



CITY OF GREEN COVE SPRINGS ADVANCED TRAINING/ LICENSE/CERTIFICATE REQUEST

Requires Department Head's, Human Resources Director's, and City Manager's approval before scheduling

Name: Amanda Upton Hire Date: February 2019 Employee ID #: 1001

Department: Police Position: Administrative Assistant

Type of Training / Education: Advanced Training License Other _____

Purpose of Training / Education: Job Skills Career Advancement

Name of Provider: Florida Police Chiefs Association

Address: Embassy Suites by Hilton Orlando Lake Buena Vista; 8100 Lake St, Orlando, FL 32836

Course/Seminar Title: Core I and III - Executive/Administrative Assistant Training

Start Date: May 3, 2021

End Date: May 7, 2021

Registration Fee: \$ 675.00 (invoices attached)

Accommodations: \$ 545.00 (credit card)

Total Cost: \$ 1,220.00

FOR HR USE ONLY

___ Copy given to employee after authorization

___ Copy given to Finance

*Traveling – Review Travel and Funds
Advance Request Form

****Employee: Please attach copy of class description.***

Please read each statement below and initial to the left of each statement to verify your understanding of the rules regarding the Training & Education Policy. For more information, please refer to the Personnel Manual, Section 10.

AU Reimbursement for any training, license(s), certificates and books may only be requested after the employee has worked for the City for one (1) continuous year of full-time service.

AU Course is job-related or provides benefit to the City.

AU The cost of books for the course may be reimbursable up to 100%, upon approval by the City Manager.

AU I certify that I have read and understand the Training & Education Policy and that to the best of my knowledge this application is complete and correct. I further understand that falsifying this application can be grounds for suspension from the Training & Education Program or disciplinary action and could constitute fraud which could result in criminal penalties.

AU If separation of employment occurs with the City within three (3) years for advanced training or certifications costing more than \$250 and paid by the City, I agree to reimburse the City a prorated amount.

AU If separation of employment occurs with the City within six (6) months of receiving a certification/license costing less than \$250 such as, CDL, Water/Wastewater license, or Notary Public and paid by the City, the employee shall be responsible for 100% reimbursement.

Employee: Amanda Upton Date: 01/28/2021

Sergeant/Supervisor: n/a Date: ----- Approved Disapproved

Division Commander: n/a Date: ----- Approved Disapproved

Dept. Head: Derek Oude Date: 2.1.21 Approved Disapproved

HR Director: _____ Date: _____ Approved Disapproved

City Manager: _____ Date: _____ Approved Disapproved

NOTE: Once you have obtained Department Head's signature, this form must be submitted to the HR Department.

***Employee: Please attach copy of class description.**

City of Green Cove Springs Travel and Funds Advance Request

Name of Traveler: Amanda Upton Department: Police

Date Submitted: 01/28/2021

Purpose of Travel: CORE I and III - Executive/ Administrative Assistant Training

Date & Time of Departure: 05/02/2021 @ 5 p.m. Date & Time of Return: 05/07/2021 @ 7 p.m.

Destination: Embassy Suites by Hilton Orlando Lake Buena Vista; 8100 Lake St, Orlando, FL 32836

Mode of Travel: (Circle One) City Vehicle Private Auto Air Bus Train

Expense Items	Prepaid \$ To Others	Advance \$ To Employee	Actual Total
TRANSPORTATION			
Public	\$ (A)		
Private: (Est. Miles <u>284</u> @ .445) (Act. Miles _____ @ .445)		\$ <u>126.38</u>	\$ _____
Begin Mileage: _____			\$ _____
Ending Mileage: _____			\$ _____
LODGING: Days @ \$	\$ <u>545.00</u> (B)	\$ _____	\$ _____
MEALS: B: <u>0</u> @ \$ 6.00 L: <u>5</u> @ \$ 11.00 D: <u>6</u> @ \$ 19.00		\$ _____ \$ <u>55.00</u> \$ <u>114.00</u>	\$ _____ \$ _____ \$ _____
PER DIEM: Days @ \$80	\$ (C)	\$ _____	\$ _____
ACTUAL COST TOTAL (Attach receipt for each meal. Do not mix per diem & actual)			\$ _____
CONFERENCE FEES: Employee	\$ <u>675.00</u> (D) \$ _____	\$ _____ \$ _____	\$ _____ \$ _____
TOTALS	\$ <u>1220.00</u>	\$ <u>295.38</u>	\$ _____
Less Prepaid			\$ _____
Less Advances			\$ _____
Amount Due City			\$ _____

OR

I request approval of travel and hold myself accountable for prepaid and advances. I have read and agree to abide by the rules and regulations printed on the reverse side of this form. Signature: Amanda Upton Date: 01/28/2021

APPROVALS: FUND 001 DEPT 2021 ACCOUNT 5004000

Department Head: Deven Odeh City Manager: _____ Finance Director: _____

PREPAID INFORMATION: SEND PREPAID CHECKS TO THE FOLLOWING:
 (A) _____ DATE REQUIRED: _____
 (B) _____ DATE REQUIRED: _____
 (C) _____ DATE REQUIRED: _____

DATE ADVANCE REQUIRED BY EMPLOYEE: 04/28/2021


City of Green Cove Springs Travel and Funds Advance Request

RULES AND REGULATIONS CONCERNING TRAVEL AND TRAVEL ADVANCES

- ❖ All travel must be an official nature, and all seminars, courses, meetings, etc. must be directly related to the performance of the traveler's assigned duties.
 - ❖ All travel must be approved in writing, using this form, prior to any travel being performed. Failure to obtain prior approval could result in the traveler not being reimbursed for travel expenses.
 - ❖ All travel requests must be submitted and approved as far in advance of commencement of travel as possible to ensure that the request for prepaid expenses and advancement of funds can be processed in a timely and orderly manner.
 - ❖ **Final report of travel, showing actual expenses incurred and with receipts for expenditures attached, must be submitted within 10 days after the completion of travel. If funds are due to the City, a check must be attached to the final report.**
 - ❖ Failure to submit a final report in a timely manner could result in a deduction from the employee's pay for any advanced funds in excess of the actual expenses or up to the full amount of advanced funds.
 - ❖ If prepaid expense checks are required to be mailed to a vendor, the name, address, and disbursement date of the check **MUST** be completed on the front of the form. A copy of all documents that must be sent with the check must be completed by the traveler and attached to this request. A copy of the announcement giving a description of the class, seminar, etc., must be attached.
 - ❖ All travel must be by a usually traveled route. Reimbursement may be made by common carrier and shall be sustained by receipts therefore. The use of a privately-owned vehicle for official travel in lieu of public owned or common carrier may be authorized under certain circumstances by the City Manager, and when authorized, reimbursement will be on a mileage basis not to exceed mileage as defined by applicable State of Florida rate. Reimbursement for expenditures related to the operation, maintenance and ownership of a vehicle shall not be allowed when a privately-owned vehicle is used on public business. Mileage shall be calculated as though travel began and terminated at City Hall.
 - ❖ While on official business for the City, public officers and employees may be allowed for subsistence and lodging when traveling to a convention, conference or other authorized City business which may serve a direct public purpose of the City by the person attending such meeting, eighty dollars (\$80) per diem per day to cover lodging & meals. Alternately, the employee may be reimbursed for actual expenses for meals up to the following:

Breakfast \$6.00	Lunch: \$11.00	Dinner: \$19.00
------------------	----------------	-----------------
- Plus actual expenses for lodging at a single occupancy rate to be substantiated by paid bills therefore. When on authorized business not requiring an overnight stay, a City officer or employee shall not be reimbursed on a per diem basis, but shall receive subsistence based upon expenses of meals not to exceed the rates listed above. Allowance shall be made for meals when on official business in the City or immediate vicinity when approved by the City Manager, and reimbursement shall be made for actual expenses as substantiated by paid bills. If the cost of a meal for a guest is included in the claim, the following information is required: name of the guest, city business discussed, why expense was beneficial to the City.
- ❖ Incidental expenses such as taxi fare, parking fees, auto storage, communication expense and convention registration fees are also reimbursable. Receipts for all incidental expenses must be furnished to the City Finance Director on all authorized travel.
 - ❖ Advancements may be made for approved travel and per diem on the basis of anticipated expenses provided that proper accounting for such expenses is made following completion of approved travel.

2636 Mitcham Drive Tallahassee, FL 32308
(850) 219-3631
2636 Mitcham Drive Tallahassee, FL 32308
(850) 219-3631

Connect with FPCA   
Search  Connect with FPCA
    Search

HOME ABOUT▼ MEMBERSHIP RESOURCES▼ STARS PROGRAM



TRAINING/CONFERENCES▼ FPCA FOUNDATION LEGISLATIVE JOBS MEMBERS ONLY

CORE Training

CORE I Training

The FPCA recognizes the great work that *Executive and Administrative Assistants* perform on a daily basis for our police chiefs. FPCA is thrilled to offer this training specifically for you to help become the ultimate assistant with a CORE group of skills: **C**ommunications, **O**rganization Methods, **R**oles and Responsibilities, and **E**xpectations of Executive/Administrative Assistant Professionals.

Dates: May 3 – 5, 2021

Registration Fee: \$300/Member, \$400/Non-Member (Based on membership of your immediate supervisor or Agency Head) – **Cancellations made within 1 week of the training will be subject to a \$100 administrative fee.**

Location: Embassy Suites Orlando – Lake Buena Vista, 8100 Lake Street, Orlando, FL 32836

Room Block: Embassy Suites Orlando – Lake Buena Vista, 8100 Lake Street, Orlando, FL 32836

CORE II Training

Tentative Agenda

Register

Room Rate: \$109 plus Parking and taxes – Cut off date: April 16, 2021
Overnight Self Parking – \$10.00; Day Self Parking – \$6.00
Includes: Cooked to order breakfast served daily 6:30 am – 10:30 am in the atrium and a complimentary evening reception served in the atrium

Room Block: Embassy Suites Orlando – Lake Buena Vista, 8100 Lake Street, Orlando, FL 32836

Location: Embassy Suites Orlando – Lake Buena Vista, 8100 Lake Street, Orlando, FL 32836

Registration Fee: \$375/Member, \$425/Non-Member (Based on membership of your immediate supervisor or Agency Head). **Cancellations made within 1 week of the training will be subject to a \$100 administrative fee.**

Dates: May 6 – 7, 2021

This final course of our three part series dives deeper into both personal and professional goal setting, communication, stress management, work-life balance, financial planning, adapting to change and much more! Reconnect with your former classmates and take advantage of one of a kind networking opportunities at this unique event, customized specifically for Executive and Administrative Assistants to Law Enforcement Leaders.

CORE III Training

Tentative Agenda

Register

Room Rate: \$109 plus Parking and taxes – Cut off date: April 16, 2021
Overnight Self Parking – \$10.00; Day Self Parking – \$6.00
Includes: Cooked to order breakfast served daily 6:30 am – 10:30 am in the atrium and a complimentary evening reception served in the atrium

This class will build from the first **C**ommunication, **O**rganization, **R**oles/Responsibilities and **E**xpectations training and enhance the program by introducing leadership topics. Topics will include Inter-Generational Communication, Advanced Use of Microsoft Business, Professional Business Writing, Time Management, Professional Image, Daring Greatness, Financial Planning and Ethics. Great networking opportunities and team building will also be incorporated into this program. *If you have not attended CORE I, you may still attend this class and attend CORE I at a later date!*

Class Date: To be announced

Registration fee: \$350/Member, \$400/Non- Member (Based on your immediate supervisor or Agency Head)-Cancellations made within 1 week of the training will be subject to a \$100 administrative fee.

Class Location:

Room Block:

© Florida Police Chiefs Association | All rights reserved. Site by Digital Opps

Quick Links

- > About
- > Membership
- > Resources
- > STARS Program
- > Training & Conferences
- > Foundation
- > Legislative
- > Jobs
- > Contact
- FPCA

Location



Florida Police Chiefs Association
 Address: 2636 Mitcham Dr, Tallahassee, FL 32308
 Phone: (850) 219-3631

Tweets



Florida Police Chiefs Association
 Thank you for your service K9 Figo, R.I.P.
 Longtim e Quincy Police Departm ent K-9 dies from cancer

Facebook



Florida Police Chiefs Association (FPCA) 11 hou ago
 Thank you for your service K9 Figo, R.I.P.
 Longtim e Quincy Police Departm ent K-9 dies from cancer

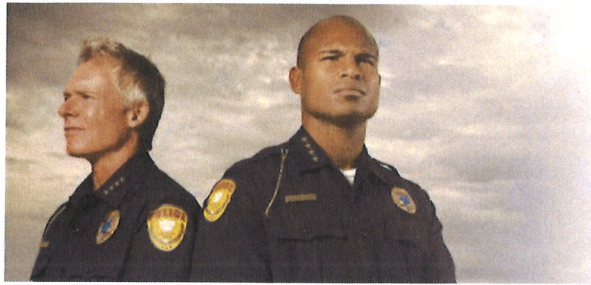


Florida Police Chiefs Association
 Serving Florida's Law Enforcement Since 1952

CORE I – EXECUTIVE/ADMINISTRATIVE ASSISTANT TRAINING
Embassy Suites Orlando - Lake Buena Vista Resort
May 3 – 5, 2021

Tentative Agenda – Subject to Change	
Monday, May 3	
COMMUNICATIONS	
11:30am	Registration – Sign In
11:45am	Welcome – Opening Remarks <i>Amy Mercer, Executive Director</i>
12:00pm-5:00pm	Communications <i>Speaker: Sara Brady, Sara Brady PR</i>
2:10pm-5:00pm	Embracing Job Challenges <i>Speaker: Sara Brady, Sara Brady PR</i>
Tuesday, May 4	
ORGANIZATION SKILLS/ROLE AND RESPONSIBILITIES	
7:45am-8:00am	Sign In
8:00am-12:00pm	Organization Skills <i>Speaker: Michelle Bono, Bono Communications & Marketing LLC</i>
12:00pm-1:30pm	Lunch Provided
1:30pm-5:00pm	Become the Ultimate Assistant <i>Speaker: Michelle Bono, Bono Communications & Marketing LLC</i>
Wednesday, May 5	
EXPECTATIONS	
7:45am-8:00am	Sign In

8:00am-9:30am	Brand You: Bullet Proof Your Career <i>Speaker: Ida Walker, Tampa Police Department</i>
9:30am-10:30am	Secrets to a Successful Boss/Assistant Relationship <i>Speaker: Ida Walker, Tampa Police Department</i>
10:30am-11:30am	Seeing Things from a Chief's Perspective <i>Speaker: To be determined</i>
11:30-12:00pm	Open Forum Discussion
12:00pm	Graduation Class Photo



Florida Police Chiefs Association
Serving Florida's Law Enforcement Since 1952

CORE III – EXECUTIVE/ADMINISTRATIVE ASSISTANT TRAINING
Embassy Suites Orlando - Lake Buena Vista Resort
May 6 – 7, 2021

<i>Tentative Agenda – Subject to Change</i>	
Thursday, May 6	
8:00am	Registration
8:30am-10:30am	The CORE-Driven Assistant, The Road Map to Mastering Your Skills & Managing Your Success <i>Speaker: Ida Walker, Tamp Police Department</i>
10:30am-12:30pm	Ethics <i>Speaker: Chief Keith Touchberry, Fellsmere Police Department</i>
12:30pm-1:30pm	Lunch
1:30pm-5:30pm	Topic to be announced <i>Speaker: To be announced</i>
6:00pm	Reception
Friday, May 7	
8:00am-11:00pm	Communicating Across All Generations <i>Speaker: Chief Jeff Pearson, Satellite Beach Police Department</i>
12:00pm-1:30pm	Lunch
1:30pm-3:30pm	How to Navigate Our Male Dominated Occupation AKA Venus Enters Mars' Atmosphere <i>Speaker: Chief Bernadette DiPino, Sarasota Police Department</i>
3:30pm	Graduation

June 24/26
Camp Blanding.



The Florida Police Chiefs Association

PO Box 14038
Tallahassee, FL 32317

Florida Police Chiefs Association

Invoice

Date	Invoice #
2/11/2021	200003668

Bill To
Amanda Upton Green Cove Springs PD 1001 Idlewild Ave Green Cove Springs, FL 32043-3901 United States

Ship To
Amanda Upton Green Cove Springs PD 1001 Idlewild Ave Green Cove Springs, FL 32043-3901 United States

PO Number	Terms	Due Date
	Due on receipt	2/11/2021

Qty	Description	Price	Totals
1	CORE I Training - Amanda Upton	\$300.00	\$300.00
Sub-Total			\$300.00
Total			\$300.00
Balance Due			\$300.00



The Florida Police Chiefs Association

PO Box 14038
Tallahassee, FL 32317

Florida Police Chiefs Association

Invoice

Date	Invoice #
2/11/2021	200003669

Bill To
Amanda Upton Green Cove Springs PD 1001 Idlewild Ave Green Cove Springs, FL 32043-3901 United States

Ship To
Amanda Upton Green Cove Springs PD 1001 Idlewild Ave Green Cove Springs, FL 32043-3901 United States

PO Number	Terms	Due Date
	Due on receipt	2/11/2021

Qty	Description	Price	Totals
1	CORE III - Amanda Upton	\$375.00	\$375.00
Sub-Total			\$375.00
Total			\$375.00
Balance Due			\$375.00

Amanda Upton

From: Amanda Upton <amgbem@yahoo.com>
Sent: Thursday, January 28, 2021 9:14 AM
To: Amanda Upton
Subject: Fw: Your May-02-2021 Confirmation #84493549

CAUTION: This email originated from outside of the organization. . Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Thursday, January 28, 2021, 9:08 AM, Embassy Suites by Hilton Confirmed <noreply@h4.hilton.com> wrote:

[X]

ASSY
ES

Hi, AMANDA UPTON
10,612 Points / Gold

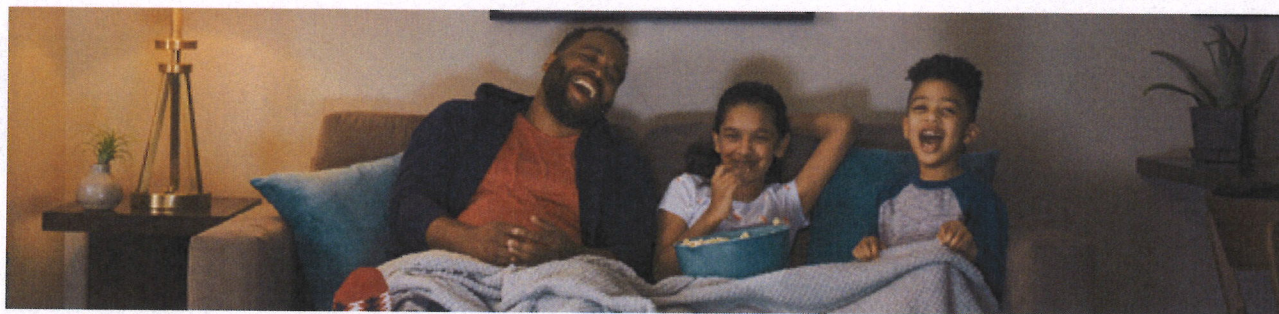


EMBASSY
SUITES
by Hilton™

soon, AMANDA UPTON

ation for May-02-2021 has been confirmed.

#84493549



Embassy Suites by Hilton Orlando Lake Buena Vista Resort



8100 Lake Street
Orlando FL 32836 US
[Maps & Directions >>](#)



14072391144

2 SUN
MAY

Check In: 4:00 PM


5 Nights

7 FRI
MAY

Check Out: 12:00 PM



[Add to Calendar](#)



Due to the current travel environment, hotel amenities and services may be limited. Please check the **Embassy Suites by Hilton Orlando Lake Buena Vista Resort** hotel website for any updates provided by the hotel or to understand any local rules or restrictions that may be in place.

[]

Your Room Information

Your Room Information

+

-

Guest Name: AMANDA UPTON
 Guests: 1 Adult
 Rooms: 1
 Room Plan: 1 KING BED SUITE

Upgrade your room for only **\$8** more a night.

UPGRADE ▶

Your Rate Information

FLORIDA POLICE CHIEF

Rate per night

May-02-2021 - May-07-2021 109.00 USD

Total for Stay per Room Rate 545.00 USD

Taxes 68.13 USD

Total price for Stay 613.13 USD