Amount:	$544.00	Sequence Number:	4292873056
Account:	3064574304	Capture Date:	05/03/2017
Bank Number:		Check Number:	473789

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

City of North Miami Beach
17011 NE 19th Avenue
North Miami Beach, FL 33162

FL Tax Exempt # 23-14-324970-54C

BANK OF AMERICA
18201 N.E. 19th Avenue
North Miami Beach, FL 33162
63-4/630

Vendor Number	Check Date	Check Number
507534	03/22/2017	00473789

VOID AFTER 90 DAYS

$544.00

Pay Five Hundred Forty Four Dollars and 00 cents ******

To The Order Of
SMITH, PHYLLIS S
3245 NE 167 STREET
MIAMI, FL 33164

Authorized Signature MP

Authorized Signature MP

⑈00473789⑈ ⑆063000047⑆ 003064574304⑈

The security features listed below, exceed industry guidelines

Security Features: Description of Features:
Invisible Fibers
Chemical Protection
Heat Sensitive Ink
Warning Band
Microprint
Dual-tone Dimensional Backer
Chemical Wash Warning Box
Colored Background

598155119908 092706 20170503 000000003064574304
TRN_DEBIT PITSUKKX 54400
Sunny Isles 0981 94004 5981 3 0042

ENDORSE HERE
x For deposit only
to the acct of
Phyllis S. Smith 14329033974

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

The City of North Miami Beach
NMB
Now More Beautiful!

City of North Miami Beach, Florida

Travel Expense Report

Traveler's Name Phyllis S. Smith	Department 100	Traveler's Vendor Number 507534
Destination Monaco	Departure Date March 23, 2017	Return Date March 30, 2017

ITEM	Day	THUR	FRIDAY	SAT	SUN	MON	TUES	WED	TOTAL	THUR
	Date	3/23/17	3/24/17	3/25/17	3/26/17	3/27/17	3/28/17	3/29/17		3/30/17
Lodging									0	$58.50
Meals	Rate	$ 58.50	$ 70.00	$ 41.00	$ 88.00	$ 88.00	$ 70.00	$ 70.00	$ 544.00	Total
Breakfast	$									
Lunch	$									
Dinner	$									
Registration Fee										
Airfare										
Taxi/Shuttle										
Vehicle Tolls, Parking Fees										
Vehicle Rental										
Mileage										
Other										
Total									$ 544.00	

Instructions:

1. This form must be completed and submitted after each trip regardless of whether reimbursement is requested.
2. Complete each section for which travel expenses are claimed. Include totals for each day and for each line item.
3. This form is to be supported by paid receipts for all claims except meals.
4. Within ten (10) working days of return, accounting must be made on this form, properly signed, and submitted to the Finance Department. Excess advanced funds shall be returned to the Finance Department with submission of this form.
5. Use additional forms as needed

Grand Total from above		$544.00
Less Prior Payments or Advances		
Hotel	Hotel name chk# xxxxxx	-
Per Diem	Prepaid Chk# xxxxxx	-
Registration	Org name Chk# xxxxxx	-
Other		
Amount Due ☐ City or ■ Traveler		$ 544.00

I certify that the expenses reported were actually incurred by me as necessary traveling expenses in the performance of my official duties. Any costs paid by another agency have been deducted from this travel claim. This claim is true and correct and conforms to the Travel Policy of the City of North Miami Beach

Phyllis S. Smith 3.21.17
Traveler (signature) Date

Approved – Dept Head (signature) Date

For use by Finance Department

Reset form ☑

City of North Miami Beach, Florida

TRAVEL AUTHORIZATION FORM

Pursuant to Resolution 2012-87, this form must accompany all requests for travel expense reimbursement.

Name: Phyllis S. Smith

Phone: (305) 948-2986

Department: Mayor and City Commission

Division: 100

Purpose of Travel: Trip to Monaco as City Representatives to Stephane Bolongaro's Art Exhibition

Dates of Travel: March 23, 2017 to March 30, 2017

Account Number(s): ____________________

Estimated Cost:

1. Registration: $ N/A
2. Hotel: $ N/A
3. Air Fare: $ N/A
4. Meals: $ $ 544.00
5. Car Rental: $ ________
6. Mileage: $ ________ Miles ______ x $______ rate
7. Other: $ ________ (Explain) ____________

Total: $ $ 544.00

Additional Comments: ____________________

Dept. Head Signature: ____________________ Date: ____________

City Manager's Signature: ____________________ Date: ____________

City of North Miami Beach

Inter-Office Memorandum

TO: Janette Smith, Finance Director

Joel Wasserman, Chief Procurement Officer

FROM: City Manager Ana M. Garcia

VIA: Chief of Staff Nicole Gomez

DATE: March 21, 2017

On behalf of the City of North Miami Beach, Commissioner Phyllis S. Smith and Chief of Staff Nicole Gomez will be travelling to Monaco as city representatives to artist Stéphane Bolongaro's Expo and Spectacle to be held on March 28th. Commissioner Smith and Chief of Staff Gomez are honored to attend the showing in the Musee De L'Automobile De Monaco in recognition of the artist's generous donation of the sculpture *Totor*, which will be prominently displayed outside of City Hall.

The artist additionally extended an invitation to the Mayor, City Manager Ana M. Garcia and the remaining commissioners, but they were regrettably unable to attend. With this gift, the City of North Miami Beach will be able to better engage its residents and further the transformation of NE 19th Avenue into a complete street through the display of cutting-edge contemporary art.

In order to facilitate this trip a certain number of day-to-day expenses beyond what is being provided by our generous host will be required from March 23rd to *March 30th*, as established by the Department of State Foreign Per Diem Rates. Attached please find a detailed itinerary outlining the meals that will be necessary. Additionally, we are kindly requesting that Procurement lift restrictions for usage of the P-Card from the dates indicated above in case any unexpected expenses should arise.

Attachments: *Trip to Monaco Itinerary*
Invitation from Stephane Bolongaro
Foreign Per Diem Rates

STÉPHANE
BOLONGARO

93, avenue de Brancolar - 06100 Nice - France
T : +33 (0) 6 74 33 53 62
@ impact1@live.fr

The Honorable George VALLEJO
Mayor, City of North Miami Beach
17011 NE 19th Avenue
North Miami Beach, FL 33162

Dear Mayor Vallejo,

From the depths of my heart I wanted to thank you and the members of the City Council of North Miami Beach for the extraordinary and unforgettable welcome that you have given me.

You deeply touched my soul with this marvelous ceremony. Living a moment like this was without a doubt a milestone in my life.

I would be delighted and honored that you accept the invitation to my Art show that will take place in Monte Carlo under the patronage of HSH Prince Albert II of Monaco on the 28th of March 2017.

The official invitation for 4 persons will be sent to you in a few days with details regarding the complimentary transportation and accommodation.

Thank you again for everything and I am looking forward to seeing you the soonest.

Yours sincerely

Stéphane Bolongaro

DIPLOMACY IN ACTION

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- Foreign Per Diem Rates
- Other Per Diem Rates

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- Allowances By Type
- Biweekly Allowance Updates
- Custom Search
- Footnotes to Section 920

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- Archives (DSSR)
- Table of Contents (DSSR)

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- Frequently Asked Questions
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- Living Quarters Allowance (LQA)
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- Per Diem
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Office of Allowances

Appendix B
Chapter 301-Federal Travel Regulation
Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$1	0	0	0	1
$2	0	0	1	1
$3	0	1	1	1
$4	1	1	1	1
$5	1	1	2	1
$6	1	2	2	1
$7	1	2	3	1
$8	1	2	3	2
$9	1	2	4	2
$10	2	2	4	2
$11	2	3	4	2
$12	2	3	5	2
$13	2	3	5	3
$14	2	4	5	3
$15	2	4	6	3
$16	2	4	7	3
$17	3	4	7	3
$18	3	5	7	3
$19	3	5	8	3
$20	3	5	8	4
$21	3	5	9	4
$22	3	6	9	4
$23	3	6	9	5
$24	4	6	9	5
$25	4	6	10	5
$26	4	7	11	5
$27	4	7	11	5
$28	4	7	11	6
$29	4	7	12	6

$30	5	7	12	6
$31	5	8	12	6
$32	5	8	13	6
$33	5	8	13	7
$34	5	9	13	7
$35	5	9	14	7
$36	5	9	15	7
$37	6	9	15	7
$38	6	10	15	7
$39	6	10	16	7
$40	6	10	16	8
$41	6	10	17	8
$42	6	11	17	8
$43	6	11	17	9
$44	7	11	17	9
$45	7	11	18	9
$46	7	12	18	9
$47	7	12	19	9
$48	7	12	19	10
$49	7	12	20	10
$50	8	12	20	10
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$58	9	15	23	11
$59	9	15	24	11
$60	9	15	24	12
$61	9	15	25	12
$62	9	16	25	12
$63	9	16	25	13
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$66	10	17	26	13
$67	10	17	27	13
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$69	10	17	28	14
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$71	11	18	28	14
$72	11	18	29	14
$73	11	18	29	15
$74	11	19	29	15
$75	11	19	30	15
$76	11	19	31	15
$77	12	19	31	15
$78	12	20	31	15

B L D

$79	12	20	32	15
$80	12	20	32	16
$81	12	20	33	16
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$83	12	21	33	17
$84	13	21	33	17
$85	13	21	34	17
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$223	33	56	89	45

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$261	39	65	105	52
$262	39	66	105	52
$263	39	66	105	53
$264	40	66	105	53
$265	40	66	106	53

For M &IE rates greater than $265, allocate 15%, 25% and 40% of the total to breakfast, lunch and dinner, respectively. The remainder is the incidental expense allowance