

CITY OF FERNANDINA BEACH
Travel Expense Statement

NAME OF TRAVELER: James Norman PERSONS ACCOMPANYING TRAVELER: N/A
 DEPARTMENT: Police DATES/HOUR OF TRAVEL: From: 1/29/2017 11:00 To: 1/31/17 9:30pm
 REASON FOR TRAVEL: P&F Pension Fund Training MODE OF TRANSPORTATION: City Vehicle

TYPE OF EXPENSE (ATTACH RECEIPTS)	SUNDAY DATE: 1/29	MONDAY DATE: 1/30	TUESDAY DATE: 1/31	WEDNESDAY DATE: 2/1	THURSDAY DATE: 2/2	FRIDAY DATE: 2/3	SATURDAY DATE: 2/4	GRAND TOTAL	COMMENTS
OTHER -								500.00	Registration Pd. 12/1/16
AIRFARE								-	
TRANSPORTATION - RENTAL/GAS			51.00					51.00	Pd w/ Visa
LODGING	155.54	155.54						311.08	Pd w/ Visa
MEALS:									
BREAKFAST (6 AM TO 8 AM)								-	
LUNCH (12 AM TO 2 PM)	11.00							11.00	
DINNER (6 PM TO 8 PM)	19.00	19.00	19.00					57.00	
INCIDENTAL EXPENSE								-	
PARKING								-	
TAXI								-	
COMMUNICATION (BUSINESS)								-	
TOLLS								-	
MISC TIPS - TAXI/BAGGAGE/ETC								-	
PERSONAL AUTO MILEAGE								-	
TOTAL MILES	0	0	0	0	0	0	0	0	
@ \$.445/MILE	-	-	-	-	-	-	-	-	
TOTAL EXPENSES	185.54	174.54	70.00	-	-	-	-	430.08	
TOTAL EXPENSES:								\$ 930.08	
AUTHORIZATION TO TRAVEL: ESTIMATED AMOUNT			LESS ADVANCES: \$ 862.08						
DATE APPROVED: <u>2/2/17</u>			REIMBURSEMENT DUE (TO/FROM) TRAVELER \$ 68.00						
SUPERVISOR'S AUTHORIZATION: <u>[Signature]</u>									

I HEREBY CERTIFY OR AFFIRM THAT THIS TRAVEL CLAIM IS TRUE AND CORRECT IN EVERY MATERIAL MATTER; THAT EXPENSES WERE ACTUALLY INCURRED BY THE UNDERSIGNED AS NECESSARY TRAVEL EXPENSES IN THE PERFORMANCE OF MY OFFICIAL DUTIES; AND THAT THE SAME CONFORMS IN EVERY RESPECT WITH THE REQUIREMENTS OF THE TRAVEL REGULATIONS AND ORDINANCES OF THE CITY OF FERNANDINA BEACH, FLORIDA.

DATE: 2/2/17

SIGNATURE: [Signature]

REVISED 07/01/06

Travel Expense Statement is to be filled out in triplicate. Original to Finance Department, second copy to Department Head and third copy to Traveler. Authorization to travel must be approved by the appropriate approving authority prior to commencement of travel. Traveler shall mean a public officer, employee or person authorized by City Manager as designee for the City who



105

**CITY OF FERNANDINA BEACH
REQUEST FOR PAYMENT**

DEPARTMENT: POLICE

DATE: 02/03/2017

MAKE CHECK PAYABLE TO: FCCB

**FOR: Police / Fire Pension Fund training – Capt. James Norman
(To Be Reimbursed by the Police & Fire Pension Plan)**

ACCOUNT: 001-229.000

Rosen Centre Hotel

FUNDS AVAILABLE: NO

AMOUNT: \$ 311.08

FUNDS UNAVAILABLE: _____

SIGNED:

M. J. [Signature]
DEPARTMENT HEAD

SIGNED:

CONTROLLER


SIGNED:

[Signature]
CITY MANAGER

2/9/17



**ROSEN
CENTRE
HOTEL**



ROSEN HOTELS & RESORTS
9840 International Drive
Orlando, FL 32819
Tel: (407) 996-9840 Fax: (407) 996-0865

Guest Name: James Norman
1525 Lime St.
Fernandina Beach, FL 32034

Room #: 225
Folio #: R309178312
Group #: 74382
Guests: 1
Clerk:
CL #:

Arrive: 01/29/17 Time: 05:00 PM Depart: 01/31/17 Time: 11:53 AM Status: FOL

Date	Description	Reference	Comment	Charges	Credits
01/29/2017	ROOM CHARGE	225		\$154.00	
01/29/2017	OCCCD FEE	225t	OCCCD FEE	\$1.54	
01/30/2017	ROOM CHARGE	225		\$154.00	
01/30/2017	OCCCD FEE	225t	OCCCD FEE	\$1.54	
01/31/2017	PAY VISA	01319546762	*****8490 015754		(S311.08)
				Folio Balance:	\$0.00

The Hotel will collect one percent of the room rate (not subject to tax exemption) to fund the promotion of the Orange County Convention Center and tourist services in the vicinity of the Orange County Convention Center District.

If I elect to pay by credit card, I understand that acceptance is subject to approval by the issuing organization; information necessary to charge my credit card account will appear on my itemized hotel folio (s) and be transmitted electronically in lieu of a sales draft, my liability for this bill is not waived and agree that in the event the indicated person, company, or association fails to pay, I will be held responsible.



104

**CITY OF FERNANDINA BEACH
REQUEST FOR PAYMENT**

DEPARTMENT: POLICE

DATE: 02/03/2017

MAKE CHECK PAYABLE TO: FCCB

FOR: Fuel – Police & Fire Pension Board Training / Capt. James Norman

ACCOUNT: 001-229-000
RaceTrac

FUNDS AVAILABLE: 100

AMOUNT: \$ 51.00

FUNDS UNAVAILABLE: _____

SIGNED: Mark Powell 02-06-17
DEPARTMENT HEAD

SIGNED: _____
CONTROLLER

SIGNED: Gale R. Martin
CITY MANAGER

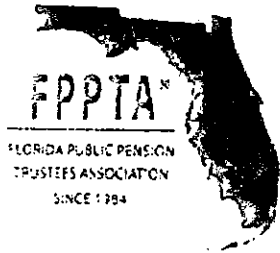
2/9/17

RaceTrac 2441
3030 W. Intl Speedwa
Daytona Bc, FL 32124
386-255-2271
For Guest Experience
Comments, Please
Call 888.636.5589 or
go to racetrac.com
Term: JD12228577003
Appr: 076811
Seq#: 035783

PUMP No. 08
Grade: Unl-87
Gallons: 23.405 G
Price: \$2.179/Gal
Total Fuel: \$51.00
TOTAL SALE: \$51.00
Visa \$51.00

Visa
Capture
XXXXXXXXXXXX8490

01/31/2017 17:14:34
HOW ARE WE DOING?
WWW.TELLRACETRAC.COM
OR CALL 800.251.6970
FOR FREE TASTEWORKS
CHIPS EXP 2/28/17
1/31/2017 17:18:03



FPPTA Online Payment Confirmation

Payment ID: 15238 Status: Paid

Invoice(s) Paid: 22474,

Amount Paid: \$500.00 Date Paid: 12/1/2016 11:37:13 AM

Paid By: James Norman () jnorman@fbfl.org
Fernandina Beach P&F Pension Fund

Check Number: _____

Transaction ID: 1674207086 Authorization Code: 033742

Card Number: ****8490(Visa) Expiration: 8/2019

Name on Card: James Norman

Comment: TS Act Reg: Fernandina Beach P&F Pension Fund (James Norman),

Thank you for your payment online.

If you have any questions, please contact our friendly staff at

FPPTA
2946 Wellington Circle East, Suite A
Tallahassee, FL 32309
Phone: 800-842-4064
Fax: 850-668-8514

Florida Public Pension Trustees Association

Trustee School Program Agenda

January 29 — February 1, 2017

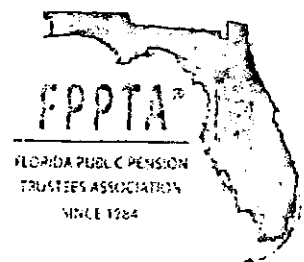
Rosen Centre Hotel, Orlando, FL

Saturday, January 28, 2017

- **2:00 pm**—Board of Directors—Salon 1

Sunday, January 29, 2017

- **3:00 pm—7:00 pm**—School Registration—Salon Foyer
- **3:00 pm—5:00 pm**—FPPTA New Member Orientation—Salons 5 & 6
- **5:00 pm—7:00 pm**—Welcome Gathering—Grand Ballrooms A & B (downstairs)



© by FPPTA

**CEU Breakout Sessions
Monday, January 30, 2017**

FPPTA
FLORIDA PUBLIC PENSION
TEACHERS ASSOCIATION
SINCE 1948

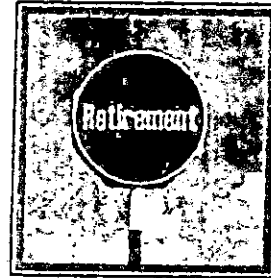
7:30 am—8:30 am Continental Breakfast & 7:30 am—3:30 pm School Registration

**FPPTA Individual
Retirement Program**

Salons 5 & 6

Monday January 30th

Limited to the first 50 pre-registered participants &
their guest (no additional fee)



Topics include:

How to invest your personal assets
Myths & realities of individual
investing
Social Security...How does it
impact you?
Estate Planning...Following
the Law
Retirement Security...Game Plan

Why attend?

- Better understand how to financially prepare yourself for retirement
- How to determine your Social Security benefit
- Estate Planning...striving for a successful plan
- Strategy of utilizing your Drop Plan
- Learn how to help your plan's beneficiaries



Save the date!

83rd Annual Conference

June 25—28, 2017

Omni Orlando Resort

at ChampionsGate

CEU Breakout Sessions Tuesday, January 31, 2017



7:30 am—8:30 am Continental Breakfast & 7:30 am—3:30 pm School Registration

FPPTA Individual Retirement Program Salons 5 & 6

Tuesday January 31st

Limited to the first 50 pre-registered participants & their guest (no additional fee)



Topics include:

- How to invest your personal assets
- Myths & realities of individual investing
- Social Security.. How does it impact you?
- Estate Planning...Following the Law
- Retirement Security...Game Plan

Why attend?

- Better understand how to financially prepare yourself for retirement
- How to determine your Social Security benefit
- Estate Planning...striving for a successful plan
- Strategy of utilizing your Drop Plan
- Learn how to help your plan's beneficiaries



Investment Consultant Certificate Program

Executive Ballroom (4th floor stairs)
Tuesday, January 31st
Limited to the first 50 CFP® pre-registered Trustees (no additional fee)

Why attend?

- ### Topics include:
- Point-to-Point Coordination
 - Asset Allocation
 - Manager Selection
 - Quarterly Reporting
 - Assumed Rate of Return

- Expand your knowledge regarding Investment Consultants
- Gain complete understanding of services related to Investment Consulting
- Gain a better understanding of the Investment Consultant's role as the Board of Trustees
- Learn additional Trusts' Guidelines



**CITY OF FERNANDINA BEACH
REQUEST FOR PAYMENT**

DEPARTMENT: POLICE

DATE: 02/03/2016

MAKE CHECK PAYABLE TO: James Norman

FOR: Per Diem – Police & Fire Pension Board Training

ACCOUNT: 001-229-000

FUNDS AVAILABLE: MP

AMOUNT: \$ 68.00

FUNDS UNAVAILABLE: _____

SIGNED:

Mark Popovich
02-06-17
DEPARTMENT HEAD

SIGNED:

CONTROLLER

SIGNED:

Dale Martin
CITY MANAGER
3/2/17

ENTERED

[Handwritten mark]

INVOICE NO.	GROSS AMOUNT	DISCOUNT	NET AMOUNT
2/03/17 REIMBTRAINING POLIC/FIRE	68.00		68.00
			TOTAL 68.00



CITY OF FERNANDINA BEACH
 201 ASH STREET
 FERNANDINA BEACH, FLORIDA 32034

FIRST COAST
 COMMUNITY BANK

147676

147676

PAY DOLLARS AND CENTS

*** Sixty Eight and XX/100 Dollars ***

2/14/17 \$68.00

TO THE ORDER

JAMES NORMAN
 POLICE DEPARTMENT

Caroline Best

⑈ 147676 ⑈ ⑆063113099⑆ 10 300 30⑈

Date: 2/14/17	Check: 147676	Amount: 68.00	Discount: 0.00	Vendor: JAMES NORMAN - POLICE DEPARTME		
Invoice	Amount	Reference	Amount	Description	Distribution	Amount
REIMBTRAINING POLI	68.00	775880	68.00	POLICE DEPT-FIRE PENSION BOARD TRAINING	001-229 0000	68.00

✓