In accordance with Legislative Policy 4-2: City Commission Travel Expenses, “In order for the Mayor or Commissioner to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Commission.”

Commissioner Donna Holck is requesting authorization to attend the 2018 Institute for Elected Municipal Officials IV: Municipal Leadership to be held November 16-17, 2018, in Kissimmee, Florida, in the estimated amount of $777.96. IEMO IV will be held following the 2018 FLC Legislative Conference which Commissioner Holck will be attending as a member of the Utilities, Natural Resources & Public Works Policy Committee.

The Institute for Elected Municipal Officials IV consists of two components. The first component identifies the styles of leadership, team collaboration, and how to adapt to situations that are less than ideal. The second component builds on the experience of IEMO III, looking at personal type and trait information. Commissioner Holck completed IEMO III in March, 2017.
IEMO IV: Invitation to 2018 class

From: Lynn Tipton <LTipton@ficities.com>
Subject: IEMO IV: Invitation to 2018 class

Fri, Sep 14, 2018 02:28 PM

1 attachment

Dear Graduate of IEMO III,

You are eligible for IEMO IV – are you ready?

We are pleased to announce the second class of IEMO IV: Municipal Leadership. IEMO IV will be held right after the 2018 FLC Legislative Conference (and at the same hotel in Lake Buena Vista) on Friday and Saturday, Nov. 16-17th.

IEMO IV consists of two components. In the first, we will continue to deepen our self-awareness as leaders and our ability to work with others. Combining the insights of the FIRO-B instrument utilized in IEMO III with those provided by the Myers-Briggs Type Inventory (MBTI), Dr. Scott Paine will work with attendees to identify the styles of leadership and of team collaboration that work best for us, and how to adapt to situations that are less than ideal.

In the second, we will create that rarest of environments for elected officials: an open process for discussion and collaboration on the issues you and your fellow attendees consider most important for the future of your cities and of our state. Using Open Space Meeting Technology, we will spend a highly productive day addressing current problems and anticipating future challenges on which we can work together.

Because of the wide-ranging and policy-focused nature of the second component of IEMO IV, each city can send only one representative (to avoid Sunshine concerns). Because IEMO IV builds on the experience of IEMO III, only IEMO III graduates may attend. And, because each attendee will want some individual time to look at their personal type and trait information with Dr. Paine, attendance is limited to 25.

I hope you’ll join us in the opportunity to expand our ability to move forward as citizens of Florida.

Please register HERE and if you have any questions, please call Shwanda Barnette at (407) 367-4024.

I look forward to seeing you at IEMO IV!

Lynn Tipton
Director, FLC University
Florida League of Cities, Inc.
Direct: (407) 367-4025
ltipton@ficities.com

Please visit the University website: www.ficuniversity.com

www.letcitieswork.com
# Employee Travel Report

**Department:** AD - Administration  
**Employee:** Donna Holck  
**Employee #:** 3972

**Justification for Travel During and/or after event Required:** Florida League of Cities - Policy Committee Meeting and IEMO IV

**Destination:** Kissimmee, FL

**Date/Time of Event:** 11/16/2018 through 11/17/18

**Date/Time of Departure:** 11/15/2018 @ 07:00 AM Departure Time

**Date/Time of Return:** 11/17/2018 @ 08:00 PM Return Time

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
<th>Pre-Paid by City</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>$300.00</td>
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<tr>
<td>Food Per-Diem</td>
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<tr>
<td>Hotel Costs</td>
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<td>Air/Travel Costs</td>
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<td>Transportation Costs</td>
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<tr>
<td>Other Costs (specify)</td>
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<tr>
<td>Mileage</td>
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<td></td>
<td>$97.96</td>
<td>181.40 mi x .54/mi</td>
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<tr>
<td>Total Costs</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$97.96</td>
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**Account Number(s):** 001-511-0610-40

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**Pre-Authorization Approval. Send to FINANCE when completed IF staying overnight AND requesting Advance per diem.**

- **Is Food Per Diem being requested in advance?** NO [x] YES [ ]  
  Amount: $45 per day

**Department Director Approval:**  
**Date:**

**Administration Approval:**  
**Date:**

**(if required)**

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**Notes/Comments: 2018: 54 c/mile only when personal vehicle is used. Times listed are actual published class times. Attach receipts for tolls, other parking, shuttle and other supporting documentation for mileage reimbursement, Internet access, etc.**

**If Administration approval is required, email completed "Page 1: Before Travel" form to: travel@largo.com**
Travel Request

Reason for travel: Florida League of Cities – Policy Committee
Employee: Donna Holck

Post-Travel Amount Due
To City:
To Employee (Payroll):

Notes/Additional Information:

PUBLIC OFFICER, EMPLOYEE AND ELECTED OFFICIAL STATEMENT OF TRAVEL

The travel expenses listed in the Travel Report were actually incurred by the undersigned employee, as necessary travel expenses in the performance of official duties for the City of Largo, Florida. The information contained in the Travel Report is true and correct as to every material matter.

I fully acknowledge and understand that any person who willfully makes and subscribes any travel expense claim that he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of such a claim that is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, commits a misdemeanor of the second degree, punishable as provided in ss. 775.082 or 775.083, Florida Statutes. Whoever receives an allowance or reimbursement by means of a false claim is civilly liable in the amount of the overpayment for the reimbursement of the public funds from which the claim was paid. The above statement is made and given in accordance with s. 166.021, Florida Statutes.

Signature of Public Officer/Employee/Elected Official

Donna Holck / Commissioner

Print Name of Public Officer/Employee/Elected Official

Date

Post-Travel Approval (REQUIRED). Send to FINANCE when completed.

Department Director Approval: ____________________________ Date: ____________________________

Prepared By: Shirley Frick

Effective Date: 1/1/16 Revised Date: 12/18/17
Thank you for your payment. This web page is your receipt - please print a copy for your records.

Need help printing? Try the control-P key command: press and hold the control key (usually located on the bottom left of the keyboard), and then press the letter P.

Paying by check? Click here for more information.

**Order Confirmation**

**Florida League of Cities**

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<th>Item</th>
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<th>Price</th>
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<tr>
<td>Where: Embassy Suites Orlando - Lake Buena Vista South</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4955 Kynge Hearth Road</td>
<td></td>
<td></td>
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<tr>
<td>Kissimmee, FL 34746</td>
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<tr>
<td>Registration Option: Registration fee</td>
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Item Total: 300.00

Transaction Grand Total: 300.00

Payment Amount: 300.00