The 2016 IIMC Annual Conference theme was selected as a tribute to this great philanthropist, but also to encourage you to see educational opportunities as potential investments. By joining IIMC in Omaha, you will be doing so much more than just attending a conference. You will be making an investment in your professional growth, personal growth and the future of your municipality. When it comes to investing, nothing will generate a higher return than educating yourself.

In 2016, IIMC will be offering eight MMC Academy Sessions, four Athenian Leadership Dialogues, two General Sessions and 35 Concurrent Education Sessions. During your four days in Omaha, you will be able to invest in inspiring professional development sessions, invaluable networking time and numerous opportunities to grow professionally.

Always remember, an investment in knowledge pays the best interest. IIMC looks forward to investing in you and your education in Omaha, Nebraska.

Master Municipal Clerk (MMC) Academy Sessions

This year, IIMC will offer eight four-hour preconference Master Municipal Clerk Academy (MMC) Sessions. The topics offered will include Social Media, Strategic Planning, Conflict Resolution, Electronic Records Management, Human Resources, Communication Skills, Stress Management and Leadership.

Attendees must pre-register for Academy sessions and are open to members pursuing both the CMC and MMC designations. Each Academy Session is worth two CMC Education points or two MMC Advanced Education points. To receive points, each participant is required to complete a learning assessment.

Interested in IIMC's Certification Programs?

Sunday, May 22 – Tuesday, May 24, 2016



Have a question regarding the CMC program? MMC Program? Want to meet the voices behind the phone and emails? Maybe you just need someone to give you a little extra push when it comes to filling out the proper paperwork. IIMC's Education Department will be in the IIMC Education Booth in the Exhibit Hall throughout the week to answer your questions regarding these programs and get you started on the right path toward achieving your designation.

Please do not bring your application and its supporting documents to the conference for review. The Education Department will not be able to accept or review any documentation at the conference.



Saturday, May 21, 2016 8:00 a.m. - 12:00 p.m.

Fee: \$179.00

Social Media 201: You're Social - Now What?

Wendy Klock-Johnson, CMC

Assistant City Clerk, Sacramento, California

Do you remember the days before Twitter? How on earth did we share small but important messages with our colleagues?

With a Post-It note, perhaps?

Back in those primitive, pre-Twitter times, a quick scribble on a Post-It note was a really fast and easy way to communicate with one or more people. You could even "pin" the Post-It note on their computer monitor to make sure that it was seen. Pinterest's roots clearly began with the humble corkboard, while Facebook was born from the address book. Staring out of a window was the "YouTube" of our youth, a hashtag was a pound symbol and the Rolodex stepped quickly to one side once LinkedIn was launched.

Social media, although a relatively recent phenomenon, is here to stay and can no longer be viewed as a trend or passing fancy. Exploring methods of communication through these channels is becoming a must for smart municipalities as our jurisdictional demographics continue to embrace all forms of social media.

This session will be an intensive look at social media in governmental applications in which you will:

- Discuss early social media through present day with real world experiences of great (and some not so great) examples of governmental implementations
- Discover quick start ideas for launching social media channels, and industry best practices
- Learn tools to help implement new and improve your existing social media channels

 Share your own municipality's social media experiences

Wendy Klock-Johnson has worked for the City of Sacramento for over 17 years. Serving in the Office of the City Clerk for more than six years, she started as the City's Records Manager and now serves as an Assistant City Clerk. Among her duties Klock-Johnson oversees the City's Records Management Program and the Records Unit that processes more than 3,000 public record requests annually. In addition, she is responsible for elections, filing compliance, and contract processing.

Klock-Johnson is active in supporting her fellow Municipal Clerks through education and has presented at local, state, and international conferences on records Management, Technology, and social media. She holds a Bachelor's degree in Organizational Development and a Master's Degree in Strategic Communications. She received her Certified Municipal Clerk designation in 2012; and is currently working on her MMC designation.

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.

Saturday, May 21, 2016 8:00 a.m. - 12:00 p.m.

Fee: \$179.00

Strategic Planning for the Municipal Clerk's Office

Marty Stanley, CSP

Altering Outcomes, Kansas City, Missouri

An old rule of thumb was that "for every hour spent in planning, you could save three in implementation." In our complex world of technology, cross-functional overlap and regulatory compliance, a recent study showed



that the planning of a project should take approximately 33% of the time required to complete a project and for every one hour spent planning, you will save 10 hours in implementation when there is effective strategic planning.

Strategic Planning is used to set priorities, focus energy and resources, strengthen operations and ensure that employees and other stakeholders are working toward common goals. Effective strategic planning can articulate not only where the Municipal Clerk's Office is going and the actions needed to make progress, but also how to define success for hard-to-measure tasks.

In this hands-on workshop, participants will begin to create their own departmental strategic plan by discovering:

- The key components of an effective strategic plan
- How to assess strengths and limitations
- How to create objectives and set SMART goals
- How to create a mission, vision and values statement for their department
- Valuable tips for the implementation of your plan
- Ways to revisit and refine your existing strategic plan on a continual basis

As an author, Certified Speaking Professional (CSP), facilitator and executive coach, Marty Stanley draws on her experience of working with a broad range of clients for more than 15 years. She provides practical and pragmatic tools for professional and organizational success. Her clients range from associations such as the Missouri City Clerks Association and American Public Works Association to industries ranging from law and engineering firms to the health care and mortgage industries.

Her books, Get Out of B.E.D. (Blame Excuses and Denial): Change Your Outlook -Alter Your Outcomes and her most recent book From Type

A to Type T: How to Be a Transformational Leader in a Bottom-Line World provide the foundation for personal and organizational effectiveness and success.

Stanley's articles have been featured in hundreds of national and international trade and professional publications. She also draws on her experience as a Vice President of Human Resources in three diverse corporate environments.

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.

Saturday, May 21, 2016 1:30 p.m. - 5:30 p.m.

Fee: \$179.00

Conflict Resolution in the Workplace: What It Is Costing Your Organization and How to Resolve It

Joann Tilton, MMC

City Clerk, Manteca, California

Nearly 60% of all voluntary resignations stem from unresolved conflict in the workplace. With the recent "pinch" on the local government workforce, organizations can no longer afford to lose people for resolvable issues, which may have been averted through open communication of realistic expectations. You will assess your own communication and conflict handling style and learn how to approach others with varying styles to better resolve conflict at the lowest possible level. You will walk away with a better understanding of the predictable path of conflict and a clear view of the 9 cost factors associated with unresolved conflict.



During this session you will discuss:

- Costs associated with unresolved conflict
- A knowledge base (steps) for dealing with conflict
- The "Nature" of conflict (the psychology of conflict)
- How to remap your definition of conflict with a positive spin
- Your personal conflict handling style mode and those of others
- Your personal communication style and those of others

Joann Tilton, MMC, serves on the Executive Board for the City Clerks Association of California as the Professional Development Director.

Tilton served as CCAC President from 2004-2005 and has held a variety of positions on the Board since 1999.

Tilton is City Clerk for the City of Manteca and has served in that capacity for more than 30 years, with nearly 31 years in local government.

Tilton's passion is developing leaders of the future through personal and professional development. She is a graduate of the Training of Trainers Program through CEPO (Continuing Education for Public Officials). Tilton is a certified trainer in workplace conflict resolution and self-mediation. She has worked with and trained City Clerks in Washington, Oregon, Alaska, California and at the IIMC Annual Conference.

Tilton has represented the Central Division of the League of California Cities (LOCC) on the Administrative Services Policy Committee for 15 years. She has served on the IIMC Program Review/ Certification Committee since 2007 and chaired the Committee in 2008-09.

Tilton was named CCAC City Clerk of the Year in 2007 and is most proud of receiving the IIMC Quill Award in 2008. Tilton just concluded a three-year term on the IIMC Board of Directors.

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.

Saturday, May 21, 2016 1:30 p.m. - 5:30 p.m.

Fee: \$179.00

A Profession in Transition: Lessons Learned from the City of Austin's Electronic Records Management Strategy Implementation

Jannette Goodall, CMC, CRM

City Clerk/Records Manager, Austin, Texas

Robert Guz, CRM

Records and Information Management Officer Austin, Texas

As a local government employee, you create, use, and manage information electronically in your daily work as you send e-mails, create spreadsheets, publish web pages, post to social media, manage databases, and create digitized materials. Because you are employed by a government agency, federal, state and local laws mandate that this information be treated as official government records. Your municipality already has a strategy to manage paper records but what about a plan to manage these electronic records?

As the title states, records management is currently a profession in transition, largely due to the influence of electronic records and emerging technologies. Today most municipal records are created digitally and stored on personal computers, network drives, messaging systems, personal devices, and in the cloud. While electronic records are valuable assets, without proper governance they can create numerous problems for records managers and custodians. In addition, records managers must work closely with



information technology staff to understand how electronic records are created, stored, retrieved, preserved, and disposed of.

Join the City of Austin's Records Experts as they share their own electronic records management story to assist your municipality in developing its own strategy. During this session we will explore:

- The challenges and requirements of effectively managing municipal electronic records
- How to apply the ARMA Principals
- The challenges of outsourcing storage of electronic records in the cloud, including developing RFP and/or contract language
- Guidelines for imaging and conversion of documents, destruction of source and digital records, long-term preservation and incorporating records management requirements into data storage contracts
- Key features of an electronic records management strategy and how to develop and implement it
- Communicating with technology staff

Jannette Goodall, CMC, CRM, ERMP is the City Clerk for the City of Austin. Prior to her appointment as City Clerk she was the City Records Manager since 2001 and has more than 26 years of RIM experience. In addition to the City of Austin, her career has included working with the Illinois State Archives, University of Washington in Seattle and the Utah State Archives. She is a Certified Records Manager and is the Education Chair for the Austin Chapter of ARMA International. She is currently working on her Master Municipal Clerk and Texas Municipal Clerk's designations. She has been a member of the IIMC Records Management Committee since 2012.

Bob Guz, CRM, ERMS, is the Records and Information Management Officer for the City of Austin, Texas. He is responsible for the City's Records Management program, is a lead for the implementation of a City-wide electronic records management system, and has more than 20 years of technical and records management experience. Guz's consulting and project management experiences include imaging and document management system development and records management program implementation. Previously, he was a program director with Iron Mountain Consulting Services and a technical project manager for First Consulting Group. He has also worked as an information and records management professional for SEMATECH, Texas Instruments, and NASA.

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.

Sunday, May 22, 2016 8:00 a.m. - 12:00 p.m.

Fee: \$179.00

Human Resources Personal Liability: How to Protect Yourself

Paul Gruefe, SPHR, MBA

P.J. Greufe & Associates, Davenport, Iowa

Trends in recent court decisions reveal a disturbing fact: HR practitioners, supervisors, and other decision makers are being held personally liable for their actions under several employment laws. In other words, the normal wall limiting personal liability does not totally protect you. Several state and federal courts have issued new decisions finding HR professionals, and other managers, personally responsible for their employment actions. This liability is both expensive and extremely time consuming with some cases involving six-figure judgments and almost all taking years to wind their way through the court system.



This exposure is hard to ignore, and HR professionals are rightly concerned about the trend; but there is some good news. You can make yourself a less attractive target for legal action by focusing on the biggest budget line item within your municipality...PEOPLE!

Investing time into developing strategies to better manage this resource only makes sense and will only benefit you and your municipality in the long run. In order to do so, Municipal Clerks must be fluent in the ABC's of Human Resources... ADA, ADAAA, FMLA, CR, EEOC, WC, AA, OSHA, and MORE! During this session we will explore the potential liabilities of each, as well as managing Human Resources in general and develop solutions to negate potential concerns.

Gruefe's clients have been sued for more than \$500 million, but he has never lost a case. Join us for a humorous trip down the litigation trail while we explore the biggest areas of liability within your municipality.

Paul J. Greufe, SPHR has more than 20 years of experience in all areas of Human Resources Management and Labor Relations. He is president of PJ Greufe & Associates, a business partner specializing in Human Resources. His experience and expertise range from small businesses to large corporations and from private sector to public sector organizations.

He holds a Master's Degree in Business
Administration. He has served as a faculty member at lowa State University, St. Ambrose University and Ashford University and instructed more than 200 graduate and undergraduate courses including Human Resources Management, Labor Relations, Leadership and Corporate Culture.

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.

Sunday, May 22, 2016 8:00 a.m. - 12:00 p.m.

Fee: \$179.00

Parks and Recreation: Clips and Tips to be an Effective Municipal Clerk

Brenda Viola

Communications Consultant, Sarasota, Florida

During its seven-season run on NBC, the Parks and Recreation team of Leslie Knope, Ron Swanson, Tom Haverford, Andy Dwyer, Ben Wyatt, Donna Meagle and April Ludgate never failed to make us laugh. However, their performances as government employees often made us proud to share the same desire to serve the public and work in local government. While their methods were sprinkled with madness, there's much that can be learned from these characters to inspire your own success as a Municipal Clerk. Using scenes from the series, this session will discuss and explore:

- Strategies for dealing with difficult people
- The root of defensive behavior and how to take the high road
- Knowing your team is the key to getting the job done
- Succeeding through honesty and transparency
- How to cultivate care that fuels your service
- Signs you're doing too much and how to shine brightly instead of burning out
- How to say no gracefully, even when facing an intimidating person
- Elements of time management
- How to face fears and make a difference
- Pillars of effective communication and navigating a media circus with panache
- Maintaining humor in stressful times



Laugh, learn and be reminded of why you signed up to be a Municipal Clerk in the first place. The dedication and idealism, savvy and smarts of Leslie Knope and her colleagues can bring you back to your core values of service (and restore your smile.)

Brenda Viola has worked in the field of Communications for over 30 years as a journalist, news anchor and as an award-winning Public Information Officer for a first-ring suburb of Philadelphia. She has coached thousands of professionals to "Master the Media" and effectively speak - whether at a podium, in a meeting, or in front of the TV cameras. In recent years, her training has evolved to include motivational speaking, with a special emphasis on the challenges faced by government employees and how to reconnect with the joy of public service.

People are most fascinated, however, by her brief stint as a QVC Show Host or by her blog, entitled "FLUFFI" - that stands for Fabulous Ladies United for Fun, Fearlessness and Inspiration. She is a Sarasota, Florida resident and proudly wears her MCEF turtle pin!

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.

Sunday, May 22, 2016 1:30 p.m. - 5:30 p.m.

Fee: \$179.00

All Stressed Up and Nowhere to Blow!

Jae Pierce-Baba

CEO/ Registered and Licensed Occupational Therapist / Certified Laughter Professional, LipShtick Productions Wichita, Kansas

Phone calls, emails, council meetings, projects, agendas – so much to do and so little time! All this can leave you feeling a little, well – Stressed!

Stress is one of the most common words used in society today and a phenomenon that each one of us will experience at some point in our life. Stress affects people of all ages, professions and life situations. While some workplace stress is normal, excessive stress can interfere with your productivity and impact your physical and emotional health. Your ability to deal with stress can mean the difference between doing your job successfully and costing your municipality thousands of dollars per year in lost work hours and/or medical bills.

You can't control everything in your work environment, but that doesn't mean you're powerless. Successful management of stress involves attaining a feeling of control, finding an outlet for frustration, and creating a perception that things can improve.

Stress may be the Spice of Life but by taking steps to reduce it you can increase innovation, decrease workplace turmoil, reduce employee turnover, and make your municipality a great place to work!

During this session you will:

- Explore the difference between Eustress (good) and Distress (bad)
- Learn how to use humor and laughter, and a sense of humor as antidotes for stress
- Discover how to create positive emotions and increase your "bounce-back-ability"
- Discuss why emotions are contagious and how they have a direct impact on those around you including colleagues, superiors, citizens and even the media
- Learn to utilize social engineering to modify exposures to stressors
- Learn to sharpen serenity skills and shift your response to stressors

Jae Pierce-Baba, OTR, Humorologist, is CEO of her own seminar company, LipShtick Productions and a nationally recognized professional speaker, writer and comedienne. As an Occupational Therapist, Jae has experience in a variety of settings with patients ranging in age from newborns to the



elderly. Jae's mission in life is to spread the word of the power of therapeutic humor in both our professional and private lives. Jae encourages humor as a coping strategy in meeting the daily challenges of life, and believes that a sense of humor is an essential life skill. Her wit, wisdom and insight keep her audiences laughing, smilling and ENERGIZED!

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.

Sunday, May 22, 2016 1:30 p.m. - 5:30 p.m.

Fee: \$179.00

Great Leaders GROW: Becoming a Leader for Life

Rex J. Osborn

President/CEO, More Than Talk LLC. Ripon, CA

Look to the future for a moment. What kind of leader are you striving to be? One who is always ready to face the next challenge? Or the leader who tries to apply yesterday's solutions to today's problems?

As both human beings and leaders, our survival depends on our ability to adapt, grow and transform ourselves and our agencies to meet the ever-changing demands of the world we serve.

Being willing to develop and grow is a risk, it requires self-reflection and a willingness to challenge yourself, your worldviews and challenge others. For effective leaders, such growth and risk is not an option – it is a requirement.

During this session you will explore and build skills in the basic elements that are critical to deepening our courage to act, growing as leaders and turning visions into realities.

Using the acronym GROW, you'll explore four strategies that leaders must use to challenge and stretch themselves—both on the job and off—to reach their highest potential.

- Gain Knowledge
- Reach Out to Others
- Open Your World
- Walk Toward Wisdom

Successful leaders don't rest on their laurels, because leadership is not a title on a business card. Leadership is a living process—and life means growth.

Rex Osborn is a seasoned facilitator and keynote speaker noted for his humorous approach and genuine appreciation of the experiences that shape each individual. Born in the Mid-West, his unique style is a result of his own life experiences. His career choices have ranged from professional bouncer to intern funeral director to law enforcement. A veteran law officer for more than two decades, Osborn is also a popular TV and radio personality, weekly columnist and adjunct junior college professor. He shares with us many anecdotal accounts from his long and varied career and has a talent for entertaining, while still imparting a serious message.

Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. To receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates.



Durham Western Heritage Museum

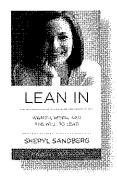


Athenian Leadership Society Dialogues are limited to a minimum of 10 participants and a maximum of 30 participants per session on a first-come, first-served basis. Each Dialogue is worth 3 CMC Education or 3 MMC Advanced Education points with the completion of a learning assessment. **Participants** are required to purchase and read the book prior to the session. Due to the pre-work that is involved (reading of the book), on-site registrations are not allowed.

Fee: \$110.00

Saturday, May 21, 2016

8:00 a.m. - 3:00 p.m.



Lean In: Women, Work and the Will to Lead by Sheryl Sandberg

Ellen Freeman-Wakefield

Institute Director University of Nebraska At Omaha Omaha, Nebraska

Thirty years after women became 50 percent of the college

graduates in the United States, men still hold the vast majority of leadership positions in government and industry. This means that women's voices are still not heard equally in the decisions that most affect our lives. In Lean In, Sheryl Sandberg examines why women's progress in achieving leadership roles has stalled, explains the root causes, and offers compelling, commonsense solutions that can empower women to achieve their full potential.

Sandberg is the chief operating officer of Facebook and is ranked on Fortune's list of the 50 Most Powerful Women in Business and as one of Time's 100 Most Influential People in the World. In 2010, she gave an electrifying TEDTalk in which she described how women unintentionally hold themselves back in their careers. Her talk, which became a phenomenon and has been viewed more than two million times, encouraged women to "sit at the table," seek challenges, take risks, and pursue their goals with gusto.

In Lean In, Sandberg digs deeper into these issues, combining personal anecdotes, hard data, and compelling research to cut through the layers of ambiguity and bias surrounding the lives and

choices of working women. She recounts her own decisions, mistakes, and daily struggles to make the right choices for herself, her career, and her family. She provides practical advice on negotiation techniques, mentorship, and building a satisfying career, urging women to set boundaries and to abandon the myth of "having it all."

Written with both humor and wisdom, Sandberg's book is an inspiring call to action and a blueprint for individual growth.

Ellen Freeman-Wakefield has more than 25 years of administrative experience in agency administration both in the public and nonprofit sector. Previous to her work in higher education, she spent her early career advocating and administering early childhood education programs. Freeman-Wakefield has developed a vast professional network ranging from the state level (Nebraska Crime Commission, Nebraska Health and Human Services Child and Family Services Division, Nebraska Department of Correctional Services, and at the local level with numerous social service agencies and community response teams (Omaha Police Department and Child Protective Services).

Freeman-Wakefield also holds a position with the College of Community Service and School of Public Administration, University of Nebraska at Omaha, where she is the Director of Professional Programs and for the past twenty two years an adjunct faculty member teaching in both the undergraduate and graduate program. In addition to teaching at UNO, Freeman-Wakefield also teaches at Midland University, Nebraska.

Pre-registration (on-site registrations are not allowed) and payment of a \$110.00 fee is required to attend this Athenian Leadership Society Dialogue. To receive points, each participant is required to complete a learning assessment. This dialogue is limited to 30 registered delegates. Delegates must register by Monday, May 2, 2016.



Fee: \$110.00

Saturday, May 21, 2016

9:00 a.m. - 4:00 p.m.



The Fox and The Whirlwind: General George Crook and Geronimo, a Paired Biography by Peter Aleshire

Tami Kelly, MMC

Clerk of Council, Grove City, Ohio

In this captivating dual biography, Peter Aleshire chronicles the

lives and battles of two of America's most famous warriors. General George Crook, the nation's most successful Indian fighter, combined a paradoxical sympathy with a relentless antipathy, becoming both the Apache's best friend and their worst enemy. Geronimo, an Apache shaman, made a religion of revenge and fought on long past hope and reason, ultimately becoming both the white's most hated foe and a romanticized symbol of Indian resistance.

Artfully constructed from their own words, as well as newspaper accounts and the firsthand recollections of those who fought with-and against-them, this is a compelling and uniquely evenhanded account of the intriguing men at the center of one of American history's most definitive, longest-running struggles-the infamous Apache Wars. Born to defend their respective cultures-and destined to destroy each other in the process-the vengeful, spiritually powerful Indian warrior and the remorseless, consummate professional officer are inextricably bound to each other in the fabric of our country, and in the hearts of their peoples.

This dialogue will take place offsite at the award-winning, authentically restored home of General George Crook in Historic Omaha. The General Crook House Museum offers visitors a look into the lives of George and Mary Crook, and so much more. Built in 1879, the fort was home to the Crooks in the late 1800s as George served as commander of the Department of the Platte. Transportation will be provided to and from the Museum.

Appointed in November of 1990, Tami Kelly serves as the Clerk of Council for the City of Grove City, Ohio.

Immediately introduced to the Ohio Municipal Clerks Association and the International Institute of Municipal Clerks, she became a member of both in 1991. Kelly remains active in both associations today by serving on and/or chairing Committees. She served as the OMCA President in 1998-99, and as the IIMC Region 5 Director from 2009 – 2012.

Through IIMC, Kelly became a Certified Municipal Clerk in 1995 and continued her education to become a Master Municipal Clerk in 2003. Continuing her commitment to life-long learning, Kelly became a Fellow and was inducted into the Athenian Leadership Society in 2011.

During her tenure, Kelly has been a speaker at OMCA Conferences, Kent State Institutes, IIMC Conferences, IIMC Region meetings, the Southwest Community Leadership program; local school programs; and the County Success program for High School students. In addition, she has led Study groups through foreign countries and teaches dance in her spare time.

Other notable accomplishments include: graduating from the inaugural class of the Southwest Community Leadership program in 1999; serving on its Board of Directors in 2000 and serving as its President in 2001. She was recognized by the Ohio Senate in 1999; recognized by the Ohio House of Representatives in 2003; named OMCA Clerk of the Year in 2008; and received the prestigious IIMC President's Award of Merit in 2011.

Kelly was mentored by Athenian Facilitator and IIMC Past President Mary Lynne Stratta, MMC, and is proud to be an approved Facilitator for the IIMC Athenian Dialogue program.

Pre-registration (on-site registrations are not allowed) and payment of a \$110.00 fee is required to attend this Athenian Leadership Society Dialogue. To receive points, each participant is required to complete a learning assessment. This dialogue is limited to 24 registered delegates. Delegates must register by Monday, May 2, 2016.



Fee: \$110.00

Sunday, May 22, 2016

8:00 a.m. - 3:00 p.m.



An American Original: Walt Disney

by Bob Thomas

"He was an original. Not just an American original, but also an original. Period. He was a happy accident, one of the happiest this century has experienced."

~Eric Sevareid, CBS Nightly News

Charles Tokar, MMC

Mayor/Retired Clerk/IIMC Past President IIMC Athenian Leadership Society Fellow Chicago Ridge, Illinois

After years of research and with the full cooperation of the Disney family, including access to private papers and letters, Bob Thomas has produced the definitive biography of the man behind the legend - Walter Elias Disney - the unschooled cartoonist who went bankrupt on his first movie venture but became the genius who produced unmatched works of animation.

Bob Thomas' biography is a fascinating and inspirational work that captures the spirit of Walt Disney. Thomas takes us on a journey with an in depth look at the man behind Mickey Mouse, Disneyland and how he reshaped the world of cartoons and entertainment. There are humble beginnings, failures, heartbreak, dwarves, a castle, and evil villains. But Disney manages to break free from the chains that tried to weigh him down and, finally, arises as a hero who makes everyone's dreams come true. Though he died before all of his dreams came to fruition, the legacy Disney left behind is one that no one will forget.

Thomas gives us more than just a glimpse of this American original of a man. He opens our eyes to the hero that was Walt Disney. There is something to be said about a man who can broaden our vision of the world through his amazing movies and

yet still convince us that it is a small world after all.

Charles E. Tokar, JD, MPA, MMC, is currently serving as the Mayor of his hometown of Chicago Ridge, having been elected in April of 2013. Prior to that, he served as the Village's elected Clerk/Collector and the appointed Budget Officer since 1989, and before that, as a Village Trustee, having first been elected in 1975. Tokar received his BA in Political Science/International Relations from Knox College in Galesburg in 1975. He became an Attorney in 1978 (Northern Illinois University), and in 1992 received a Master's Degree in Public Administration from Governor's State University.

As a member of the Municipal Clerks of Illinois, he has served on numerous Committees, as District Director, Secretary, Vice President and two terms as President. He received the Illinois Clerk of the Year Award in 1999, and served as Chair of the Illinois Clerks Institute Training Committee. In 2002, he became the 16th Master Municipal Clerk in Illinois.

Tokar's involvement with IIMC has also been extensive, culminating in 2007 with his being elected IIMC President. More recently, he was Chair of the IIMC Chicago 2009 Conference Steering Committee, and was a member of IIMC's International Relations Committee. He also was instrumental in establishing IIMC's Athenian Leadership Society, was in the founding group of Fellows inducted into the Society, and continues to facilitate leadership dialogues for his fellow Clerk professionals around the country.

Finally, Tokar is most proud of having received IIMC's highest honor, the Quill Award, at the 2013 Annual Conference in Atlantic City, NJ, where he was also granted an IIMC honorary lifetime membership.

Pre-registration (on-site registrations are not allowed) and payment of a \$110.00 fee is required to attend this Athenian Leadership Society Dialogue. To receive points, each participant is required to complete a learning assessment. This dialogue is limited to 30 registered delegates.

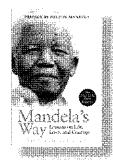
Delegates must register by Monday, May 2, 2016.



Fee: \$110.00

Sunday, May 22, 2016

8:00 a.m. - 3:00 p.m.



Mandela's Way: Lessons on Life, Love and Courage by Richard Stengel

Mary Lynne Stratta, MMC

City Secretary/IIMC Past President IIMC Athenian Leadership Society Fellow, Bryan, Texas

We long for heroes and have too few. Nelson Mandela, who died in 2013 at the age of 95, is the closest thing the world has to a secular saint. He liberated a country from a system of violent prejudice and helped unite oppressor and oppressed in a way that had never been done before.

Richard Stengel, an editor of *Time* magazine, has distilled countless hours of intimate conversation with Mandela into fifteen essential life lessons. For nearly three years, including the critical period when Mandela moved South Africa toward the first democratic elections in its history, Stengel collaborated with Mandela on his autobiography, Long Walk to Freedom, and traveled with him everywhere. Eating with him, watching him campaign, hearing him think out loud, Stengel came to know all the different sides of this complex man and became a cherished friend and colleague.

In Mandela's Way, Stengel recounts the moments in which "the grandfather of South Africa" was tested and shares the wisdom he learned: why courage is more than the absence of fear, why we should keep our rivals close, why the answer is not always either/or but often "both," how important it is for each of us to find something away from the world that gives us pleasure and satisfaction—our own garden. Woven into these life lessons are remarkable stories—of Mandela's childhood as the protégé of a tribal king, of his early days as a freedom fighter, of the 27-year imprisonment that could not break him, and of his fulfilling remarriage at the age of 80.

This uplifting book captures the spirit of this extraordinary man—warrior, martyr, husband, statesman, and moral leader—and spurs us to look within ourselves, reconsider the things we take for granted, and contemplate the legacy we'll leave behind.

Mary Lynne Stratta was appointed City Secretary of the City of Bryan, Texas, by the Bryan City Council in 1990, and has more than 31 years of experience in local government administration. She is a graduate of the Texas Municipal Clerks Certification Program, administered through the University of North Texas, holding the designation of Texas Registered Municipal Clerk. Stratta was awarded the Certified Municipal Clerk designation by the International Institute of Municipal Clerks (IIMC) in 1996 and was certified as a Master Municipal Clerk by IIMC in 2004.

Stratta served as the 2009-2010 President of the International Institute of Municipal Clerks, following service as IIMC's Vice President, President Elect and member of the IIMC Board of Directors (2003-2006). In 2003, Stratta won the prestigious IIMC Quill Award. She served as the 2005 President of the Texas Municipal Clerks Association and was named City Clerk of the Year for the State of Texas in 2002. Her TMCA Chapter also named her City Clerk of the Year on four different occasions. She has also served on the Board of Directors of the Texas Municipal League.

In 2009, she was inducted as a Fellow in the Athenian Leadership Society. Since that time, she has greatly enjoyed facilitating leadership dialogues at IIMC conferences and for several state associations on behalf of IIMC. She also serves as a facilitator mentor for other Clerks wishing to become IIMC dialogue facilitators.

Pre-registration (on-site registrations are not allowed) and payment of a \$110.00 fee is required to attend this Athenian Leadership Society Dialogue. To receive points, each participant is required to complete a learning assessment. This dialogue is limited to 30 registered delegates. Delegates must register by Monday, May 2, 2016.





Concurrent Education Sessions to Look Forward To!

- Mind the Bridges: When Generations Collide
- Solving Situations, Not Problems
- Lions, Tigers and Mayors: Dealing with Elected Officials
- Mastering the Media
- Alone Together: Why We Expect More From Technology and Less from Each Other
- International Idea Exchange
- **Relieving Overload: Living With Margin in Your Life**
- **Body Language Confidential**

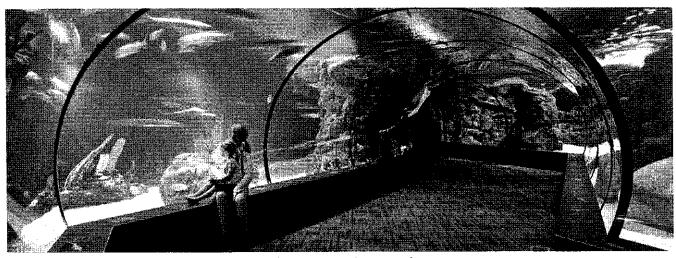
- The FMLA Legal Minefield
- · 🎟 Succession Planning
- **M** Advanced Parliamentary Procedures
- The Redevelopment and Revitalization of Historic Omaha
- In The Line of Duty: When Values Clash With Responsible Service
- Understanding Your Community Culture: Ditching the Cookie Cutter Mentality
- Codification: Successes, Challenges and Lessons Learned

Call for Converners & Scanners

IIMC would like to extend the opportunity to all IIMC members attending the 70th IIMC Annual Conference to get involved in the conference education program by acting as a session Convener or Scanner. To receive more information regarding the requirements and to volunteer, please complete the **Convener/Scanner Volunteer Form** found on IIMC's website under the "Conference" tab. If you need assistance locating the form, please contact Kellie Siggson at kellie@iimc.com.

2016 IIMC Annual Conference Grants Two Grants Per Region

MCEF's Conference Grant Program offers eligible members in each Region (I through XI) complimentary registration to attend the IIMC Annual Conference in Omaha, Nebraska, May 22 through May 25, 2016. The News Digest and weekly E-Briefings will provide more information.



Doorly Zoo and Aquarium



NEW! Offsite Concurrent Education Session

Tuesday, May 24, 2016 2:15 p.m. – 5:00 p.m.

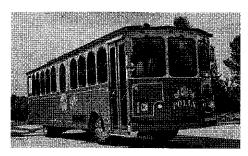
Fee: \$35

The Redevelopment and Revitalization of Historic Omaha

The Education Department is proud to announce the development of an offsite, concurrent education experience that will take place in 2016 at the 70th IIMC Annual Conference. This program will be running alongside of six other concurrent sessions which will take place onsite at the convention center and will offer the registered Delegates the opportunity to get out and see all that Omaha has to offer.

This new program will focus on the neighborhood redevelopment and revitalization of Omaha and the hard work that the City has put in to preserve the oldest parts of town. Omaha has been working on transforming its downtown area for decades and has been deemed one of the more successful downtown revitalization scenes in the entire country. Omaha has attempted to break the cycle of poverty and community deterioration by facilitating the creation of healthy, sustainable,

mixed-income communities complete with thriving schools, recreational facilities, and other amenities that will attract to Omaha new public and private investment.

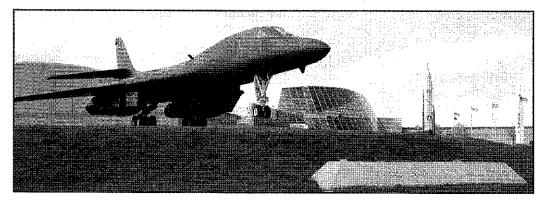


IIMC will be recruiting the help of "Ollie the Trolley," to transport 75 Delegates from the convention center to the

North and South Omaha areas to experience the revitalization and redevelopment first hand. Experts in this field will be onboard the trolley to begin the discussion and ensure that the experience begins the second you pull away from the convention center. Ollie will return the delegates to the convention center immediately following the session.

Pre-registration (on-site registrations are not allowed) and payment of a \$35.00 fee is required to attend this Offsite Concurrent Education Session. This session is limited to 75 registered Delegates. Delegates must register by Monday, May 2, 2016. Registration will be accepted on a first come, first served basis. Additional trolleys will not be added.

Strategic Air & Space Museum



Visit the Strategic Air & Space Museum, a Smithsonian affiliate and the home to the largest collection of Cold War aircraft and artifacts in the United States! Visitors can get up and close to iconic aircraft including the

magnificent SR-71 Blackbird, nine bombers including a B-36J "Peacemaker", B-17 'Flying Fortress' and a B-1A "Lancer", missiles, spacecraft such as the Apollo Command Space Module, as well as a collection of Astronaut Clayton Anderson artifacts, Nebraska's own astronaut.



Highlights of the Week

Board of Directors Meeting

The current IIMC Board of Directors will meet on Saturday, May 21. The newly elected 2016/2017 Board will convene on Wednesday, May 25. Meetings are open to all Delegates.

Region Meetings

Region meetings will be held on Monday, May 23. All Delegates have an opportunity to attend, participate and receive the latest IIMC news from your Region Directors.

Mac Annual Business Meeting - A.M. Meeting

This is a wonderful opportunity to learn first-hand what's going on with your Organization. The IIMC Annual Business Meeting will convene for breakfast on Wednesday, May 25. The agenda will include the results of the membership election of IIMC Vice President (if necessary), Amendments to the Constitution (if any), adoption of resolutions, Association business and other related matters. Members who wish to have resolutions considered at the Annual Business Meeting must submit them in writing to IIMC Headquarters at least 30 days (by April 25, 2016) before the Annual Conference. No resolution or proposal that would establish IIMC policy will be considered at the Annual Business Meeting unless previously approved for submission by the Board of Directors, except upon approval of two-thirds of the Delegates at the meeting.

Exhibit Hall Information

Convention Center • Exhibit Hall

The IIMC Exhibit Hall officially opens its doors on Sunday, May 22, with the Grand Opening/ Luncheon scheduled for Monday, May 23. IIMC encourages you to work the Hall, get to know the Exhibitors and learn about the diverse government products and services available to the Municipal Clerk's Office. Refreshment breaks will be available in the Hall while it's open. The Opening Reception will be held on Sunday, May 22 in the Exhibit Hall from 8 to 10 p.m. Here are other events in the Hall:

- Sunday, May 22 Exhibit Hall opens
- Sunday, May 22 Opening Reception
- Monday, May 23 to Tuesday, May 24 --Refreshment Breaks
- Monday, May 23 Grand Opening Luncheon
- Tuesday, May 24 Lunch

There will be plenty of time to enjoy your meals and mingle with the Exhibitors. Don't forget to support your Foundation at the **MCEF Silent Auction** in the Exhibit Hall.

First-Time Delegates Orientation

Is this your first IIMC Annual Conference? Do you need more information about IIMC? If you've answered yes to either of these questions, then the Orientation Session is for you. Join the veteran IIMC Conference crew Sunday, May 22 for helpful hints on the Conference schedule; selecting Conference workshops; ways to become more involved with IIMC; and answers to questions many new Delegates hesitate to ask. For more information, contact Janis Daudt at janis@iimc. com.

Opening Reception

Convention Center • Exhibit Hall

You don't have to go far and, as a change of pace, Delegates will be treated to a wonderful evening of camaraderie and networking with colleagues while enjoying dessert.

When: Sunday, May 22Where: Convention CenterTime: 8 - 10:00 pm

Exhibit Hall

Opening Ceremony

The Opening Ceremony will be held on Monday, May 23 – 8:30 a.m. to 10:00 a.m. This morning's event will feature many highlights including the Parade of Flags, Awards, special keynote speakers, and a special surprise performance.





MCEF and What's New in Omaha!

MCEF and What's New in Omaha!

Omaha Conference attendees will have the opportunity to participate in a NEW MCEF event, and YOU WON'T WANT TO MISS OUT ON THE FUN! This year MCEF will sell a special MCEF T-shirt that will be worn at a specific event to be announced later. You

will want to purchase your shirt when registering for the Conference (see Registration Form in this program) as only a limited number will be available in Omaha on a first come basis. Join in the fun with fellow Clerks in supporting MCEF's fund-raising efforts and take home the "premier" MCEF tee. MCEF is also planning other ways for you to show off your MCEF shirt throughout the year.

Silent Auction

MCEF will again hold the popular "Silent Auction" in Omaha. Be on the look-out for auction items to donate and come prepared to bid early and often. There will again be an opportunity to win a trip to Hawaii as well as other special items, "Explore Omaha" restaurants, and daily 50/50 fundraising opportunities. Be sure to participate in all!



Funds raised by MCEF go to support Municipal Clerks Education programs through scholarships and learning opportunities as well as fund speakers and education sessions at the IIMC Annual Conference. Since 1984, MCEF has awarded or contributed more than \$823,000 to educate Municipal Clerks. The 2015 IIMC Conference in Hartford raised approximately \$33,000. Let's keep the momentum going.

Explore Omaha

An opportunity to help your MUNICIPAL CLERKS EDUCATION FOUNDATION while simultaneously enjoying what Omaha has to offer. MCEF is providing an opportunity to explore Omaha, and help the Foundation grow and provide more funds for Clerk's education.

The "Explore Omaha" fundraiser features local restaurants and other establishments who will offer "specials" for MCEF event participants. This exciting fundraiser will be a great way to explore the city, support the local community and support MCEF and Clerk Education. To participate, you can register on the Conference Registration Form in this preliminary program or online at www.iimc.com.

Future E-Briefings and News Digests will have more information on participating establishments in Omaha.

You're Invited...

Annual Reception & Banquet

This special evening is a fitting climax to say goodbye to friends and to reflect on your Conference "nighs." To celebrate IIMC's 70th Anniversary, tonight's suggested banquet attire is formal.

Date: Wedne

Wednesday, May 25

Date:

Wednesday, May 25

What:

Annual Reception

What:

Annual Banquet

Time:

6:00 pm

Time:

7:00 pm

Where:

Convention Center

Where: Convention Center

70th HMC Annual Conference - Omaha, NE



All-Conference Event

From Groovy to Far Out to Let's Boogie and Disco -- IIMC Celebrates Its 70th Anniversary with a '70s Theme Party

That's right, if you were glued to the TV watching "The Brady Bunch," "All in the Family," and "American Bandstand," and you were reading "Tiger Beat," "16," and "Creem," while you were wearing bell bottom Levi's, Lees and Wranglers, pull up a bean bag on the shag rug, crank up the lava lamp and stick around.

Or, if you traded in your bell-bottoms for that nice leisure suit, platform shoes and a few dozen gold chains around your neck, IIMC will have something for you, too. And, ladies, time to bring back the shag hairdo, the Farrah Fawcet look, the BeeGees, KC and the Sunshine Band, and strobe lights.

IIMC's 2016 All Conference Event will feature a 1970s theme and will be held in the CenturyLink Convention Center. The evening will feature live music from both eras, a costume contest, sumptuous fare, and dancing all in '70s style ambiance.

Attendees are encouraged to wear clothes reflective of that era.

When: Tuesday, May 24, 2016

Where: CenturyLink Convention Center

Time: 7 p.m. to 10 p.m.

Attire: 1970s attire

POINTS FOR ATTENDING 2016 IIMC CONFERENCE

Attending the ENTIRE IIMC Conference in Omaha, Nebraska, will earn you EIGHT CMC EDUCATION or EXPERIENCE points, or EIGHT MMC ADVANCED EDUCATION or PROFESSIONAL CONTRIBUTION points. To receive all 8 Points, IIMC will be scanning Delegates prior to each education session.

MASTER MUNICIPAL ACADEMY POINTS

Master Municipal Clerk Academy participants can earn two (2) points for each Academy attended and completed (including assessment) for a possible total number of eight (8) points.



ATHENIAN DIALOGUES

Athenian Dialogues participants can earn three (3) points for each Dialogue attended and completed (including assessment) for a possible total number of six (6) points.

Little Know Fact About Omaha: You Can Thank Omaha for the TV Dinner

That's right, this mid-century staple was invented right here in the heartland by C.A. Swanson and Sons in 1954. As housewives rejoiced, the family gathered around for Swanson's finest frozen creations. Salisbury steak, and whipped potatoes, anyone?



Conference Discount Program & Membership Incentive Offer Plenty Of Savings

There are several ways you and your municipality can save money on the Delegate Registration Fee. To qualify, you MUST BE AN IIMC MEMBER and fit in one of the following categories.

1) \$50.00 DISCOUNT FOR FIRST-TIMERS

A FIRST-TIMER is an IIMC Member who has NEVER ATTENDED an IIMC Conference. If Omaha, Nebraska, will be your FIRST IIMC CONFERENCE, you will receive a \$50.00 discount off of the Delegate Registration Fee.

2) \$50.00 DISCOUNT FOR REGIONS 6,7 and 8 MEMBERS

If you are a Municipal Clerk in Region 6 (IA, MN, WI), Region 7 (IL, KS, MO) and Region 8 (AZ, CO, ID, MT, NE, NV, NM, ND, SD, UT, WY), you will receive a \$50.00 discount off of the Delegate Registration Fee.

3) REGION X (Canada)

Delegate Registration Fee is \$460.00 Early Bird. No other discounts will apply.

- **4) REGION XI** (Outside North America) Delegates pay a registration fee of \$395.00 Early Bird. No other discounts apply.
- 5) SAVE DOLLARS ON ADDITIONAL ACADEMIES
 If you attend more than one Academy,
 you can save an additional \$50.00 for each
 Academy thereafter, applicable only after
 paying the initial cost of \$179.00.

6) TWO OR MORE DELEGATES DISCOUNT

Any city that sends two or more Clerks to the Conference will receive a discounted flat rate of \$485.00 per Delegate. No other discounts (first timer or Region) will apply to the Delegates paying \$485.00. However, the first member from this group paying the full price (\$600.00) would be able to take advantage of the first timer and Region discount.

NOTE: Discounts apply ONLY to the full Conference Delegate Registration Fee and not to any other Conference category or area. Discounts DO NOT apply to Retirees, Guests, Non-Members, Institute Directors, Exhibitors, Single-Day Registration, Individual Tickets, All-Conference Event, Meal Functions, etc.

DELEGATES CAN AUTOMATICALLY DEDUCT THEIR DISCOUNT ON THEIR CONFERENCE REGISTRATION FORM.

Help us make the 2016 Conference in OMAHA the largest IIMC Conference ever.

AVIS

IIMC's Official Rental Car Supplier www.avis.com

Avis is IIMC's rental car supplier for the 70th Annual Conference in OMAHA, NE.

Attendees wishing to rent a car are eligible to receive discounts from Avis. If you're an IIMC member, you can use one of the options below:

- 1) Call Avis at **(800) 331-1600** to make reservations. Delegates should provide Avis' reservations agents with the AWD number to ensure they receive the best available car rental rates.
 - Avis Worldwide Discount (AWD) Number is X248099. The AWD will be effective from seven days prior
 to the event until seven days after the event
- 2) Use this customized link **Avis.com link for 70th IIMC Annual Conference** and your AWD number will automatically be placed in the reservation detail.



Conference Registration & Housing



Use The Conference Registration Form in this Program or online to register for the Conference in Omaha and refer to the back of the Program to reserve your Hotel room for the 2016 IIMC Annual Conference.

Payment and registration form must be received by **April 4, 2016** to receive the Early Bird Fee. You can either FAX (909/944-8545) or mail your Conference Registration Form with your payment to IIMC Headquarters. You can also complete it online at www.iimc.com. IIMC will not accept telephone registrations. In the center of this Program, you'll find:

- 1) An IIMC Conference Registration Form to be completed and returned to IIMC Headquarters with payment. IIMC will confirm your Conference registration by email. NOTE: IIMC Members are not eligible for guest registration fees. Registration forms will not be accepted without payment.
- 2) Housing information On Back Cover. Delegates can make their own reservation by 1) registering online, or 2) contacting the Hotel (SEE BACK COVER FOR MORE INFORMATION). DO NOT SEND YOUR HOUSING RESERVATION TO IMC HEADQUARTERS.

The Registration Package fee for IIMC Members, Associate, Retired Members and Non-Members includes:

- Opening Reception
- Opening Ceremony
- Concurrent Education Sessions/Workshops
- Admission to Exhibit Hall
- General Sessions
- TWO Luncheons
- All-Conference Event
- IMC Annual Business Meeting Breakfast
- Annual Banquet
- Conference Program and Bag
- Refreshment Breaks

The GUEST Registration Package includes:

- Opening Reception
- Opening Ceremony
- Admission to Exhibit Hall
- General Sessions
- IWO Luncheons
- All-Conference Event
- Annual Banquet
- Conference Program
- Refreshment Breaks

NOTE: GUEST STATUS DOES NOT APPLY TO IIMC MEMBERS Registration: The IIMC Conference Registration and Coshier's Office will be at the CenturyLink Convention Center – Convention Floor Level. Registrants may check in beginning Saturday, May 21 from 7 a.m. to 6 p.m. and Sunday, May 22 from 7 a.m. to 7 p.m. The IIMC Office, Coshier and Registration area will remain open throughout the week.

CONFERENCE CANCELLATIONS/REIMBURSEMENTS/REFUNDS

(1)All requests for cancellations must be made in writing to IMC Headquarters by mail, email or fax (909/944-855). Telephone cancellations will not be accepted. Concellations received postmarked on or after May 8, 2016 oremailed on or after May 8, 2016 are non-refundable.

If written notice is received by Monday, April 4, 2016 regardless of what is cancelled (Academy, Conference Registration or all), a full refund minus a US\$40.00 handling and processing charge will be issued. If written notice is received between Tuesday, April 15 and Thursday, May 5, 2016, 75% of the fee will be refunded. No refunds will be made after Sunday, May 8, 2016. Cash refunds are not available at the Conference.

Refunds will not be issued for late arrivals or early departure. No refunds will be made for skipped events. Registrants that do not attend the conference and did not cancel by the deadline, forfeit all registration fees paid, unless the inability to attend was due to verifiable personal or family medical emergency. In this instance, the postmarked deadline to receive the documented written request for a refund less US\$40.00 is **May 5, 2016**. Regretfully, no considerations will be made after this date.

IIMC Headquarters will process any refund due within 30 days after the end of the Conference.

Any IIMC member canceling membership within 60 days of the conference and desiring to attend shall pay the nonmember registration fee. Carry-over of paid conference fees to a future conference is not permitted.

IIMC is a non-profit Organization that relies on the financial support of its members through their annual dues and conference registration fees to provide year-long services to the membership. IIMC Annual Conferences are the Organization's largest source of revenues outside of membership dues. In the event that it is necessary to cancel a conference registration it is important to note that IIMC incurs numerous contractual obligations long before the opening ceremonies and as such is financially committed to expenditures that may not be refundable to the Organization. Should it be necessary to cancel the annual conference, every effort will be made to return registration fees to our attendees. However, it is vital to understand that the contractual commitments to third parties may make it impossible for the Association to refund 100% of the registration fee. IIMC may limit the refund available to registrants. Therefore, the amount of a refund (if any) will be determined by IIMC in its sole discretion.

HOUSING INFORMATION

Delegates must make their own housing reservation (SEE BACK COVER FOR MORE INFORMATION).

Conference housing rates will be honored on a first-come, first-serve and availability basis.

SALES TAX -- The current hotel occupancy tax rate in Omaha is 18.16% (subject to change). This rate excludes taxes and fees that may be charged by the hotel. All room reservations are to be guaranteed with a credit card. Please allow 3-4 weeks for processing materials.

If you have any special needs (physically challenged, dietary, etc.), please contact Janis Daudt at Janis@iimc. com or by calling 909/944-4162. For information concerning suites and hospitality rooms, please contact Denice Cox at denice@iimc.com or by calling 909/944-4162.

City of North Miami, Florida TRAVEL REQUEST

Date: October 24, 2016

Name of Traveler: Michael Etienne

Department: Office of the City Clerk

Destination: Pittsburgh, PA

Mode of Transportation: Air

(If least expensive mode not chosen, provide justification below)

Dates of City Travel: From: November 15, 2016

To: November 20, 2016

Purpose of Trip: 2016 National League of City Summit in Pittsburg, PA - November 15 - 20, 2016

<u>ESTIMATED</u>	COST	Will vacation be combined with trip? ☐ Yes ☑ No
Registration –	450.00 ✓	Attach written documentation supporting this travel
Transportation	84.09 ✓	Information on trip attached? ☑ Yes ☐ No
Meals	299.70 229.50	
Lodging	300.76 🗸	Travel was included in budget? ☑ Yes ☐ No
Other – Local Transportation	624.41 V	*(Explain answer no)
Other		
Total Costs	\$1,758.96 1688.76	
Less Prepaid Expenses		
Advance to Traveler	\$924.11	
		Signature Traveler

Meal Detail

Date	11/15/2016	11/16/2016	11/17/2016	11/18/2016	11/19/2016	11/20/2016		
Breakfast – 15%	\$.00	\$8.10 2	\$8.10	\$8.10 03	\$8.10,	\$8.10	\$40.50 N	.20
Lunch – 30%	\$.00	\$16.20	\$16.20 43	\$16.20	\$16.20	\$16.20	\$81.00	64.800
Dinner – 55%	\$29.70	\$29.70	\$29.70	\$29.70	\$29.70	\$29.70	\$178.20	148.50
Total	\$29.70	\$54.00 0	\$54.00 P.G	\$54.00 -23	\$54.00	\$54.00	020070	229.
		\$16.20	\$ 37.80	\$ 45.90	\$ 45.90			2010

COMMENTS \$54 per day

Account No. <u>001-03-407001-512-305-000</u>

Voucher No: _ Date: **APPROVED**

DEPARTMENT HEAD

RISK MANAGEMENT ADMINISTRATOR

DATE

BUDGET DIRECTOR

DATE

CITY MANAGER

Budget Office



YOUR TRIP: FLL JFK

Confirmation: XBDRTQ

ITINERARY

One Way, Fort Lauderdale to New York

DATES

Nov 15

WHO'S FLYING?

GUEST(S)

TICKET NUMBER

FREQUENT FLIER PROGRAM

FREQUENT FLIER #

POINTS

MICHAEL ETIENNE

ADULT

9842147687057

-

385

Departing Flight 500

HLL

9:10 AM

JFK

11:55 AM

DATE

Tue, 11/15/2016

CABIN

Main Cabin

GUESTS

DEPARTING SEAT

MICHAEL ETIENNE

4D

PAYMENT INFORMATION

Payment By Travel Bank
Travel Bank Id: XXXXXXXXXXXX3382
Payment Amount: \$97.10

Payment By Travel Bank-Preferred Seat

Travel Bank Id: XXXXXXXXXXXX3382

Payment Amount: \$20.00

BILLING ADDRESS

MICHAEL ETIENNE

776 NE 125 STREET

NORTH MIAMI, FL 33161

United States

TRANSACTION SUMMARY

Original Transaction: Aug 15, 2016	\$97.10
Transaction: Aug 17, 2016	\$20,00
PRICE DETAILS	
Base Fare (x1)	\$77.21
Federal Excise Tax	\$5.79
Domestic Taxes and Fees	
Segment Fee	\$4.00
Passenger Facility Charge	\$4.50
September 11th Security Fee	\$5.60
Total for 1 person	\$97.10
Preferred Seat	\$20.00
Total	\$20.00

BAGGAGE INFORMATION

Guests are welcome to bring aboard one (1) personal item and one (1) carry on item that does not exceed 30 pounds. All checked bags may have a maximum size of is 62 linear inches, which is calculated by adding the length plus the width plus the height.

Main Cabin Guests are invited to check one up to ten (10) bags up to 50 pounds for a fee of \$25 each. Main Cabin Select Guests and Guests who purchase the fully refundable Main Cabin fare are invited to check one (1) bag up to 50 pounds free of charge and nine (9) more up to 50 pounds for a fee of \$25 each. First Class Cabin guests are welcome to check two (2) bags up to 50 pounds free of charge and eight (8) more up to 50 pounds for \$25 each.

And on behalf of the TSA, when boarding with gels or liquids, remember the 3-1-1 rule. First, bottles may only be 3 oz. or smaller in size. Second, they must be carried in only one 1-quart plastic bag. If you need to bring anything else, pack it in your checked luggage. We�d hate to see you lose anything when going through security.

FARE RULES AND RESTRICTIONS

For all fares levels, upgrade charges are inclusive of applicable taxes and fees. Fares and availability are not guaranteed until purchase. Security regulations may require us to provide government agencies access to data you disclose to us.

If you need to adjust your schedule, you can make changes and cancellations via our website until 90 minutes prior to departure time or contact our call center anytime until departure. Change/cancel fees may apply.

If you think you'll miss your flight or simply need to cancel, you have until your flight's departure time to notify us and get a credit minus a cancel fee or a refund if a refundable fare was purchased. If you don't contact our call center or inform our ticket counter that you will miss your flight, we will enforce our no-show policy.

Upon failure to check in, Virgin America will cancel that flight reservation and all subsequent segments for continuing or return flights. On non-refundable

YOU'RE ALL SET!

Look for an email from us soon. You may want to go ahead and print this page for your records as well. Thanks for choosing to fly with us, we'll see you soon!

Please note - If you have purchased transfers or activities a separate email will be sent providing you with more information.

FLY AGAIN SOONER WITH THE FREE SPIRIT® WORLD MASTERCARD® CREDIT CARD

RECEIVE A \$100 STATEMENT CREDIT AFTER YOU MAKE AT LEAST \$500 IN PURCHASES WITHIN THE FIRST 90 DAYS PLUS 15,000 bonus miles after your first purchase

 enough for up to 3 roundtrip off-peak awards
 with taxes and fees as low as \$11.20 per award,

 Double Miles on your everyday purchases - that's 2 miles for every \$1.

 Upon approval, get immediate account access and continue to plan for your vacation.



Exclusive Offer: This promotion is limited to new customers opening an account in response to this offer







YOUR CONFIRMATION CODE

Y8238C

BOOKING DATE F

Friday, September 16, 2016

Flight

Latrobe - LBE Fort Lauderdale - FLL

Flight: 727

Sunday

November 20, 2016

Miles: 980

Departing:

Arriving:

167998224

Duration:

7:19 PM 10:07 PM

2 h 48 min

Customer Information

MR. MICHAEL ETIENNE

Name Assistance FREE SPIRIT Number

Bags

Name Carry-On Checked

None

0

0

Seats

Name	Seats
MR. MICHAEL ETIENNE	14D

Contact Information

Michael Etienne 13655 NE 10 Avenue North Miami, FL 33161 United States of America

metienne@hotmail.com

9545481511

Purchase Price

FLIGHT PRICE	More Info	\$514
SEATS		\$16°
MR. MICHAEL ETIENNE	The state of the s	\$
GOVERNMENT'S CUT	More Info	\$16 °
Security Fee		\$5.60
Passenger Facility Fee		\$4.50
Segment Fee		\$4.00
Federal Excise Tax		\$2.51

Total Paid \$84 09

Thank you for choosing Spirit. We look forward to serving you on your upcoming trip!

For modifications to flight only itineraries, please call 1.801.401.2222 For modifications to vacation package itineraries please call 1.954.698.0125.



FΡ

Hotwire itinerary 5187426124

Check-in

Tue, Nov 15 - 03:00pm

Check-out

Sun, Nov 20 - 12:00pm

Room

1 room (hotel chooses bed type) | 2 adults

+ Add room

Nights

5 nights

+ Add night(s) Photos and map

Primary guest

Michael Etienne (Must be present upon check-in)

Email

metienne@hotmail.com

+ Create a Hotwire account

Amenities

Free parking, Free Internet, Airport shuttle, Smoke-free rooms, Fitness center, Pool(s), Restaurant(s), Internet access

Accessibility

Accessible for visually impaired, Accessible for hearing impaired, Accessible path of travel, In-room accessibility, Accessible bathroom, Accessible parking, Roll-in shower

Price summary

Payment

Charged to Visa (7356) on Sep 16, 2016

Room

\$240.00 (\$48.00 per night x 5 nights x 1 room)

Taxes & fees

\$60.76

Total (USD)

\$300.76

Trip total (USD) \$300.76

Add a car to your trip

Need to get around?

Select

Policies and restrictions

- Primary guest must be 21 and bring ID.
- Hotels will require a credit card when you check in; debit cards may not be accepted.
- You'll pay the hotel directly for additional charges, like room service or resort fees.
- Rooms will sleep the number of guests, but bed types and sizes aren't guaranteed.
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available.
- All bookings are final. No refunds or changes.
- Terms of Use (http://www.hotwire.com/en/content/terms-use?cc=us)

4 Your Information

Pick-Up

John F Kennedy Intl Airport, JFK

Tue, Nov 15, 12:30 PM

Return

Arnold Palmer Regional Airport, LBE

Sun, Nov 20, 5:00 PM



Estimated Total Base Rate

Economy

Ford Fiesta or Similar

Base Rate	Modify / View Rental Details \$404.40
Rental Options	\$54.00
Discount Codes	NA
Fees & Taxes	\$167.41
Estimated Total	\$624.41
First Name	
Michael	ЭСТЭ ЭР. ИЦ СТОВИТ СТОВИТ СТОВИТ И И И И И И И И И И И И И И И И И И
Last Name	
Etienne	омпория в настрой в при состав на выправно в настрой в на
Email	
metienne@hotmail.com	
Send me email promotions and offers.	
Phone (optional)	
9545481511	
Yes, I want to receive text messages regarding my reserv	ration. See our Terms and Conditions.
Use your credit card to pay now and secure your vehicl	e.

Travel Information

(optional)

, סוט	Reservations	
iny	e recommend providing your maverimormation below. These details nelp us stay informed or any changes your travel plans and allow our agents to better prepare for your arrival.	
Sel	lect Airline (optional)	
	VIRGIN AMERICA	
Flig	ght Number (optional)	
Samuel Comment	500	
Υοι	ur Credit Card is not required to confirm this online reservation	
Υοι	ur driver's license may be subject to verification from the state of issuance.	
	Reserve	
e in color consess		
Trav	vel Agents Only	
ſ	UR MEM #	
L		
D.	opular Searches	
	opulai Searches	-
A	vis Services	
A	vis Support	•
C	ompany Info	
Α	vis Partners	
Se	ecurity & Privacy	
US	S/Global	
Er	nglish	

(https://www.linkedin.com/company/avisbudget-

(https://whitepsak/edgristualp.com/hatepsak/hwthpsak/hwtoevqointeAcist/com/AvisCarRental/)

Thomas, Stephanie

From:

Event Customer Service <email_confirm@confmail.experient-inc.com>

Sent:

Thursday, April 28, 2016 11:24 AM

To:

Etienne, Michael Thomas, Stephanie

Subject:

Registration/Housing Confirmation {NLC162:2624}



*** Please do not reply to this e-mail. It was sent from an automated system. ***

Confirmation

Thank you for registering for the 2016 National League of Cities City Summit. Remember that http://www.citysummit.nlc.org/ is your online resource for the conference; please check back for updated information on sessions, speakers and special events. We look forward to seeing you in Pittsburgh, PA.

This confirmation includes BOTH YOUR HOUSING AND REGISTRATION information. This is your official confirmation for conference payment as well as your hotel reservation. Please print this out and retain it for your records.

To Make Changes or Additions to Your Housing and Registration click the link below.

Click here to access your registration

Profile

Confirmation ID: 2624
Michael Etienne
City of North Miami
776 NE 125th St
Office of the City Clerk
North Miami, FL 33161-5654



Bring this confirmation to an onsite 'Express Badge Pickup' registration location. Just scan the barcode at any Express registration counter and your badge will be printed and waiting for you at badge pick-up. Valid photo ID will be required.

Registration Detail

Michael Etienne

Registration Type: NLC Member, Early | March 7 - July 15

Date-Description Item Total Time Registration (Qty: 1) \$450.00 Total Registration Fees: \$450.00 Total Registration Paid: (\$450.00)**Current Balance:** \$0.00

Housing

No Hotel Arrangements: Our records indicate that you will add hotel accommodations at a later date.

Financial Summary

Total Housing Fees:

\$0.00

Total Amount Applied to Housing:

\$0.00

Housing Balance:

\$0.00

Total of All Fees:

\$450.00

Total Amount Applied to All Fees: (\$450.00)

Total Balance Due:

\$0.00

Payment History

Payment #104/28/2016 - \$450.00 [Payment] Stephanie Thomas / Visa / ********7356

Payment Allocation

04/28/2016

Applied: Michael Etienne's Registration

\$450.00

Total Amount Applied:

\$450.00

Total Amount Not Used:

\$0.00

Payment Totals

Total Payments: \$450.00

Total Refunds:

\$0.00

Total Net Paid: \$450.00

Cancellation Policy

Registration Change/Cancellation Information

All requests must be received in writing, postmarked by October 28, 2016, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after October 28, 2016.

Hotel Change/Cancellation Information

No cancellations will be accepted over the phone. Please submit all housing cancellations in writing to <u>NLC@experient-inc.com</u> on or before Monday, October 31, 2016. Beginning on November 3, 2016, all changes and cancellations must be made directly with your confirmed hotel.

Bedding type preferences and special requests will be submitted to your confirmed hotel as requests only and cannot be guaranteed.

For Questions or Correspondence

If any of the registration or housing information printed above is incorrect, please contact Customer Service at 866-221-7895 or by email at NLCCoC@experient-inc.com.

Registration and Housing Center Information NLC Registration and Housing Center c/o Experient 5202 Presidents Court, Ste G100 Frederick, MD 21703 Toll Free Phone: 866-221-7895 International: 240-439-2970

Email: NLCCoC@experient-inc.com



City Summit | Annual Conference of the National League of Cities

16 - 19 November 2016

8:00 AM - 5:00 PM

Schedule At-a-Glance

lease note that some sessions and times are subject to change, but the schedule below can be use	ed to help you plan your travel for the conference.
Vednesday	
330 AM - 5:30 PM	
Shuttle Bus Service – Overflow Hotels	
Date: Wednesday, November 16	
:00 AM - 5:00 PM	
Conference Registration	
ate: Wednesday, November 16	
:15 AM - 8:15 AM lew Member/First-Time Attendee Breakfast	
ate: Wednesday, November 16, Track: Social Events	
:00 AM - 9:00 AM C ommunity Leaders of America: Republican Mayor and City Council Caucus <u>Mee</u>l late: Wednesday, November 16	ting
:00 AM - 6:00 PM	the first of the section of the sect
Corporate & Business Partners Room	
late: Wednesday, November 16, Track: Corporate Partners	
:00 AM - 4:00 PM	e de la maria de la composició de la populació de la composició de la populació de la composició de la compo
ILC University Information Desk	
rate: Wednesday, November 16, Track: National League of Cities University	
:00 AM - 5:00 PM	and the second
pouse/Guest Lounge	×
ate: Wednesday, November 16, Track: Spouse/Guest Program	Experience a revitalized Pittsburgh at our revitalized conference!
ALTERNATION AND ALTERNATIVE CONTRACTOR CONTR	commence of the second

Spouse/Guest Tours
Date: Wednesday, November 16, Track: Spouse/Guest Program
8:30 AM - 12:00 PM Community & Economic Development (CED) Federal Advocacy Committee Meeting
Dake: Wednesday, November 16, Track: Committee Meetings
8:30 AM - 12:00 PM Energy, Environment & Natural Resources (EENR) Federal Advocacy Committee
Date: Wednesday, November 16, Track: Committee Meetings
8:30 AM - 12:00 PM Finance, Administration and Intergovernmental Relations (FAIR) Federal Advocacy Committee Meeting
Date: Wednesday, November 16, Track: Committee Meetings
8:30 AM - 12:00 PM Human Development (HD) Federal Advocacy Committee Meeting
Date: Wednesday, November 16, Track: Committee Meetings
8:30 AM - 12:00 PM Information, Technology & Communications (ITC) Federal Advocacy Committee Meeting Date: Wednesday, November 16, Track: Committee Meetings
8:30 AM - 12:00 PM Public Safety & Crime Prevention (PSCP) Federal Advocacy Committee Meeting Date: Wednesday, November 16, Track: Committee Meetings
8:30 AM - 12:00 PM Transportation and Infrastructure Services (TIS) Federal Advocacy Committee Meeting
Date: Wednesday, November 16, Track: Committee Meetings
8:30 AM - 11:30 AM Understanding the Social Determinants of Health: The City Leader's Guide to Creating Healthier, Vibrant Communities
Date: Wednesday, November 16, Track: Cultural/Social Issues in the Community
9:00 AM - 12:00 PM A High-Tech High-Rise
Date: Wednesday, November 16, Track: 2016 Mobile Workshops
9:00 AM - 12:00 PM Collaborating for Close Energy A Tale of Face Cities
Collaborating for Clean Energy: A Tale of Four Cities Date: Wednesday, November 16, Track: 2016 Mobile Workshops

9:00 AM - 4:30 PM

NLCU: Communications Boot Camp

Date: Wednesday, November 16, Track: National League of Cities University

Experience a revitalized Pittsburgh at our revitalized conference!

9:00 AM - 12:00 PM NLCU: Congratulations, You Got Elected: Now What? Date: Wednesday, November 16, Track: National League of Cities University 9:00 AM - 4:30 PM NLCU: Economic Development Strategies for Small and Mid-Sized Cities Date: Wednesday, November 16, Track: National League of Cities University 9:00 AM - 4:30 PM NLCU: Urban Plan for Elected Officials Date: Wednesday, November 16, Track: National League of Cities University 9:00 AM - 12:00 PM NLCU: Values-Based Leadership and Public Accountability Date: Wednesday, November 16, Track: National League of Cities University 9:00 AM - 5:00 PM **NOISE Policy Summit and Community Involvement Workshop**

Date: Wednesday, November 16

Rivers and Roads Date: Wednesday, November 16, Track: 2016 Mobile Workshops

9:00 AM - 12:00 PM

9:00 AM - 12:00 PM The Corporate Connection Date: Wednesday, November 16, Track: 2016 Mobile Workshops

The Power of Arts to Drive Economic Growth

Date: Wednesday, November 16, Track: 2016 Mobile Workshops

12:00 PM - 5:00 PM **REAL Board of Advisors Meeting** Date: Wednesday, November 16

1:00 PM - 4:00 PM

A New Campus for a New Pittsburgh Date: Wednesday, November 16, Track: 2016 Mobile Workshops

1:00 PM - 4:00 PM

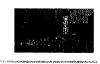
Date: Wednesday, November 16, Track: 2016 Mobile Workshops

East Liberty: A Neighborhood on the Rise

1:00 PM - 4:00 PM Growing a Thriving Food Economy

Date: Wednesday, November 16, Track: 2016 Mobile Workshops







Experience a revitalized Pittsburgh at our revitalized conferencel

1:00 PM - 4:00 PM Parks for All People

Date: Wednesday, November 16, Track: 2016 Mobile Workshops





1:00 PM - 4:00 PM

Uptown on the Upswing

Date: Wednesday, November 16, Track: 2016 Mobile Workshops



1:30 PM - 4:30 PM

NLCU: Making Robert's Rules Work for You

Date: Wednesday, November 16, Track: National League of Cities University

1:30 PM ~ 4:30 PM

NLCU: Thriving Cities: Building Skills to Create a Culture of Health

Date: Wednesday, November 16, Track: National League of Cities University

4:00 PM - 5:00 PM

Airport NOISE Reception

Date: Wednesday, November 16

5:00 PM - 6:30 PM

Asian Pacific American Municipal Officials (APAMO) Business Meeting

Date: Wednesday, November 16, Track: Constituency Groups

5:00 PM - 5:30 PM

Exhibit Hall Pre-Opening Event

Date: Wednesday, November 16, Track: Exposition Hall

5:00 PM - 6:30 PM

Hispanic Elected Local Officials (HELO) Membership Meeting

Date: Wednesday, November 16, Track: Constituency Groups

5:00 PM - 6:30 PM

Lesbian, Gay, Bisexual and Transgender Local Officials (LGBTLO) Business Meeting

Date: Wednesday, November 16, Track: Constituency Groups

5:00 PM - 6:00 PM

NBC-LEO Policy Committee Meeting

Date: Wednesday, November 16, Track: Constituency Groups

5:00 PM - 6:30 PM

Women in Municipal Government (WIMG) Membership and Business Meeting

Date: Wednesday, November 16, Track: Constituency Groups

Experience a revitalized Pittsburgh at our revitalized conference!

Register Now!

5:30 PM - 7:00 PM

Exhibit Hall Opening Reception

Date: Wednesday, November 16, Track: Exposition Hall, Social Events	
7:30 PM - 9:30 PM APAMO Dutch Dinner	от в при
Date: Wednesday, November 16, Track: Constituency Groups, Social Events	
9:30 PM - 11:55 PM NBC-LEO President's Hospitality Reception	
Date: Wednesday, November 16, Track: Constituency Groups	
Thursday	
7:00 AM - 5:30 PM	
Conference Registration Date: Thursday, November 17	
7:00 AM - 8:00 AM	ed om attern attende frede fredering i den synnerhenne ennsky at various solganisme attende attende fredering
NBC-LEO Membership Committee and Regional Directors Nominations Meeting Date: Thursday, November 17, Track: Constituency Groups	
7:00 AM - 8:00 PM Shuttle Bus Service Overflow Hotels	
Date: Thursday, November 17	
8:00 AM - 6:00 PM Corporate & Business Partners Room	т и пото воздат в постояння делен. За ставовать постоя на номен, на ставо на прид за начасная и на ставо на начина
Date: Thursday, November 17, Track: Corporate Parlners	
8:00 AM - 12:00 PM NLCU: REAL Action: Advancing Racial Equity in Local Government	
Date: Thursday, November 17, Track: National League of Cities University	
8:00 AM - 8:45 AM Solution Session: Google	
Date: Thursday, November 17, Track: Solution Session, Technology and Data Uses for Cities	
8:00 AM - 8:45 AM Solution Sension: How Miller and Character Description Consider the Character Character Description Consider the Character Description Con	BODA BURKA KAMBATAN MARAMEKAN KALA MABABBEK KEPATA, AMAMA MARAMEKAN MENGANIKAN MENGANIKAN MENGANDINGKESI MENGA
Solution Session: How Millennials are Changing Payments, Processes and Govern Date: Thursday, November 17, Track: Demographics, Solution Session	ment
менте выполня мого мого мого поможения на п	et a transitionale and transitional and a second constitution of the explosional and the explosion of the ex
Solution Session: Reinvigorating Public Spaces Date: Thursday, November 17, Track: Solution Session	
8:00 AM - 8:45 AM	
Solution Session: Transforming Blighted Communities	Experience a revitalized Pittsburgh at our revitalized
Date: Thursday, November 17, Track: Economic Development, Solution Session	conferencel Register Now!

.

NLC Board of Directors Meeting
Date: Thursday, November 17, Track: Board Events, Governance Activities
9:00 AM - 12:00 PM An Inclusive Workforce: Successfully Hiring and Retaining People with Disabilities
Date: Thursday, November 17, Track: 2016 Mobile Workshops
9:00 AM - 1:30 PM Exhibit Hall Open/Lunch
Date: Thursday, November 17, Track: Exposition Hall
9:00 AM - 11:00 AM NBC-LEO Historic Heritage and Economic Development Tour
Date: Thursday, November 17, Track: Constituency Groups
9:00 AM - 12:00 PM NLCU: Budgeting Basics
Date: Thursday, November 17, Track: National League of Cities University
9:00 AM - 11:00 AM NLCU: Dynamic Decision Making in Complex Environments
Date: Thursday, November 17, Track: National League of Cilies University
9:00 AM - 12:00 PM NLCU: Turning Conflict Around: Maximizing Moments of Leadership
Date: Thursday, November 17, Track: National League of Cities University
9:00 AM - 12:00 PM Pittsburgh: The New Ed-Med Economy
Date: Thursday, November 17, Track: 2016 Mobile Workshops
9:00 AM - 12:00 PM Rec2Tech: Transform Public Spaces into Digital Learning Centers
Date: Thursday, November 17, Track: 2016 Mobile Workshops
9:00 AM - 9:45 AM Solution Session: An Open Data Strategy That Just Works
Date: Thursday, November 17, Track: Solution Session, Technology and Data Uses for Cities
9:00 AM - 9:45 AM Solution Separate Pike Share for All Llows Directly American Separate Separ
Solution Session: Bike Share for All: How a Big City Amenity Can Work on a Small City Scale Date: Thursday, November 17, Track: Small Cities, Solution Session, Transportation and Alternatives

9:00 AM - 9:45 AM

8:30 AM - 10:00 AM

9:00 AM - 9:45 AM

Experience a revitalized Pittsburgh at our revitalized
Solution Session: Change the Game: City Energy Efficient Results Through Utility Partities Ships

Resistant

Register Now!

Date: Thursday, November 17, Track: Solution Session

9:00 AM - 9:45 AM Solution Session: Your City in a New Light, the Real Life Process and Benefits of	a Streetlight Upgrade
Date: Thursday, November 17, Track: Solution Session	
9:00 AM - 1:00 PM Spouse/Guest Tours	O E COMPANIA MA MACMANICO AS CONSTITUIOS MERCANICO ACIDADA LA ALLA CASA ACIDADA CONSTITUIA CONSTITUIA CONSTITUI
Date: Thursday, November 17, Track: Spouse/Guest Program	
9:00 AM - 12:00 PM Sustainability – Think Globally, Act Locally	
Date: Thursday, November 17, Track: 2016 Mobile Workshops	
9:00 AM - 12:00 PM The Transformational Library: Innovating Public Libraries for the 21st Century Con	namanan mananan mananan manan ma Manan manan ma
Date: Thursday, November 17, Track: 2016 Mobile Workshops	лини
9:30 AM - 11:45 AM NLC Advisory Council Meeting	men dikanan menangan menangan pada dikanan dibanan pendangan pangangan sebagai sebagai sebagai sebagai sebagai
Date: Thursday, November 17, Track: Governance Activities	
10:00 AM - 10:45 AM Solution Session: Communities for All Ages: Inspiring Ideas from America's City I	eaders and AARP
Date: Thursday, November 17, Track: Demographics, Solution Session	Coucis and AAN
10:00 AM - 10:45 AM Solution Session: Smart Cities and the Internet of Things	28 то повой пред температ и де и часто запад на пред пред на пред пред пред пред пред пред пред пред
Date: Thursday, November 17, Track: Solution Session, Technology and Data Uses for Cities	
10:00 AM - 10:45 AM Solution Session: Solving City Challenges with the Amazon Cloud	in a dem e en title som til til statistisk til statiste ett i statistisk kallen statistisk statistisk til sede e Til a dem e en til statistisk til statistisk ett i statistisk statistisk statistisk statistisk statistisk etm e
Date: Thursday, November 17, Track: Solution Session, Technology and Data Uses for Cities	
10:00 AM - 10:45 AM Solution Session: Working with Start Ups to Improve Core Services and Accelerate	tite viittein kalainnistaaliteet erivaatiin attii tukkeiliin (v. kortii peta viikaalain aasintoisia siirii.
Date: Thursday, November 17, Track: Economic Development, Solution Session	e smart Growth
10:15 AM - 11:45 AM NLC Resolutions Committee Meeting	1980 de la Periodo Pala Como de Caractería d
Date: Thursday, November 17, Track: Governance Activities	
10:30 AM - 12:00 PM Youth Delegate Orientation and Opening Session	entron eta tribitata descrizio detti catti cattata etc. Los cresiones con cratina acciona a si cantinos seconas accionas con accionas escribiras escribiras en escolares en es
Date: Thursday, November 17, Track: Youth Delegate Sessions	×
11:00 AM - 11:45 AM Solution Session: How to Build a Smarter Mobile Future City	Experience a revitalized Pittsburgh at our revitalized conferencel Register Now!
ANIGHMU ANGUIN. LIDA ID DUID B DUID BUT BOUND FULLY	-

Date: Thursday, November 17, Track: Solution Session

11:00 AM - 11:45 AM Solution Session: Lessons Learned From the Most Ambitious Transparency Initiative in US History Date: Thursday, November 17, Track: Solution Session
11:00 AM - 11:45 AM Solution Session: Positively Impacting Health Disparities Through Community Innovations
Date: Thursday, November 17, Track: Cultural/Social Issues in the Community, Solution Session
11:00 AM - 11:45 AM Solution Session: The Revolution in Urban Mobility
Date: Thursday, November 17, Track: Solution Session, Transportation and Alternatives
12:00 PM - 1:30 PM Afterschool Policy Advisors Network (APAN) Luncheon
Date: Thursday, November 17, Track: Cultural/Social Issues in the Community, Youth in the Community
Neil 6,5,5 to 4, 15 to 10, 10 to 10,
12:00 PM - 1:00 PM
Corporate Partners Leadership Council Meeting
Date: Thursday, November 17, Track: Corporate Partners
12:00 PM - 1:00 PM
Democratic Municipal Officials - Council of State Chapters Leadership Meeting
Date: Thursday, November 17
12:00 PM - 1:15 PM National Black Caucus of Local Elected Officials (NBC-LEO) Membership Luncheon
Date: Thursday, November 17, Track: Constituency Groups
12:00 PM - 1:30 PM NLC University Shared Wisdom Luncheon
Date: Thursday, November 17, Track: National League of Cities University
12:00 PM - 1:00 PM
State Municipal League Executive Directors Lunch
Dake: Thursday, November 17, Track: State League Events
1:30 PM - 3:00 PM
Opening General Session
Date: Thursday, November 17, Track: 2016 Workshops, General Sessions
3:00 PM - 3:30 PM
Exhibit Hall Dessert Break
Date: Thursday, November 17, Track: Exposition Half, Social Events
Experience a revitalized Pittsburgh at our revitalized conference!
3:00 PM - 5:00 PM
Exhibit Hall Open

Date: Thursday, November 17, Track: Exposition Hall	
3:00 PM - 5:00 PM National Black Caucus of Local Elected Officials (NBC-LEO) Board of Directors Medicals Thursday, November 17, Track: Constituency Groups	eeting and Nominating Committee Hearing
3:30 PM - 5:00 PM Big Ideas for Small Cities	n der setten de trenden dem med forde handerlande de monden das mellem hande specie at appear de automobiliser
Date: Thursday, November 17, Track: 2016 Workshops, Small Cities	
3:30 PM - 5:00 PM Creating Safe Communities by Building Hope and Resilience	
Date: Thursday, November 17, Track: 2016 Workshops, Cultural/Social Issues in the Community, Youth in the Comm	nunity
3:30 PM - 5:00 PM Culture Shift: Improving Health of Kids and Families	
Date: Thursday, November 17, Track: 2016 Workshops	
3:30 PM - 5:00 PM My Brother's Keeper Post-Obama: Strategies to Advance Outcomes for Boys and Date: Thursday, November 17, Track: 2016 Workshops	Men of Color
organization of the control of the c	
3:30 PM - 5:00 PM The Double Edged Sword: How Cities Can Protect Themselves in an Era of Big Date	ta
Date: Thursday, November 17, Track: 2016 Workshops	
3:30 PM - 5:00 PM The New Main Street, USA	erder i e territoristan materia e e i samula y e emecuniculare ambien e ambien e temperatura e e entrete e e e
Date: Thursday, November 17, Track: 2016 Workshops	
4:00 PM - 6:00 PM NLC Nominating Committee Hearing	s oft an entransitival territoria unal acceptant fusion sundimensivativa de quarte standardo apola.
Date: Thursday, November 17, Track: Governance Activities	
5:00 PM - 7:00 PM League of Kansas Municipalities & Missouri Municipal League Reception	h hind die Arbeit der die Betrick der zie das die der der der der die die die der der de de de de de de de de d
Date: Thursday, November 17, Track: State League Events	
5:00 PM - 6:30 PM	
League of Minnesota Cities Reception	
Date: Thursday, November 17, Track: State League Events	
5.00 PM ~ 7:00 PM	CRACITE MERCUSARIET TO PUTTATAT CONTROLIZATION AND ANNOLOGICA ANNOLOGICA SERVICIA SERVICIA CONTROLIZACIO E CONTROLIZACIO
North Carolina League Reception	×
Date: Thursday, November 17, Track: State League Events	Experience a revitalized Pittsburgh at our revitalized conferencel Register Now!
	regiski flow:

	legate Ice Breaker Social
Date: Thursda	ay, November 17, Track: Youth Delegate Sessions
5:30 PM - 6:	30 PM
Alabama	Delegate Reception
Date: Thursda	ay, November 17, Track: State League Events
5:30 PM - 7:	
Communi	ty Leaders of America: Republican Mayor and City Council Caucus Reception
Date: Thursda	ay, November 17
5:30 PM - 7:	
Corporate	Partners Reception
Date: Thursda	ly, November 17, Track: Corporate Partners
5:30 PM - 7:1	** · · · · ·
	ies Survey Awards Reception
Date: Thursda	ry, November 17
5:30 PM - 6:1	
	el Cities, Towns and Counties Awards Ceremony
Date: Thursda	y, November 17, Track: Cultural/Social Issues in the Community, Youth in the Community
5:30 PM - 6:3	
	nicipal League Reception
Dake: Thursda	y, November 17, Track: State League Events
5:30 PM - 9:3	
Youth Del	egate Social at Carnegie Science Center
Date: Thursda	y, November 17, Track: Youth Delegate Sessions
6:00 PM - 7:3	
	California Cities Reception
	y, November 17, Track: State League Events
7:00 PM - 9:0	
	Say, Bisexual and Transgender Local Officials (LGBTLO) Community Event
vate: Thursda	y, November 17, Track: Constituency Groups
8:00 PM - 10:	
National P	lack Caucus of Local Elected Officials (NBC-LEO) Evening Out
industrial D	· · · · · · · · · · · · · · · · · · ·

9:30 PM - 11:55 PM

NBC-LEO President's Hospitality Reception

Date: Thursday, November 17, Track: Constituency Groups

Experience a revitalized Pittsburgh at our revitalized conference! Register Now!

Friday
6:30 AM - 8:00 PM
Shuttle Bus Service - Overflow Hotels
Date: Friday, November 18
7:00 AM - 5:30 PM
Conference Registration
Date: Friday, November 18
7:30 AM - 9:00 AM
Council on Youth, Education and Families Meeting
Date: Friday, November 18, Track: Council Meetings
7.00 M. 0.20 M.
7:30 AM - 8:30 AM Democratic Municipal Officials "Oh So Blue" Breakfast Meeting
Date: Friday, November 18
7:30 AM - 8:45 AM First Tier Suburbs Council Steering Committee Meeting
Date: Friday, November 18, Track: Council Meetings
7:30 AM - 8:45 AM
REAL Council Breakfast
Date: Friday, November 18, Track: Council Meetings
7:30 AM - 8:45 AM
Small Cities Council Steering Committee Meeting
Date: Friday, November 18, Track: Councit Meetings
7:30 AM - 8:45 AM
University Communities Council Steering Committee Meeting
Date: Friday, November 18, Track: Council Meetings
8:00 AM - 6:00 PM
Corporate & Business Partners Room
Date: Friday, November 18, Track: Corporate Partners
то это таке в тенеральных в применення в пр
Spouse/Guest Lounge
Date: Friday, November 18, Track: Spouse/Guest Program
8:00 AM - 9:00 AM State Municipal League Legislative Briefing Breakfast
Date: Filday, November 18, Track: State League Events
Experience a revitalized Pittsburgh at our revitalized

9:00 AM - 10:30 AM General Session

10-30 AM - 12-00 PM Law Enforcement for Today's City Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Law Enforcement for Today's City Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Law Enforcement for Today's City Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Law Enforcement for Today's City Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Law Enforcement for Today's City Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Law Enforcement for Today's City Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Successful Models for Converting City-Heid Property Into Affordable Housing Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Summer Jubbs for Successful Futures Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Summer Jubbs for Successful Futures Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Summer Jubbs for Successful Futures Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Summer Jubbs for Successful Futures Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM Summer Jubbs for Successful Futures Date Finday, November 18, Track 2016 Workshops 10-30 AM - 12-00 PM State League Directors and Presidents Lunch Date Finday, November 18, Track 2016 Workshops 10-30 PM - 200 PM Women In Municipal Government (WIMC) Leadership Luncheon and Roundtable Discussions 12-00 PM - 200 PM Women In Municipal Government (WIMC) Leadership Luncheon and Roundtable Discussions 12-00 PM - 200 PM Women In Municipal Government (WIMC) Leadership Luncheon and Roundtable Discussions 12-00 PM - 200 PM Women In Municipal Government (WIMC) Leadership Luncheon and Roundtable Discussions 12-00 PM - 200 PM	Date: Friday, revenibles 18, 11stk. 2010 Workshipps	
Date Friday, November 18, Track 2016 Workshops 10:30 AM - 12:00 PM Autonomous Vehicles in the City: Who's Driving the Future? Date Friday, November 18, Track 2016 Workshops 10:30 AM - 12:00 PM Heinz Report on Criminal Justice Reform Date Friday, November 18, Track 2016 Workshops 10:30 AM - 12:00 PM Law Enforcement for Today's City Date Friday, November 18, Track 2016 Workshops 10:30 AM - 12:00 PM Successful Models for Converting City-Held Property Into Affordable Housing Date Friday, November 18, Track 2016 Workshops 10:30 AM - 12:00 PM Successful Models for Converting City-Held Property Into Affordable Housing Date Friday, November 18, Track 2016 Workshops 10:30 AM - 12:00 PM Summer Jobs for Successful Futures Date Friday, November 18, Track 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date Friday, November 18, Track 2016 Workshops 12:00 PM - 1:00 PM Friday November 18, Track 2016 Workshops 12:00 PM - 1:00 PM State Laegue Directors and Presidents Lunch Date Friday, November 18, Track 2016 Workshops 12:00 PM - 2:00 PM Women in Municipal Government (WIMC) Leadership Luncheon and Roundtable Discussions Environment a metableed Fithburgh at our revolution	Exhibit Hall Open	
Autonomous Vehicles in the City: Who's Driving the Future? Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Helinz Report on Criminal Justice Reform Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Law Enforcement for Today's City Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Successful Models for Converting City-Heid Property Into Affordable Housing Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Summer Jobs for Successful Futures Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Firstay, November 18, Track: 2016 Workshops 10:30 AM - 13:00 PM Sustainability Savings Date: Firstay, November 18, Track: 2016 Workshops 10:30 PM - 1:30 PM State League Directors and Presidents Lunch Date: Firstay, November 18, Track: State League Events 10:30 PM - 2:00 PM Women In Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions 20:00 PM - 2:00 PM Women In Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions 20:00 PM - 2:00 PM Women In Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions 20:00 PM - 2:00 PM Women In Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions	Addressing the Opioid Epidemic in Small Cities	tts andatmuskurmitusentusiususpinuspinuspinuspinuspinuspinuspin
Helinz Report on Criminal Justice Reform Date: Finday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Law Enforcement for Today's City Date: Finday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Successful Models for Converting City-Held Property Into Affordable Housing Date: Finday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Summer Jobs for Successful Futures Date: Finday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Finday, November 18, Track: 2016 Workshops 12:00 PM - 1:30 PM Focus Group: Employee Benefits Date: Finday, November 18, Track: 2016 Workshops 12:00 PM - 1:00 PM State League Directors and Presidents Lunch Date: Finday, November 18, Track: Stale League Events 12:00 PM - 2:00 PM Women in Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions Experience a revelakeed Pitsburgh at our revealeded Experience a revelakeed Pitsburgh at our revealeded	Autonomous Vehicles in the City: Who's Driving the Future?	
Law Enforcement for Today's City Date: Fiday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Successful Models for Converting City-Held Property Into Affordable Housing Date: Fiday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Summer Jobs for Successful Futures Date: Fiday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Fiday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Fiday, November 18, Track: 2016 Workshops 12:00 PM - 1:30 PM Focus Group: Employee Benefits Date: Fiday, November 18 12:00 PM - 1:00 PM State League Directors and Presidents Lunch Date: Fiday, November 18, Track: State League Events 12:00 PM - 2:00 PM Women in Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions Experience a revitalized Pitsburgh at our revitalized conference in Revitalized Conferenc	Heinz Report on Criminal Justice Reform	
10:30 AM - 12:00 PM Successful Models for Converting City-Held Property Into Affordable Housing Date: Friday, November 18, Track: 20:16 Workshops 10:30 AM - 12:00 PM Summer Jobs for Successful Futures Date: Friday, November 18, Track: 20:16 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Friday, November 18, Track: 20:16 Workshops 12:00 PM - 1:30 PM Focus Group: Employee Benefits Date: Friday, November 18 12:00 PM - 1:00 PM State League Directors and Presidents Lunch Date: Friday, November 18, Track: State League Events 12:00 PM - 2:00 PM Women in Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions ** ** ** ** ** ** ** ** **	Law Enforcement for Today's City	
10:30 AM - 12:00 PM Summer Jobs for Successful Futures Date: Friday, November 18, Track: 2016 Workshops 10:30 AM - 12:00 PM Sustainability Savings Date: Friday, November 18, Track: 2016 Workshops 12:00 PM - 1:30 PM Focus Group: Employee Benefits Date: Friday, November 18 12:00 PM - 2:00 PM State League Directors and Presidents Lunch Date: Friday, November 18, Track: State League Events 12:00 PM - 2:00 PM State League Directors and Presidents Lunch Date: Friday, November 18, Track: Constituency Groups Experience a revitalized Pittsburgh at our revitalized conference!	10:30 AM - 12:00 PM Successful Models for Converting City-Held Property Into Affordable Housing	reformance and a resource for a service control of a service control of a service and an expension of a service control of a service co
Sustainability Savings Date: Friday, November 18, Track: 2016 Workshops 12:00 PM - 1:30 PM Focus Group: Employee Benefits Date: Friday, November 18 12:00 PM - 1:00 PM State League Directors and Presidents Lunch Date: Friday, November 18, Track: State League Events 12:00 PM - 2:00 PM Women in Municipal Government (WiMG) Leadership Luncheon and Roundtable Discussions Date: Friday, November 18, Track: Constituency Groups Experience a revitalized Pittsburgh at our revitalized conference!	10:30 AM - 12:00 PM Summer Jobs for Successful Futures	erterettitti. Minitaria ata Arussiani tartisisioni, viita aita aata, ala viitetuuta la ata eta sa siiteesa.
Focus Group: Employee Benefits Date: Friday, November 18 12:00 PM - 1:00 PM State League Directors and Presidents Lunch Date: Friday, November 18, Track: State League Events 12:00 PM - 2:00 PM Women in Municipal Government (WiMG) Leadership Luncheon and Roundtable Discussions Experience a revitalized Pittsburgh at our revitalized conference!	Sustainability Savings	tidad dikana kalanda katau su antangga maja si ng si ng masu an an mangadandi sikas anta ana sense
State League Directors and Presidents Lunch Date: Friday, November 18, Track: State League Events 12:00 PM - 2:00 PM Women in Municipal Government (WIMG) Leadership Luncheon and Roundtable Discussions Experience a revitalized Pittsburgh at our revitalized conference!	Focus Group: Employee Benefits	На пример и при применения при применения при применения применения применения применения применения применени
Women in Municipal Government (WiMG) Leadership Luncheon and Roundtable Discussions Date: Friday, November 18, Track: Constituency Groups Experience a revitalized Pittsburgh at our revitalized conference!	State League Directors and Presidents Lunch	
Danistan Harri	Women in Municipal Government (WIMG) Leadership Luncheon and Roundtable I	Experience a revitalized Pittsburgh at our revitalized conference!

mayors Education Reform Task Force meeting
Date: Friday, November 18
1:00 PM - 3:30 PM Spouse/Guest Tours
Dalle: Friday, November 18, Track: Spouse/Guest Program
1:30 PM - 3:00 PM Cities Have the Power: Ensuring Affordable Energy
Date: Friday, November 18, Track: 2016 Workshops
1:30 PM - 3:00 PM Getting Started with 'Smart Cities' Technology
Date: Friday, November 18, Track: 2016 Workshops
1:30 PM - 3:00 PM Large Cities Council Meeting
Date: Friday, November 18, Track: Council Meetings
1:30 PM - 3:00 PM Local Dynamics of National Criminal Justice Reform
Date: Friday, November 18, Track: 2016 Workshops
1:30 PM - 3:00 PM Making New Development Into a Win for All of Your Community
Date: Friday, November 18, Track: 2016 Workshops
1:30 PM - 3:00 PM Small Cities Council Meeting
Date: Friday, November 18, Track: Council Meetings, Small Cities
1:30 PM - 3:00 PM Taking Action to Improve Economic Mobility and Opportunity
Date: Friday, November 18, Track: 2016 Workshops
1:30 PM - 3:00 PM The Next Recession: Planning Begins Now
Date: Friday, November 18, Track: 2016 Workshops
1:30 PM - 4:30 PM Youth Delegate Equity Workshop
Youth Delegate Equity Workshop Date: Friday, November 18, Track: Youth Delegate Sessions
NEW TOTAL PROCESS TO A TOTAL PROCESS TO THE CONTROL OF THE CONTROL

2:00 PM - 3:30 PM

Western Municipal Association Meeting

Date: Friday, November 18

Experience a revitalized Pittsburgh at our revitalized conference!

3:00 PM - 4:00 PM Democratic Municipal Officials - Policy Meeting	
Date: Friday, November 18	
3:30 PM - 5:00 PM	
CARE Documentary: Quality Home Healthcare and Dignity for All	
Date: Friday, November 18, Track: 2016 Workshops	
3:30 PM - 5:00 PM	aponera en una cominante como un aquestra de disse constituen escondente, cos su un
First Tier Suburbs Council Membership Meeting	
Date: Friday, November 18, Track: Council Meetings	
3:30 PM - 5:00 PM	dat meta lilikul berma izteninda en lilikula kendarak endan dalameta kana dalam dalam dalam dalam dalam dalam d
Military Communities Council Meeting	
Date: Friday, November 18, Track: Council Meetings	
3:30 PM - 5:00 PM	an indicate the contraction and manufacture of the color
Pittsburgh 3.0: Leveraging Innovative Programs, Practices and Policies to	Create a Leading Resilient City
Date: Friday, November 18, Track: 2016 Workshops	
3:30 PM - 5:00 PM	
Politics of Public Sector Pensions	
Date: Friday, November 18, Track: 2016 Workshops	
3:30 PM - 5:00 PM	
Rebuild San Diego: How a deteriorating city prioritized infrastructure	
Date: Friday, November 18, Track: 2016 Workshops	
 в серести не на серести на предостава на серести не на предостава на /li>	et i sen summente kette skalteken er eenstat mit tit skalte een teet een kele er statte keel een kalteken een e E
Startups and Cities Innovating Together	
Date: Friday, November 18, Track: 2016 Workshops	
3:30 PM ~ 5:00 PM	Manda dahan Manda adalah sarah mengengan dan kemenan sarah mengengan dan dan dan dan dan dan dan dan dan d
University Communities Council Meeting	
Date: Friday, November 18, Track: Council Meetings	
5:00 PM - 6:30 PM	в де на водоря до ответо то водо от
Constituency Group Affinity Reception	
Date: Friday, November 18, Track: Constituency Groups	
5:00 PM - 6:30 PM	
Florida League of Cities Reception	
Date: Friday, November 18, Track: State League Events	×
5-10 PM - 7-00 PM	Experience a revitalized Pittsburgh at our revitalized conference!

Iowa League of Cities Reception Date: Friday, November 18, Track: State League Events

5:15 PM - 7:00 PM Joint Oregon/Washington Reception	
Date: Friday, November 18, Track: State League Events	
5:30 PM - 7:00 PM Pittsburgh Downtown Partnership (PDP) Light Up Night Date: Friday, November 18, Track: Social Events	er Makkara Mahala sa kasah sa dan kan marin merinang kilangkan adara manakan adipikangkan kan mari
6:00 PM - 7:00 PM Colorado/Wyoming Reception Date: Friday, November 18, Track: State League Events	e termanos mentras contacto escribación con escribación acumanda acumanda acumanda acumanda acumanda acumanda a
6:00 PM - 7:30 PM League of Arizona Cities and Towns Reception Date: Friday, November 18, Track: State League Events	min annan an ann sinn sinn ann ann ann ann ann ann ann ann ann
6:30 PM - 7:30 PM Tennessee State League Reception Date: Friday, November 18, Track: State League Events	э Манданда ангалта богуулган солоогоон богоон байгаалаада байгаа гаралын он байгаа
6:30 PM - 8:30 PM Youth Delegate Evening at Carnegie Mellon University Date: Friday, November 18, Track: Youth Delegate Sessions	
Saturday	
7:00 AM - 4:30 PM Shuttle Bus Service Overflow Hotels	
Date: Saturday, November 19	
7:30 AM - 2:30 PM Conference Registration Date: Saturday, November 19	May also be a later to the contract of the con
7:30 AM - 8:45 AM NLC University Board of Advisors Meeting	
Date: Saturday, November 19, Track: National League of Cities University	
7:30 AM - 9:00 AM Youth Delegates and Young Elected Officials Networking Breakfast Date: Saturday, November 19, Track: Youth Delegate Sessions	
8:00 AM - 6:00 PM Corporate & Business Partners Room Date: Saturday, November 19, Track: Corporate Partners	Experience a revitalized Pittsburgh at our revitalized conferencel Register Now!

8:00 AM - 9:00 AM Grant Opportunity to Expand Access to Afterschool and Summer Meal Programs in AL, CA and KS
Date: Saturday, November 19, Track: Youth in the Community
8:00 AM - 9:00 AM National Black Caucus of Local Elected Officials (NBC-LEO) General Membership Meeting
Date: Safurday, November 19, Track: Constituency Groups
9:00 AM - 10:30 AM #EngagingYourYouthCitizensViaSocialMedia
Date: Saturday, November 19, Track: 2016 Workshops
9:00 AM - 10:30 AM Getting Your City Unstuck
Date: Saturday, November 19, Track: 2016 Workshops
9:00 AM - 10:30 AM
How to Prevent a Water Crisis Date: Saturday, November 19, Track: 2016 Workshops
9:00 AM - 10:30 AM
Passenger Rail: Building Community and Invigorating the Economy Date: Saturday, November 19, Track: 2016 Workshops
9.00 AM - 10:30 AM
Promoting Economic Development and Public Safety Through Afterschool and Summer Learning Opportunities Date: Saturday, November 19, Track: 2016 Workshops
9:00 AM - 10:30 AM
REAL. Talk: Taking Action on Racial Equity Date: Saturday, November 19, Track: 2016 Workshops
9:00 AM - 10:30 AM
Youth Delegates Social Media Smarts Workshop Date: Saturday, November 19, Track: Youth Delegate Sessions
10:30 AM - 12:00 PM
NLC University Leadership Fellows Meeting Date: Saturday, November 19, Track: National League of Cities University
10.45 AM - 12.15 PM
A Connected City: Engaging a Community in Early Childhood Education Date: Saturday, November 19, Track: 2016 Workshops
10:45 AM - 12:15 PM Experience a revitalized Pittsburgh at our revitalized
Cities and Drones: What City Leaders Need to Know about Unmanned Aerial Vehicles Register Now!

10:45 AM - 12:15 PM Maker City: How to Support The New Wave of Local Manufacturing
Date: Saturday, November 19, Track: 2016 Workshops
10:45 AM - 12:15 PM
Making Change: Finding Funding for Climate Action Date: Saturday, November 19, Track: 2016 Workshops
10:45 AM - 12:15 PM Real Money, Real Power: Participatory Budgeting in the United States
Date: Saturday, November 19, Track: 2016 Workshops
11:00 AM - 11:30 AM NBC-LEO New Board Orientation Meeting
Date: Saturday, November 19, Track: Constituency Groups
11:00 AM - 12:30 PM Youth Delegate Sension: What's Next in Youth Civile Engagement?
Youth Delegate Session: What's Next in Youth Civic Engagement? Date: Saturday, November 19, Track: Youth Delegate Sessions
12:30 PM - 2:00 PM Closing Delegates Luncheon and General Session
Date: Saftirday, November 19, Track: 2016 Workshops
2:30 PM - 4:30 PM
Annual Business Meeting Date: Saturday, November 19, Track: Governance Activities
7:00 PM - 10:00 PM Host City Closing Event

Date: Saturday, November 19, Track: Social Events

Menu

Sign in



Your reservation is confirmed

Trip summary

Booking reference: 37PLPZ

Go to details

30. Nov

2:55 PM

London-Gatwick

8:00

Florida-Fort Lauderdale/Miami

PM

Due to security regulations, mandatory information must be provided at least 72 hours prior to departure for flights to the United Kingdom, USA.

Register passenger information now.

Passport(s) verified: 0/1

When travelling to the United Kingdom, USA, all passengers eligible to travel under the Visa Waiver Program must apply for an Electronic System Travel Authorisation (ESTA).

Register ESTA information now. Read more >>

Hotel offers in Florida

Search for hotel

Get up to 50% discount now

Destina	ation		оболивательного станительностью бага бага бага с
Florid	da		
Check	-in date	Check-	out date
30 ▼	Nov 2016 ▼	01 ▼	Dec 2016 ▼

Search hotels now

Car Rental offers in Florida

Book your ideal car in Fort Lauderdale





Best value

AVIS

SUV

Ford Escape or similar

\$48 /day

View details

More options - Fort Lauderdale





Convertible

from \$61 / Day

Fullsize from \$36 / Day

View all options

Booking reference: 37PLPZ

Search more locations?





AVIS



Search







Reservation details

Your reference number is: 37PLPZ

Travel documents will shortly be sent to metienne@hotmail.com You can download travel documents at any time from My Norwegian

Outbound

2:55 PM London-Gatwick 8:00 PM Florida-Fort Lauderdale/Miami 30. Nov 2016

DY7045 - LowFare

Duration: 10:05

Departure terminal: S Arrival terminal: - Seat reservation 9C

Change seat

Meal Order 1 x Nice&Tasty Menu

Passengers	Baggage
Michael Etienne (male)	1 bag(s)
	56.65m25(1)-4, iki 12.52.66k24 = 1401.45424500006531999990664724239990000000
Price	
Total price (incl. taxes and charges) \$328.90	And a series of the series of

Earn CashPoints next time you make a reservation with Norwegian.

With Norwegian Reward you can earn CashPoints when flying with Norwegian. Use your CashPoints to pay for all types of flights, checked-in baggage, seat reservations or ticket changes. You can quickly create a Norwegian Reward profile by clicking the button below.

Create Profile

Calendar

Outbound

London-Gatwick - Florida-Fort

Lauderdale/Miami

30. Nov 2016 2:55 PM Add outbound trip to calendar

- * Microsoft Outlook: Click on the link, choose "Open" and add the calendar appointment.
- * Gmail: Click on the link and choose "Save". Send the saved file as an attachment to your Gmail account. When you open the message, you will automatically get the choice to add the calendar appointment.

Share this trip with your Facebook friends

Recommend Share Sign Up to see what your friends recommend.

Customer Service

Norwegian Air Shuttle ASA

Telephone: +47 815 21 815 / +47 21 49 00 15

Terms of use

To the top

General Conditions of Carriage

Tarmac delay contingency plan

Customer service plan

Cookies

Advertised fare conditions

Accessibility mode

Copyright © 2016 Norwegian Air Shuttle ASA. Please note that this is a Norwegian retail site, hence Norwegian legislation and rules apply to any fees and/or charges.

Menu

Sign in



Flights to Florida-All airports from London-Gatwick

Show flight departures

Select wanted outbound date. All fares per person in USD. Restrictions, baggage fee and credit card surcharge may apply.

				•		•	
	y from London-Ga y to Florida-All	atwick (LGW) ▼ airports (FLLA ▼	Return Show direct only	Outbound Nov	ember 2016 ▼ ember 2016 ▼	Adults 1 ▼ Childrei Infants	n (2-11) 0 ▼ Currency USD 1
Ou	tbound: Lond	on-Gatwick -	Florida-All airpo	orts			
			. No	ovember 2016			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
44		1	2	3		4	6
		аультам жэээ хэлжийн хэнн насан хайгаас	271.70		271.70	271.70	238.90
45	7	8	9	10	por nel 24 de decidando en incidado colomicado de Procurso con en escan es Marcel de la colomica de Carlos de Marcel de La colomica de Carlos de C	12	13
	CORRESPONDED TO THE PROPERTY OF THE PROPERTY O	MAN OCHOCHO NORSO DEGENERA ARA TEL A DEL DUR DA PARETTE DE DE L	238.90	Окаминания интеристического и межения и и межения и	271.70	305.70	238.90
46	14	15	16	17	1	19	. 20
			271.70	ч. применующих применения применя прим	238.90	271.70	238.90
47	21	22	23	24	2	5 26	27
	ALIAN DE LA CANADA		238.90	ina z zw. 14 weż do niema analenia analenia analenia analenia	271.70	271.70	371.70
48	28	29	30				
		14.1	238.90	· ·			

Bold text indicates the lowest fare for the month per person.

Restrictions and baggage charges may apply.

= Direct = Transit

Show flight departures

Do you have a campaign code?				
	Show campaign price			

Recommend | Share | Sign Up to see what your friends recommend.

Terms of use

To the top

General Conditions of Carriage

Tarmac delay contingency plan

Customer service plan

Cookies

Advertised fare conditions

Accessibility mode

Copyright © 2016 Norwegian Air Shuttle ASA. Please note that this is a Norwegian retail site, hence Norwegian legislation and rules apply to any fees and/or charges.

Booking Reference **37QPQL**Date / Time of the Reservation:: 12 Sep 2016, 16:16

You will be able to choose your seat when you check-in. If you'd like to do it beforehand, please contact TAP at (+351) 707 205 700

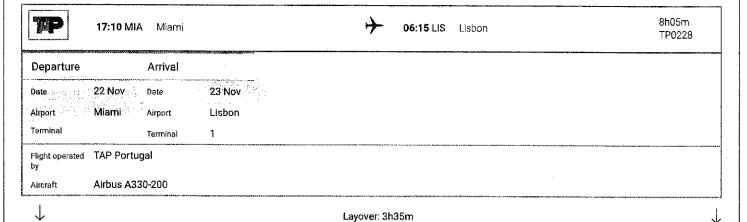
Payment Information

Total Amount	Payment Type	Name ·
318.28 USD	VISA	Stephanie Thomas

Passengers

Passenger name	Ticket number	Earned miles
Mr Michael Etienne	0472163505431	514

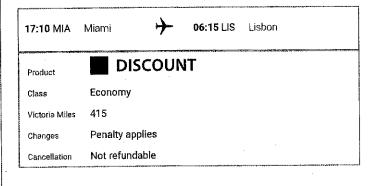
Outbound Flight



TP.	09:50 LIS	Lisbon	+	- 12	2:40 LHR	London	2h50m TP0352
					· · · · · · · · · · · · · · · · · · ·	····	
Departure		Arrival					
1-48-343-456 3-456 3-46-53-46-46	er er er vikkele at at er er er er er er er	The second secon	99.A.A07%				

Departure		Arrival	
Date	23 Nov	Date	23 Nov
Airport	Lisbon	Airport	Heathrow
Terminal	1	Terminal	2
Flight operated by	TAP Portu	gal	
Aircraft	Airbus A3	20-100/200	

Fare Conditions





Price and Taxes Breakdown All prices in this page are in United States Dollar USD Passengers Total Price Total amount for all passengers Total amount for all passengers 318.28 USD

ら Special Needs

To request blind assistance, deaf assistance or a wheelchair, have your booking reference and the ticket number of the passenger(s) who need assistance at hand.

You can make the request now or later, up to 48 hours before departure.

Subject to limited availability.

A STAR ALLIANCE MEMBER



Photos and map

Great! Glad you like your deal.

Your reservation is confirmed!

Awesome! You're staying at the Thistle East Midlands Airport

East Midlands Airport, Derby, GB DE74 2SH (https://www.google.com/maps/place/East+Midlands+Airport+Derby+GB+DE74+2SH) 011 44 84 53 05 83 15 (tel:011 44 84 53 05 83 15)

Gallery	Мар			
	·			
Get ready for your trip				
Create an account				
All your itineraries in one place				
Download our app				
Faster, easier booking and special deals				
Add a car to your trip (https://www.hotwire.com/car/seallanding&startLocation=Derby%2C%20GB&startDate=11	rch-options.jsp?inputId=US- ./23/16&endDate=11/26/16&startTime=1200&endTime=1200)			

Reservation information

Hotwire confirmation 132486795701

Hotwire itinerary 5257728620

Check-in Wed, Nov 23 - 03:00pm

Check-out Sat, Nov 26 - 11:00am

1 room (1 double bed) | 2 adults

Nights Bhotos and map

Primary guest

Michael Etienne (Must be present upon check-in)

Email

metienne@hotmail.com

+ Create a Hotwire account

Amenities

Free Internet, Fitness center, Pool(s), Restaurant(s), Internet access, Spa services

Price summary

Payment

Charged to Visa (7356) on Sep 12, 2016

Room

\$144.00 (\$48.00 per night x 3 nights x 1 room)

Taxes & fees \$39.96

Total (USD)

\$183.96

Trip total (USD) \$183.96

Add a car to your trip

Need to get around?

Select

Policies and restrictions

- Primary guest must be 21 and bring ID.
- Hotels will require a credit card when you check in; debit cards may not be accepted.
- You'll pay the hotel directly for additional charges, like room service or resort fees.
- Your selected bed type is guaranteed.
- Sometimes amenities may be closed for the season or for renovation, though we try to show what's currently available.
- All bookings are final. No refunds or changes.
- Terms of Use (http://www.hotwire.com/en/content/terms-use?cc=us)
- Privacy Policy (http://www.hotwire.com/en/content/privacy-policy?cc=us)



Helping to develop and strengthen governance in local public bodies

	username		me?	Log III
OME .	o typegam a marana anamana a a a a a a a anamana apapuna t	00 - 1	300 30 30 30 30 30 30 30 30 30 30 30 30	Anna Anna Anna Anna Anna Anna Anna Anna
US UT US				and the second s
BS				
EMBERS AREA				
RAINING				
YENTS				
ONTACT US				

RECENT POSTS



Election of board members September 7, 2016



ADSO Job Alert - Democratic Services Officer, London Borough of Merton

September 5, 2016



ADSO Job Alert – Democratic Services Manager, Test Valley Borough Council (Temporary, 12 months)

August 25, 2016



ADSO Job Alert – Electoral Registration and Services Manager, LB Brent

August 25, 2016

Conference 2016

This year's annual conference will be held at the Doubletree Hilton Hotel, Nottingham on Thursday 24 and Friday 25 November. The theme is 'Spotlight on Governance – your role, your future' and will include speakers and discussions on public sector reforms including devolution and the impact on Democratic Services. We are delighted that political satirist Matt Forde will be the speaker at the conference dinner.

Remember

We are also pleased to annouce our sponsors for the Conference, ModernGov our main sponsor and Nuway Audio and Link Services Support.

Bookings are now open and, as usual, the Early Bird offer will run until 31st August. The costs include attendance on both days and the conference dinner and awards evening and are as follows:



ADSO Job Alert - Democratic & Electoral Services Officer, London Borough of Harrow

August 22, 2016

ARCHIVES

Archives | Select Month

LATEST TWEETS

ADSO @adso_uk

Follow

MP calls for overhaul of Britains faltering local government system ow.ly/ny0E303W978 via @localgoveditors #localgov

about 1 day ago

Reply Retweet Favorite

Still places available for our annual conference, "Spotlight on Governance – your role, your future" 24/25 November ow.ly/1Sms303W5J3 about 2 days ago

Reply Retweet Favorite where next for devolution?

Igiu.org.uk/project/future...

about 2 days ago

Reply Retweet Favorite

Whitehall should consider the risks of multiple elections in 2020 localgov.co.uk/Whitehall-shou... via @localgoveditors about 3 days ago

Reply Retweet Favorite

ADSO Job Alert – Democratic Services Officer,
London Borough of Merton adso.co.uk/?
p=23250

about 3 days ago

Reply Retweet Favorite

RT @DMULGRU: Councillors - which organisations outside the council do you work with most and do they listen? #CllrCommission

£220 + VAT – for ADSO Members booking before 1st September 2016

£265 + VAT – for non ADSO Members or those booking after

1st September

£120 + VAT – for learners who will receive their qualification certificate at the conference

We are currently developing the programme and you will find the latest version here. Please complete the booking form below to reserve your place.

There are rooms available at the venue and we have negotiated a special conference rate of £85.00 for bed and breakfast and a single occupancy room for the night of 24th November. You can make your booking here – please use group code GADSOA.

Other hotels in the vicinity are:

- Premier Inn Nottingham West, The Phoenix Centre,
 Millennium Way West, Nottingham NG8 6AS Phone:0871
 527 8856
- The Nottingham Belfry, Mellors Way, Off Woodhouse Way, Nottingham, NG8 6PY Phone: 0115 973 9393
- Hilton Nottingham, Milton Street, Nottingham, NG1 3PZ.
 Phone: 0115 9349700

ADSO Conference Booking 2016

Fields marked with a * are required

Delegate Name! *
Local Authority *
Email Address *

City of North Miami, Florida TRAVEL REQUEST

Doc 308584

Date: September 16, 2016 Name of Traveler: Michael A. Etienne, Esq. Department: Office of the City Clerk Destination: Nottingham, UK Mode of Transportation: (If least expensive mode not chosen, provide justification below) Dates of City Travel: From: November 22, 2016 To: November 30, 2016 Purpose of Trip: IIMC Conference - Association of Democratic Service Officers Annual Conference November 24 - 25 ESTIMATED COST Will vacation be combined with trip? ☐ Yes DOC# 301818 Registration -423.55 Attach written documentation supporting this travel Transportation 647.18 Information on trip attached?

✓ Yes Meals \$515.00 Lodging 183.96 Travel was included in budget?

✓ Yes ☐ No Other – Local Transportation \$331.64 *(Explain answer no) Rental Car .00 Total Costs \$2,101.33 Less Prepaid Expenses Advance to Traveler \$ Signature Traveler Meal Detail 11/22/2016 11/23/2016 Date 11/24/2016 11/25/2016 11/26/2016 11/27/2016 Breakfast 15% \$15.45 \$15.45 \$15.45 \$15.45 \$15.45 \$77.25 Lunch - 30% \$30.90 \$30.90-\$90.90 \$30.90 \$30.90 \$154.45 92.70 Dinner - 55% \$56.65 \$56.65 \$56.65 \$56.65 \$56.65 \$283.25 **Total** \$56.65 \$103.00 \$46.35 \$103.00 \$103.00 \$103.00 \$515.00 72.10 453.20 COMMENTS Per diem \$103 per day OPTH MIAM APPROVED ACCOUNTS PAYABLE Account No. 001-03-407001-512-305-000 DEPARTMENT HEAD Voucher No: Date: RISK MANAGEMENT ADMINISTRATOR DATE BUDGET/DIRECTOR

Budget Office

Menu

Sign in



Your reservation is confirmed

Trip summary

Booking reference: 37PLPZ

Go to details

30. Nov

2:55 PM

London-Gatwick

8:00

Florida-Fort Lauderdale/Miami

PM

Due to security regulations, mandatory information must be provided at least 72 hours prior to departure for flights to the United Kingdom, USA.

Register passenger information now.

Passport(s) verified: 0/1

When travelling to the United Kingdom, USA, all passengers eligible to travel under the Visa Waiver Program must apply for an Electronic System Travel Authorisation (ESTA). Register ESTA information now. Read more >>

Hotel offers in Florida

Search for hotel

Get up to 50% discount now

Destina	ation		
Florid	da		
Check-	-in date	Check-	out date
30 ₹	Nov 2016 ▼	01 ▼	Dec 2016 ▼

Search hotels now

Car Rental offers in Florida

Book your ideal car in Fort Lauderdale



Seat reservation

9C

🖢 Change seat

Meal Order

1x Nice&Tasty Menu

Passengers

Baggage

Michael Etienne (male)

1 bag(s)

Price

Total price (incl. taxes and charges)

\$328.90

Earn CashPoints next time you make a reservation with Norwegian.

With Norwegian Reward you can earn CashPoints when flying with Norwegian. Use your CashPoints to pay for all types of flights, checked-in baggage, seat reservations or ticket changes. You can quickly create a Norwegian Reward profile by clicking the button below.

Create Profile

Calendar

Outbound

London-Gatwick - Florida-Fort

Lauderdale/Miami

30. Nov

2016 2:55 PM

1 Add outbound trip to calendar

- * Microsoft Outlook: Click on the link, choose "Open" and add the calendar appointment.
- * Gmail: Click on the link and choose "Save". Send the saved file as an attachment to your Gmail account. When you open the message, you will automatically get the choice to add the calendar appointment.

Share this trip with your Facebook friends

Recommend

Share Sign Up to see what your friends recommend.

Customer Service

Menu

Sign in



Flights to Florida-All airports from London-Gatwick

Show flight departures

Select wanted outbound date. All fares per person in USD. Restrictions, baggage fee and credit card surcharge may apply.

Fly from	London-Gatwick (LGW) ▼	Return	Outbound	November 2016	٧	Adults 1 ▼	Children (2-11)	0 *	Currency USD ▼
Fly to	Florida-All airports (FLLA ▼	Show direct only	Return	November 2016	•		Infants	0 *	

Outbound: London-Gatwick - Florida-All airports

November 2016

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
44		1	2	3	4	5	6
			271.70		271.70	271.70	238.90
45	7	8	9	10	11	12	13
			238.90		271.70	305.70	238.90
46	14	. 15	16	17.	18	19	20
			271.70		238.90	271.70	238.90
47	21	22	23	24	25	26	27
			238.90		271.70	271.70	371.70
48	28	29	30				
			238.90				

Bold text indicates the lowest fare for the month per person.

Restrictions and baggage charges may apply.

	_
Divont	= Transit
= Direct	= Iransii

Show flight departures

Do you	have	a camp	paign	code?
--------	------	--------	-------	-------

	Classical	
	Show campaign	price

Recommend | Share | Sign Up to see what your friends recommend.

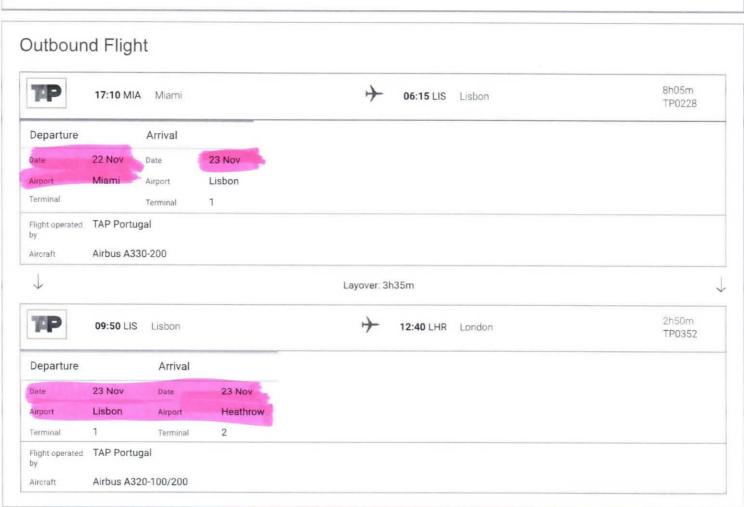
Booking Reference 37QPQL

Date / Time of the Reservation:: 12 Sep 2016, 16:16

You will be able to choose your seat when you check-in. If you'd like to do it beforehand, please contact TAP at (+351) 707 205 700

Payment Information Total Amount Payment Type Name 318.28 USD VISA Stephanie Thomas

assengers assengers		
Passenger name	Ticket number	Earned miles
Mr Michael Etienne	0472163505431	514





lacksquare

Booking Confirmed - 37QPQL

Reservation number: 37QPQL

Reservation name:

Etienne

Date of issue:

12 Sep 2016

Michaelmr Etienne

<u>E-ticket number:</u> 047-2163505431

Issue date: 12SEP16
Issuing airline: TAP Portugal

Method of delivery: E-Ticket

To change reservations made less than 24 hours, please contact <u>TAP</u> (http://www.tapportugal.com/sitePointer.php?id=71&language=en&market=00)

₹ Itinerary

★ MIAMI - LONDON, TUESDAY 22 NOVEMBER 2016

DURATION 08h05m

17:10 Miami Miami International (MIA) AIRLINE: TAP Portugal (TP

228)

06:15 +1 day Lisbon Airport (LIS), terminal 1 AIRCRAFT Airbus Industrie

: A330-200 CABIN Economy Restricted

O STOP 03h35m, Airport (LIS)

09:50 Lisbon Airport (LIS), terminal 1

12:40 London Heathrow (LHR), terminal 2 AIRLINE:

TAP Portugal (TP

352)

AIRCRAFT Airbus Industrie

A320

CABIN Economy Restricted

> Show flight details

TOTAL DURATION 14h30m, 1 stop



1 Passenger (1 adult)



ADULT

Michaelmr Etienne

CONTACT INFORMATION

metienne@hotmail.com +1 9545481511 TAP BOOKING

ズ Flights

MIAMI → LONDON, Tuesday 22 November +1 day

• MIA	LIS		LIS	LHR
	T1	Ø 03:35	T1	T2
17:10	06:15		09:50	12:40
•	(23 Nov 2016)		(23 Nov 20	016)
⊘ 08:05			• • • •	2:50
Confirmed			Confirme	ed
: TAP Portugal (TP228)			TAP Port	ugal
≺Airbus Industrie A330-200			(TP352)	
			₹Airbus	Industrie
			A320	

* Flight notes

Seat preferences are subject to availability.

To ensure you get this fare, the reservation should be made now. This fare is not valid until it is ticketed. This means that although this is the lowest available fare right now, this fare is not guaranteed until ticketed by your agency.

Specific rules and restrictions may apply to this fare.

Taxes are included, except where local airport taxes are collected at check-in time.

DETAILS OF SERVICES

➤ Miami → London

MIAMI → LISBON

L Seat Request 12J \$ 40.00

Special meals

1 x Gluten-free meal \$ 0.00

Total Price \$40.00

Advance Passenger Information

BEFORE DEPARTURE

CONDITIONS OF CONTRACT

Passengers on a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments (the Warsaw Convention System), may apply to the entire journey, including any portion thereof within a country. For such passengers, the applicable treaty, including special contracts of carriage embodied in any applicable tariffs, governs and may limit the liability of the carrier.

http://www.iatatravelcentre.com/tickets (http://www.iatatravelcentre.com/tickets)



hetwire^{*}

Success! Your trip is booked with Alamo

Pick up

Wed, Nov 23, 2016 2:00 PM Heathrow, LHR 1-800-445-5664

Model - Midsize SUV

Miles

Seating

Toyota Rav4 or similar

Includes unlimited

5 adults

mileage

Hotwire rules

Cancel your reservation, at any time, without penalty through the My Accounts tab.

Rental car checklist

- Bring a credit or debit card in the driver's name
 - Debit/check cards: The rental agency will place a hold on your debit card, which will be refunded upon return of the car. In some cases, the rental agency may also require a credit check. Policies vary from location to location. We recommend contacting Alamo at 1-800-445-5664 if you have any questions about that location's policies.
- Bring drivers licenses for each person who will be driving the car Drivers under age 25 may be required to pay an additional fee, contact the rental agency for details.
- Bring your confirmation email Print a copy of the confirmation email sent to you at metienne@hotmail.com and bring it with you when you pick up your rental.

The makes/models shown are examples only. We are unable to guarantee a specific make/model. Actual makes/models are subject to availability and vary by supplier.

Reservation details

Hotwire Itinerary

3480029729

Alamo confirmation code

1911764512

Driver name

Michael Etienne

Summary of charges

3 days x

\$235.20

\$78.40

Taxes and fees

\$96.44

Due at pick up

\$331.64

Amount due at the counter

Contact email

metienne@hotmail.com

Date booked

Fri, Sep 16, 2016

Have a question?

By phone -

24/7

U.S./Canada

844-207-0306

Outside U.S./Canada 1-417-520-

1680

(toll charges apply)

Photos and map

Great! Glad you like your deal.

Your reservation is confirmed!

Awesome! You're staying at the Thistle East Midlands Airport

East Midlands Airport, Derby, GB DE74 2SH (https://www.google.com/maps/place/East+Midlands+Airport+Derby+GB+DE74+2SH) 011 44 84 53 05 83 15 (tel:011 44 84 53 05 83 15)

Gallery	Мар			

Get ready for your trip

Create an account

All your itineraries in one place

Download our app

Faster, easier booking and special deals

Add a car to your trip (https://www.hotwire.com/car/search-options.jsp?inputId=USlanding & start Location = Derby % 2C% 20GB & start Date = 11/23/16 & end Date = 11/26/16 & start Time = 1200 & end TiRent a car for as low as \$15.37 per day

Reservation information

Hotwire confirmation 132486795701

Hotwire itinerary 5257728620

Check-in

Wed, Nov 23 - 03:00pm

Check-out

Sat, Nov 26 - 11:00am

Room

1 room (1 double bed) | 2 adults

Hotwire's Travel Products Rules and Restrictions (http://www.hotwire.com/en/content/hotwire-travel-products-rules-notos and map and-restrictions?cc=us)

Questions?

Hotwire itinerary

5257728620 (You will need this number when you call)

U.S./Canada

1-800-845-4026 (tel:1-800-845-4026) (24/7, toll-free)

International

1-800-845-4026 (tel:1-800-845-4026) (fees may apply)

Send us an email (https://www.hotwire.com/helpcenter/contact.jsp)

Website

Visit our help center (http://helpcenter.hotwire.com)

*Car rental rate is based on actual Hotwire Hot Rate bookings made in the past 30 days, and excludes taxes and fees. Prices are dynamic and vary based on date of booking, length of itinerary, and type of product booked. There is no guarantee that these savings or rates will be in effect at the time of your search. Availability is limited.



The Association of Democratic Services Officers

VAT Registered Office:

Association of Democratic Services Officers, ADSO Accounts, Lupton Wood and Partners, Barrington House, North Cadbury, Somerset BA22 7DB

Vat Registration No. 985 7655 49

Mr Michael Etienne City of North Miami, USA 776 NE 125 Street North Miami Florida 33161 USA

INVOICE

Invoice Number:

11887

Thursday, 8th September 2016

Your Ref:

Please telephone 0191 561 1144 if you have any enquiries or questions about this invoice.

Description	Name	Net Value	VAT 20.0%	Amount Due
ADSO Conference 2016 fee for Non ADSO Member or member booking after 1st September	Michael Etienne	£265.00	£53.00	£318.00
Total Amount Due:		£265.00	£53.00	£318.00

Address for Cheques, Remittance Advice and Purchase Orders

ADSO Bookings Electoral Services (Room 3.17) Chief Executive's Department Sunderland City Council

elections@sunderland.gov.uk

Civic Centre Sunderland SR2 7DN If Paying by Cheque,

please make Cheques payable to:

"The Association of Democratic Services Officers"

If Paying by BACS,

Please ensure your payment is sent to:

The Association of Democratic Services Officers

Bank Sort Code:

20-02-25

Bank Account No:

23545903

Bank Name:

Barclays

5 High Street Andover

Hampshire

SP10 1LN

Payment due within 30 days of this invoice (pay by Saturday, 8th October 2016)



ABOUT US **EDUCATION MEMBERSHIP** CONFERENCE I'M SEARCHING FOR...

Event Details

Association of Democratic Service Officers (ADSO) Annual Conference

Thursday, November 24

Association of Democratic Service Officers (ADSO) Annual Conference will be held at the Doubletree Hilton Hotel, Nottingham on Thursday 24 and Friday 25 November 2016.

Date:	November 24, 2016 - November 25, 2016
Time:	All Day
Time Details:	The theme is 'Spotlight on Governance – your role, your future'
Location:	Doubletree Hilton Hotel Nuthall Rd, Nottingham NG8 6AZ, United Kingdom
Cost:	£220 + VAT – for ADSO Members booking before 1st September 2016. Bookings will open on Monday 4th Ju
Link:	More Information and Registration (http://www.adso.co.uk/?page_id=2723)

8331 Utica Ave., Suite 200 | Rancho Cucamonga, CA 91730 | Ph. (909) 944-4162 | Toll Free: (800) 251-1639 | Fax: (909) 944-8545 Home Contact Us Sitemap Photo Disclaimer Copyright Notice Privacy Policy Powered by CivicPlus

Select Language ▼



Helping to develop and strengthen governance in local public bodies

	aserranie	me?	208 111
HOME			
ABOUT US			
JOBS			
MEMBERS AREA			
TRAINING			
EVENTS			
CONTACT US			

username

RECENT POSTS



Election of board members

September 7, 2016



ADSO Job Alert - Democratic Services Officer, London Borough of Merton

September 5, 2016



ADSO Job Alert - Democratic Services Manager, Test Valley Borough Council (Temporary, 12 months)

August 25, 2016



ADSO Job Alert - Electoral Registration and Services Manager, LB Brent

August 25, 2016

Conference 2016

......

This year's annual conference will be held at the Doubletree Hilton Hotel, Nottingham on Thursday 24 and Friday 25 November. The theme is 'Spotlight on Governance - your role, your future' and will include speakers and discussions on public sector reforms including devolution and the impact on Democratic Services. We are delighted that political satirist Matt Forde will be the speaker at the conference dinner.

Remember

LogIn

We are also pleased to annouce our sponsors for the Conference, ModernGov our main sponsor and Nuway Audio and Link Services Support.

Bookings are now open and, as usual, the Early Bird offer will run until 31st August. The costs include attendance on both days and the conference dinner and awards evening and are as follows:



ANNUAL CONFERENCE

Doubletree Hilton, Nottingham: 24th & 25th November 2016

PROGRAMME

SPOTLIGHT ON GOVERNANCE: your role, your future

	Content – Day 1
11.00	Arrival and registration
11.30	Welcome and introductions
11.40	Key note speaker: Diana Melville, CIPFA – invited
12.30	LUNCH
1.30	Sponsors introduction
1.40	 Workshops Outcomes of Kirklees Governance review - Carl Whistlecraft - invited Future role of the Councillor, Professor Colin Copus from the Councillors Commission Leadership through change – Kathy Denton, Executive Coaching How good governance impacts on frontline services – James McLaughlin, Rotherham
2.50	TEA
3.10	Facilitated discussions Suggestions so far: What are the core skills of a governance officer in the emerging Public Sector Using technology to improve democratic processes Implications of homeworking for DS and officer member relationships Outsourcing, management buy-outs or other models of delivering democratic services (or elements of the service) The 21 st century Members Desk (covering support for members in its broadest sense) Undertaking effective scrutiny with no dedicated officer support Building resilience for Democratic Services Running an effective Youth Council (LB Barnet) Personal safety training for Councillors
4.20	AGM
5.00	Conference close
7.00pm	Drinks reception
8.00pm	Conference dinner and Awards ceremony Jackie Morris, Sheriff of Nottingham Matt Forde, political satirist

	Content – Day 2
9.15	Arrival and coffee
9.45	Welcome and overview of day
	Selected themes and challenges to run through the day
10.00	Keynote speaker – Professor Tony Bovaird
	Public Sector reforms and engagements with our citizens
10.45	Panel discussion – chaired by Dave Burn, Vice Chair ADSO
	Professor Tony Bovaird
	John Austin, Chair of ADSO
	Cilr Graham Chapman, Deputy Leader of Nottingham City Council
	Anthony Zacherzewski - DemSoc
11.45	COFFEE
12.00	Facilitated discussion sessions (picking up themes from keynote and Panel)
1.00	LUNCH
2.00	Workshop sessions (linked to themes of the day)
	Skills for public sector reform – Rachel North, West Sussex CC
	Ideas for Income generation – Daniel Peters, Hemming Group
	Devolution – Cambridge CC & Suffolk CC invited
	• TBC
3.00	Feedback from facilitated discussion sessions
3.30	Conference close

City of North Miami, Florida TRAVEL REQUEST

Date: September 1	16 <u>, 2016</u>								
Name of Traveler: Michael A. Etienne, Esq.				Departm	Department: Office of the City Clerk				
Destination: Nottingham, UK				Mode of	Transportatio	n: <u>Ai</u> t chosen, provide ju)	
Dates of City Trave	el: From: <u>No</u>	vember 22, 20	<u>)16</u>	То:	November 3	<u>0, 2016</u>			
Purpose of Trip: II	MC Confere	nce – Associat	tion of Democ	eratic Service	Officers Ann	ual Conference	November 2	4 - 25	
		· · · · · · ·							
en för militärin och dägdig blem i det äv 100 men 1000 i 100men 1000	ESTIMA'	TED COST	e na stranska poveni se sa vene se nagle <u>j se pre gazen</u>	Will va	cation be com	bined with trip?	' □Yes 🗹	I No	
Registration –			423.55			entation suppor		1	
Transportation		-	547.18		i contraction of the contraction	tached? 🗹 Ye	_		
Meals		\$5	515.00	·					
Lodging			183.96	Travel	was included i	n budget? 🗹 Y	es 🗇 No		
Other – Local Tra	nsportation	\$3	331.64		n answer no)				
Rental Car	· · · · · · · · · · · · · · · · · · ·		.00						
Total Costs		\$2,1	101.33						
Less Prepaid Expe	enses								
Advance to Travel	ler		\$						
,	-				4	H-			
				Signatu					
		- AP 10 0 0 00 00 00 00 00 00 00 00 00 00 00			Traveler				
			1	Meal Detail					
Date	11/22/2016	11/23/2016		11/25/2016	11/26/2016	11/27/2016			
Breakfast 15%		\$15.45	\$15.45	\$15.45	\$15.45	\$15.45		\$77.25	
Lunch - 30%		\$30.90	\$30.90	\$30.90	\$30.90	\$30.90		\$154.45	
Dinner – 55%	\$56.65	\$56.65		\$56.65	\$56.65	\$56.65	•	\$283.25	
Total	\$56.65	\$103.00	\$46.35	\$103.00	\$103.00	\$103.00		\$515.00	
COMMENTS									
Per diem \$103 per	day			-			·		
				·					
						APPROVE	<u> </u>		
		·			A	* WILKOAD	al al	16/16	
A .37 004 1	02 405004 54	~ 40# 000		DED A D	IMENT HEAD	-	- DATE	1-114	
Account No. <u>001-</u>	<u>03-40/001-51</u>	<u>2-305-000</u>		DEFAR	IMENI DEAD		DAIL		
				1			-		
Voucher No:		Date:		RISK M	ANAGEMENT	ADMINISTRAT	OR DATE	· · · · · · · · · · · · · · · · · · ·	
			v	_ [-			•	
				ļ					
			-	BUDGE	T DIRECTOR		DATE		
				ľ		•			
		•		CITY M	ANAGER		DATE	·	
				1 ~11 x 111					

Menu

Sign in



Your reservation is confirmed

Trip summary

Booking reference: 37PLPZ

Go to details

30. Nov

2:55 PM

London-Gatwick

8:00 PM Florida-Fort Lauderdale/Miami

Due to security regulations, mandatory information must be provided at least 72 hours prior to departure for flights to the United Kingdom, USA.

Register passenger information now.

Passport(s) verified: 0/1

When travelling to the United Kingdom, USA, all passengers eligible to travel under the Visa Waiver Program must apply for an Electronic System Travel Authorisation (ESTA).

Register ESTA information now. Read more >>

Hotel offers in Florida

Search for hotel

Get up to 50% discount now

Destination Florida

Check-in date

30 ▼ Nov 2016 ▼

Check-out date

Dec 2016 ▼

Search hotels now

Car Rental offers in Florida

Book your ideal car in Fort Lauderdale





Best value

AVIS





More options - Fort Lauderdale

SUV

Ford Escape or similar

\$48 /day

Convertible

Fullsize

View details

from \$61 / Day

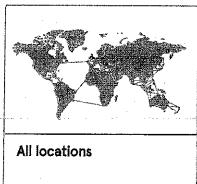
from \$36 /Day

View all options

Search more locations?



Search



Search

AVIS

Herita







Reservation details

Booking reference: 37PLPZ

Your reference number is: 37PLPZ

Travel documents will shortly be sent to metienne@hotmail.com You can download travel documents at any time from My Norwegian

Outbound

2:55 PM London-Gatwick 8:00 PM Florida-Fort Lauderdale/Miami

30. Nov 2016

DY7045 - LowFare

Duration: 10:05

Departure terminal: S Arrival terminal: - Seat reservation 9C

Change seat

Meal Order 1x Nice&Tasty Menu

Passengers

Baggage

Michael Etienne (male)

1 bag(s)

Price

Total price (incl. taxes and charges)

Earn CashPoints next time you make a reservation with Norwegian.

With Norwegian Reward you can earn CashPoints when flying with Norwegian. Use your CashPoints to pay for all types of flights, checked-in baggage, seat reservations or ticket changes. You can quickly create a Norwegian Reward profile by clicking the button below.

Create Profile

Calendar

Outbound

London-Gatwick - Florida-Fort

Lauderdale/Miami

30. Nov 2016 2:55 PM Add outbound trip to calendar

- * Microsoft Outlook: Click on the link, choose "Open" and add the calendar appointment.
- * Gmail: Click on the link and choose "Save". Send the saved file as an attachment to your Gmail account. When you open the message, you will automatically get the choice to add the calendar appointment.

Share this trip with your Facebook friends

Recommend

Share | Sign Up to see what your friends recommend.

Customer Service

Norwegian Air Shuttle ASA

Telephone: +47 815 21 815 / +47 21 49 00 15

Terms of use

To the top

General Conditions of Carriage

Tarmac delay contingency plan

Customer service plan

Cookies

Advertised fare conditions

Accessibility mode

Copyright © 2016 Norwegian Air Shuttle ASA. Please note that this is a Norwegian retail site, hence Norwegian legislation and rules apply to any fees and/or charges.



Booking reference: 37PLPZ

Purchase summary		Last generated	13 Oct. 2016
Product description		VAT (USD)	Total (USD)
London-Gatwick - Florida-Fort I	auderdale/Miami LowFare	0.00 (0%)	238.90
DY7045 London-Gatwick - Flo	orida-Fort Lauderdale/Miami -		
30 Nov. 2016 14:55 ETIENNE/MICHAEL(328-7207272591)			
Trip includes:		0.00 (0%)	90.00
Seat reservation			
Checked baggage			
Nice&Tasty Menu			
Total Amount	•	0.00	328.90
VAT		Total VAT (USD)	
Total VAT 0%		0.00	
Terms and Conditions			
Form of Payment	VISA*******7356	•	
LowFare	Charged upon reservation. Tick	ets cannot be refunded.	

Travel Receipt

Not valid for travel



Booking Confirmed - 37QPQL

Reservation number: 37QPQL

Reservation name:

Etienne

Date of issue:

12 Sep 2016

Michaelmr Etienne

<u> E-ticket number: 047-2163505431</u>

Issue date: 12SEP16 Issuing airline: TAP Portugal

Method of delivery: E-Ticket

To change reservations made less than 24 hours, please contact TAP (http://www.tapportugal.com/sitePointer.php?id=71&language=en&market=00)

₹ Itinerary

★ MIAMI - LONDON, TUESDAY 22 NOVEMBER 2016

08h05m DURATION

17:10 Miami Miami International (MIA)

TAP Portugal (TP AIRLINE:

228)

06:15 +1 day Lisbon Airport (LIS), terminal 1

Airbus Industrie AIRCRAFT

A330-200

CABIN

Economy Restricted

O STOP 03h35m, Airport (LIS)

09:50 Lisbon Airport (LIS), terminal 1

DURATION 02h50m

12:40 London Heathrow (LHR), terminal 2

AIRLINE:

hotwire

Success! Your trip is booked with Alamo

Pick up Wed, Nov 23, 2016 2:00 PM Heathrow, LHR 1-800-445-5664

Reservation details

Hotwire Itinerary

3480029729

Driver_name Michael Etienne

Alamo confirmation code 1911764512

Model - Midsize SUV

Miles

Seating

Toyota Rav4 or similar

Includes unlimited

5 adults

mileage

Hotwire rules

Cancel your reservation, at any time, without penalty through the My Accounts tab.

Rental car checklist

Bring a credit or debit card in the driver's name Debit/check cards: The rental agency will place a hold on your debit card, which will be refunded upon return of the car. In some cases, the rental agency may also require a credit check. Policies vary from location to location. We recommend contacting Alamo at 1-800-445-5664 if you have any questions about that location's policies.

- Bring drivers licenses for each person who will be driving the car Drivers under age 25 may be required to pay an additional fee, contact the rental agency for details.
- Bring your confirmation email Print a copy of the confirmation email sent to you at metienne@hotmail.com and bring it with you when you pick up your rental.

The makes/models shown are examples only. We are unable to guarantee a specific make/model. Actual makes/models are subject to availability and vary by supplier.

Summary of charges

3 days x

\$235.20

\$78.40

Taxes and fees

\$96.44

Due at pick up

\$331.64

Amount due at the counter

Contact email

metienne@hotmail.com

Date booked

Fri, Sep 16, 2016

Have a guestion?

By phone -24/7 U.S./Canada

Outside: U.S./Canada

844-207-0306

1-417-520-

1680

(toll charges

apply)

Hotwire's Travel Products Rules and Restrictions (http://www.hotwire.com/en/content/hotwire-travel-products-rules-Photos and map and-restrictions?cc=us)

Questions?

Hotwire itinerary

5257728620 (You will need this number when you call)

U.S./Canada

1-800-845-4026 (tel:1-800-845-4026) (24/7, toll-free)

International

1-800-845-4026 (tel:1-800-845-4026) (fees may apply)

Send us an email (https://www.hotwire.com/helpcenter/contact.jsp)

Website

Visit our help center (http://helpcenter.hotwire.com)

*Car rental rate is based on actual Hotwire Hot Rate bookings made in the past 30 days, and excludes taxes and fees. Prices are dynamic and vary based on date of booking, length of itinerary, and type of product booked. There is no guarantee that these savings or rates will be in effect at the time of your search. Availability is



The Association of **Democratic Services Officers**

VAT Registered Office: Association of Democratic Services Officers, ADSO Accounts, Lupton Wood and Partners, Barrington House, North Cadbury, Somerset BA22 7DB

Vat Registration No. 985 7655 49

Mr Michael Etienne City of North Miami, USA

776 NE 125 Street North Miami Florida 33161 **USA**

INVOICE

Invoice Number:

Thursday, 8th September 2016

Your Ref:

Please telephone 0191 561 1144

if you have any enquiries or questions about this invoice.

Description	Name	Net Value	VAT 20.0%	Amount Due
ADSO Conference 2016 fee for Non ADSO Member or member booking after 1st September	Michael Etienne	£265.00	£53.00	£318.00
Total Amount Due:		£265.00	£53.00	£318.00

Address for Cheques, Remittance Advice and **Purchase Orders**

SR2 7DN

ADSO Bookings Electoral Services (Room 3.17) Chief Executive's Department Sunderland City Council Civic Centre Sunderland

If Paying by Cheque,

please make Cheques payable to:

"The Association of Democratic Services Officers"

If Paying by BACS,

Please ensure your payment is sent to:

The Association of Democratic Services Officers

Bank Sort Code:

20-02-25

Bank Account No:

23545903

Bank Name:

Barclays

5 High Street

Andover

Hampshire

SP10 1LN

elections@sunderland.gov.uk

Payment due within 30 days of this invoice (pay by Saturday, 8th October 2016)



ABOUT US EDUCATION MEMBERSHIP CONFERENCE I'M SEARCHING FOR...

Event Details

Association of Democratic Service Officers (ADSO) Annual Conference

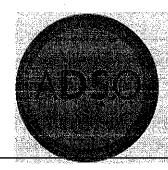
Thursday, November 24

Association of Democratic Service Officers (ADSO) Annual Conference will be held at the Doubletree Hilton Hotel, Nottingham on Thursday 24 and Friday 25 November 2016.

November 24, 2016 - November 25, 2016
All Day
The theme is 'Spotlight on Governance – your role, your future'
Doubletree Hilton Hotel Nuthall Rd, Nottingham NG8 6AZ, United Kingdom
£220 + VAT – for ADSO Members booking before 1st September 2016. Bookings will open on Monday 4th Ju
More Information and Registration (http://www.adso.co.uk/?page_id=2723)

8331 Utica Ave., Suite 200 | Rancho Cucamonga, CA 91730 | Ph: (909) 944-4162 | Toll Free: (800) 251-1639 | Fax: (909) 944-8545 Home Contact Us Sitemap Photo Disclaimer Copyright Notice Privacy Policy Powered by CivicPlus

Select Language ▼



Association of **Democratic Services** Officers

Helping to develop and strengthen governance in local public bodies

			us	ername		me?	Log In
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	·					
E							
UT US	1.	•					
3							
BERS AREA							
NING			4 4				
TS	4			ė.			
ACT US							
NING TS					· · · · · · · · · · · · · · · · · · ·		

RECENT POSTS



Election of board members September 7, 2016



ADSO Job Alert – Democratic Services Officer, London Borough of Merton

September 5, 2016



ADSO Job Alert – Democratic Services Manager, Test Valley Borough Council (Temporary, 12 months)

August 25, 2016



ADSO Job Alert – Electoral Registration and Services Manager, LB Brent

August 25, 2016

Conference 2016

This year's annual conference will be held at the Doubletree Hilton Hotel, Nottingham on Thursday 24 and Friday 25 November. The theme is 'Spotlight on Governance – your role, your future' and will include speakers and discussions on public sector reforms including devolution and the impact on Democratic Services. We are delighted that political satirist Matt Forde will be the speaker at the conference dinner.

We are also pleased to annouce our sponsors for the Conference, ModernGov our main sponsor and Nuway Audio and Link Services Support.

Bookings are now open and, as usual, the Early Bird offer will run until 31st August. The costs include attendance on both days and the conference dinner and awards evening and are as follows:



ADSO Job Alert - Democratic & Electoral Services Officer, London Borough of Harrow

August 22, 2016

IRCHIVES

chives Select Month

₩ |

£220 + VAT – for ADSO Members booking before 1st September 2016

E265 + VAT - for non ADSO Members or those booking after 1st September

£120 + VAT – for learners who will receive their qualification certificate at the conference

ATEST TWEETS

ADSO @adso_uk

Follow

MP calls for overhaul of Britains ltering local government system v.ly/ny0E303W978 via @localgoveditors ocalgov

out 1 day ago

Reply Retweet Favorite

Il places available for our annual conference, potlight on Governance – your role, your ture" 24/25 November ow.ly/1Sms303W5J3 out 2 days ago

Reply Retweet Favorite
nere next for devolution?
u.org.uk/project/future...
out 2 days ago

Reply Retweet Favorite
nitehall should consider the risks of multiple
ections in 2020 localgov.co.uk/Whitehallou... via @localgoveditors
out 3 days ago

Reply Retweet Favorite

SO Job Alert – Democratic Services Officer,
ndon Borough of Merton adso.co.uk/?

23250

Reply Retweet Favorite

@DMULGRU: Councillors - which
ganisations outside the council do you work
th most and do they listen? #ClirCommission

We are currently developing the programme and you will find the latest version here. Please complete the booking form below to reserve your place.

There are rooms available at the venue and we have negotiated a special conference rate of £85.00 for bed and breakfast and a single occupancy room for the night of 24th November. You can make your booking here – please use group code GADSOA.

Other hotels in the vicinity are:

- Premier Inn Nottingham West, The Phoenix Centre,
 Millennium Way West, Nottingham NG8 6AS Phone:0871
 527 8856
- The Nottingham Belfry, Mellors Way, Off Woodhouse Way, Nottingham, NG8 6PY Phone: 0115 973 9393
- Hilton Nottingham, Milton Street, Nottingham, NG1 3PZ.
 Phone: 0115 9349700

ADSO Conference Booking 2016

Fields marked with a * are required

Dele	elegate Name! *		
Loca	l Authority *		
1.			

Email Address *

out 3 days ago



ANNUAL CONFERENCE

Doubletree Hilton, Nottingham: 24th & 25th November 2016

PROGRAMME

SPOTLIGHT ON GOVERNANCE: your role, your future

	Content – Day 1	
11.00	Arrival and registration	
11.30	Welcome and introductions	
11.40	Key note speaker: Diana Melville, CIPFA - invited	
12.30	LUNCH	
1.30	Sponsors introduction	
1.40	 Workshops Outcomes of Kirklees Governance review - Carl Whistlecraft - invited Future role of the Councillor, Professor Colin Copus from the Councillors Commission Leadership through change - Kathy Denton, Executive Coaching How good governance impacts on frontline services - James McLaughlin, Rotherham 	
2.50	TEA	
3.10	Facilitated discussions Suggestions so far: What are the core skills of a governance officer in the emerging Public Sector Using technology to improve democratic processes Implications of homeworking for DS and officer member relationships Outsourcing, management buy-outs or other models of delivering democratic services (or elements of the service) The 21st century Members Desk (covering support for members in its broadest sense) Undertaking effective scrutiny with no dedicated officer support Building resilience for Democratic Services Running an effective Youth Council (LB Barnet) Personal safety training for Councillors	
4.20	AGM	
5.00	Conference close	
7.00pm	Drinks reception	
8.00pm	Conference dinner and Awards ceremony Jackie Morris, Sheriff of Nottingham Matt Forde, political satirist	

	Content – Day 2
9.15	Arrival and coffee
9.45	Welcome and overview of day Selected themes and challenges to run through the day
10.00	Keynote speaker – Professor Tony Bovaird Public Sector reforms and engagements with our citizens
10.45	Panel discussion – chaired by Dave Burn, Vice Chair ADSO Professor Tony Bovaird
	John Austin, Chair of ADSO Clir Graham Chapman, Deputy Leader of Nottingham City Council Anthony Zacherzewski - DemSoc
11.45	COFFEE
12.00	Facilitated discussion sessions (picking up themes from keynote and Panel)
1.00	LUNCH
2.00	Workshop sessions (linked to themes of the day) • Skills for public sector reform – Rachel North, West Sussex CC
· .	 Ideas for Income generation – Daniel Peters, Hemming Group Devolution – Cambridge CC & Suffolk CC invited TBC
3.00	Feedback from facilitated discussion sessions
3.30	Conference close