

Meeting Date  
**October 21, 2014**



AGENDA	
Section	CONSENT
Item No.	II.C.4.

**AGENDA REPORT**  
*BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS*

SUBJECT:	Approval of Expenses in the Amount of \$8,992.15 to Ignite Sales & Marketing (ISM) for FY 2013-14 Contracted Services, Termination of Contract with ISM and Commencement of new Contract with David McKee Associates Limited for European Sales & Marketing
DEPT/OFFICE:	Tourism Development Office (TDO)

**Requested Action:**

The Tourist Development Office requests the Board of County Commissioners approve expenses in the amount of \$8,922.15 to ISM for expenses exceeding \$100,000 for current year services to represent the TDC in Europe. In addition, it is also requested that The Board terminate the contract with ISM and commence a new contract with David McKee Associates Ltd in the amount of \$86,000 per year for one year plus up to \$22,000 in marketing expenses.

**Summary Explanation & Background:**

The original contract with Ignite Sales & Marketing was approved in FY 2011-12 for three years, and was developed in cooperation with Kennedy Space Center Visitor Complex (KSCVC). KSCVC hired ISM (Damian O'Grady and David McKee) to manage their European Sales & Marketing program in FY 2010-11. The TDC recommended, and the County Manager approved the contract for ISM to also represent the TDC in Europe, as it was cost effective and efficient to represent both attraction and destination together. The retainer fee for the past 3 years has been \$20,000 per quarter or \$80,000 per year, plus \$18,000 in marketing expenses to include fulfillment, travel and out-of-pocket expenses.

The contract with ISM was amended in FY 13-14 to provide for currency exchange rate fluctuations which was necessary to address due to the County's inability to wire payments to a UK bank in Sterling and also to provide payment / reimbursement of the considerable loss/gain to County or ISM in the transaction. The net expense to the County for the exchange rate fees for FY 13-14 is approximately \$6,000, which was not part of the original contract. Additional expenses in the amount of \$2,922.15 were incurred on behalf of the TDO. These additional expenses totalling \$8,922.15 are over the \$100,000 threshold for the County Manager's approval, therefore the TDO is requested approval to pay these expenses.

Due to the past year's challenges with currency exchange rates and length of time for processing payments, Mr. O'Grady with ISM has asked to resign from the contract as it expires Sep 30, 2014. However the Marketing Committee at their August 22 meeting, and the TDC at their August 27, 2014 meeting unanimously approved a one year extension for European sales and marketing services. Mr. McKee, who has handled both KSCVC and the TDC's account for the past three years, is willing to and requests to take over the contract under his business, David McKee Associates, Ltd.

It is requested that the Board approve termination of the contract with ISM as of Sep 30, 2014 and approve a new one-year contract with David McKee Associates Ltd in the amount of \$86,000 per year for retainer inclusive of exchange rate fluctuations, plus up to \$22,000 in marketing and out-of-pocket expenses.

Mr. McKee continues to manage the KSCVC account, which allows the TDC to split marketing and sales expenses throughout the year.

Contact: Rob Varley, 433-4470  
Robert.varley@visitspacecoast.com

**Clerk to the Board instruction:**

Exhibits Attached: Proposed FY 2014-15 Agreement with David McKee Associates Ltd

Contract /Agreement (If attached):	Reviewed by County	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
County Manager's Office	Department	Rob Varley	PR	<input type="checkbox"/>	
Stockton Whitten, County Manager					



Tammy Etheridge, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972

October 22, 2014

**M E M O R A N D U M**

**TO:** Rob Varley, Tourism Development Office Executive Director

**RE:** Item II.C.4., Expenses in the Amount of \$8,992.15 to Ignite Sales and Marketing (ISM) for FY 2013-2014 Contracted Services, Termination of Contract with ISM, and Commencement of New Contract with David McKee Associates Limited for European Sales and Marketing

The Board of County Commissioners, in regular session on October 21, 2014, approved expenses in the amount of \$8,922.15 to ISM for expenses exceeding \$100,000 for current year services to represent the TDC in Europe; terminated the Contract with ISM; and executed Contract with David McKee Associates Limited, in the amount of \$86,000 per year, for one year, plus up to \$22,000 in marketing expenses. Enclosed is the original Contract.

**Upon execution by David McKee Associates Limited, please return the original Contract to this office for inclusion in the official minutes.**

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

Encl. (1)

cc: Contracts Administration  
Finance  
Budget



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www.VisitSpaceCoast.com

**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS  
SALES REPRESENTATIVE SERVICES AGREEMENT**

**TITLE: DAVID MCKEE ASSOCIATES, LTD**  
**TDC AGREEMENT NUMBER: P-ILA-1441-293010-2014-50**

This AGREEMENT made and entered into this 1st day of October 2014, between the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida (hereinafter called the "COUNTY"); and David McKee Associates, LTD, an English company with Registered Company Number – 07136928 (England and Wales) having its principal office at 228 Bond Street, Macclesfield, Cheshire SK11RG, United Kingdom, (hereinafter called the "CONSULTANT").

**WITNESSETH**

WHEREAS, pursuant to the Local Option Tourist Development Act, Brevard County has by Ordinance No. 102-116 through 102-123 and subsequent amendments thereto, established the Brevard County Tourist Development Council (hereinafter called the "TDC"), has levied and imposed a five percent (5%) tourist development tax, and has established a tourist development plan for the use of funds derived from such tax; and

WHEREAS the TDC promotes and advertises Brevard County as a national and international vacation destination;

WHEREAS, the COUNTY desires to employ the CONSULTANT to perform sales representation services for the TDC;

WHEREAS, the CONSULTANT desires to provide such sales representation services in accordance with this Agreement, and has represented to Brevard County that it has the competency and experience to perform such services in accordance with the terms and conditions as set forth herein; and

WHEREAS, the provision of such services shall mutually benefit the parties hereto and the residents of Brevard County, Florida.

NOW, THEREFORE, in consideration of the above and the mutual terms and conditions, promises, covenants and payments hereinafter set forth, COUNTY and CONSULTANT hereby agree as follows:

**SECTION 1. SCOPE OF SERVICES.**

The COUNTY does hereby retain the CONSULTANT, and CONSULTANT shall provide consulting, advisory and related services to and for the COUNTY in connection with establishing Brevard County (the Space Coast) as a vacation and meeting destination within the travel industry in the United Kingdom, Ireland and Europe utilizing key distribution channels and positioning the Space Coast as a part of the Florida travel experience, and perform in a satisfactory and workmanlike manner, those services required of CONSULTANT as set forth in Exhibit "A", hereinafter referred to as "Scope of Services," which is attached hereto and made a part hereof by this reference, as well as any other services or work that may, from time to time, be assigned to CONSULTANT, pursuant to a request for special projects, entered into in writing

under existing Brevard County procedures. It is further understood and agreed that the parties may, by mutual written agreement, modify the Scope of Services described in Exhibit "A".

**SECTION 2. TERM.**

a. The term of this Agreement shall commence October 1, 2014 and shall continue for a period of one (1) year. CONSULTANT shall commence work only at the request of the COUNTY, and within five (5) days of receipt of written notice to proceed from the COUNTY. Any additional services requested by the COUNTY shall be completed in accordance with applicable authorization provided by the COUNTY.

b. **Renewal and Extension.** This Agreement shall be reviewed within one hundred twenty (120) days prior to the end of its term, and may be subsequently renewed at the discretion of the County, for an additional (1) one-year term. No provision for automatic renewal of this Agreement shall be effective. Any renewal shall be in writing and executed by CONSULTANT and the COUNTY.

**SECTION 3. COMPENSATION.**

a. As consideration for providing professional services hereunder, the COUNTY, shall pay CONSULTANT a retainer fee for services rendered as follows: \$21,500 per quarter, or \$86,000 per year for Fiscal Year 2014-15. The quarterly retainer fee per fiscal year shall be subject to an annual review within 120 days prior to the end of the fiscal year.

b. **Marketing Budget/ Reimbursement of Expenses.** For FY 2014-15, the CONSULTANT shall be allowed Marketing Budget of \$22,000 per year, hereinafter

referred to as the Marketing Budget, attached as Exhibit "B" and made a part hereof by this reference. The COUNTY shall reimburse out of the Marketing Budget, all reasonable and necessary, out-of-pocket expenses actually paid by the CONSULTANT in connection with, or related to, the CONSULTANT'S performance of the Scope of Services under this Agreement, but only if such expenses are included in the Marketing Budget or pre-approved by the TDO Executive Director. The CONSULTANT agrees to keep travel and other business expenses to a minimum. The CONSULTANT is required to follow the County's current travel policies and procedures, attached as Exhibit "C". The CONSULTANT understands and agrees that office expenses (e.g., copying, postage, courier charges, computer time, telephone toll charges and overtime) will not be reimbursed (with the exception of pre-approved mass mailings, direct mailings, fulfillment costs which have been included in the Marketing Budget).

The sums provided above shall be the only compensation to which CONSULTANT is entitled, and shall include all office overhead, employee benefits, secretarial, and other support for overhead services required by CONSULTANT for the performance of any and all duties or obligations herein set forth.

**SECTION 4. ADMINISTRATION OF SERVICES.**

CONSULTANT shall, in all respects, be responsible for the administration of its own personnel deemed necessary to perform all sales representative services contemplated by this Agreement. CONSULTANT shall have the right to subcontract portions of the services required to be performed to other firms, persons and companies, in order to carry out the Scope of Services contemplated hereby; but shall, at all times,

remain liable for the proper performance and completion of all work and other services required hereby, including supervision and administration of all such personnel, firms and companies. CONSULTANT shall not subcontract any portion of the work required under this Agreement without prior written approval of the COUNTY. This approval by the County shall not be unreasonably withheld.

**SECTION 5. ACTIVITY REPORTS.**

The CONSULTANT agrees to provide monthly activity reports in a format acceptable to the COUNTY and a final report at the end of each fiscal year, which ends on September 30. These activity reports shall include but not be limited to the following:

- a. Sales & marketing work carried out in the month
- b. Market updates and analysis
- c. Monthly and yearly Achievements

The COUNTY shall at times be advised, at its request, as to the status of work being done by the CONSULTANT and of the details thereof. Coordination shall be maintained by the CONSULTANT with the TDC Executive Director or designee. Either party to the Agreement may request and be granted a conference to review project status.

**SECTION 6. BILLING AND PAYMENT.**

a. **Billing Format.** The billing period for sales representation services shall list the following services separately:

- 1) quarterly retainer – billed and paid in advance
- 2) out-of-pocket expenses – billed and paid monthly or as necessary
- 3) other approved expenses.

**b. Method and Time of Payment.**

1) The CONSULTANT shall submit to the COUNTY a written statement detailing the services rendered by the CONSULTANT. Upon certification by the TDC Executive Director, or his designee, that the CONSULTANT has performed such services in conformance with this Agreement, the CONSULTANT shall be entitled to receive the specified amount, as set forth in Section 3.

2) Each invoice submitted by the CONSULTANT to the COUNTY shall be supported by a copy of the vendor invoice and proof of performance. No payments shall be made without itemized invoices and receipts attached.

3) Payment shall be made only after verification and approval of services as specified in the Florida Statutes.

4) Upon approval of such request for payment by the COUNTY, COUNTY agrees to pay such invoice within the timeframe specified in Section 218.70 et seq., Florida Statutes, the "Florida Prompt Payment Act".

**c. Partial Payment.** In the event a portion of an invoice submitted by the CONSULTANT, as specified in Paragraph (1) above is disputed, payment for the disputed amount shall be withheld pending resolution of the dispute, and the remainder of the invoice(s) will be processed for payment without regard to that portion which is in dispute.

**d. Availability of Revenues.** The COUNTY, in conjunction with the Florida Department of Revenue, projects revenues for each fiscal year beginning October 1. The CONSULTANT and COUNTY mutually agree that payment during each fiscal year

beginning October 1, is subject to actual revenues being approximately equal to projected revenues. In the event this Agreement extends beyond the COUNTY's current fiscal year that begins on October 1 of each year and ends on September 30 of each succeeding year, the CONSULTANT and COUNTY mutually agree that performance and payment during subsequent fiscal periods is contingent upon the continued availability of legislatively approved and County Commission budgeted tourist development tax revenues. The COUNTY shall be the final determiner of the availability of such revenues.

**SECTION 7. ADDITIONAL SERVICES.**

To the extent the COUNTY requests CONSULTANT to perform additional services which are not described hereunder, or with respect to which there is a disagreement between the parties as to whether or not it is contemplated by this Agreement, then upon receipt of a written directive from the COUNTY to perform such additional service, CONSULTANT agrees to perform the same; provided, however, that in connection with such additional service, the performance thereof by the CONSULTANT shall be without prejudice to the CONSULTANT'S right to seek additional compensation from the COUNTY on account thereof and, provided further, that the COUNTY'S delivery of a written notice to proceed for said additional service shall be without prejudice to the COUNTY'S right to maintain that such additional service does not constitute the basis for additional compensation.

**SECTION 8. TITLE TO DELIVERABLES.**

All tangible and intangible property, including but not limited to, mailing lists, ideas, or plans developed by the CONSULTANT for the COUNTY during the term hereof, shall be the property of the COUNTY. The COUNTY shall have the unrestricted authority to disclose, distribute, sell and otherwise use any data prepared under this Agreement. Neither the CONSULTANT nor any approved subcontractor shall have any proprietary interest in the materials developed under this Agreement. There shall be no additional compensation for the right and property granted under this paragraph.

**SECTION 9. DISSEMINATION OF INFORMATION.**

Any data, reports, information, etc., given to, prepared or assembled for or by the CONSULTANT under this Agreement which the COUNTY requests be kept as proprietary shall not be made available to any individual or organization without the prior written approval of the COUNTY, except to comply with Chapter 119, Florida Statutes.

**SECTION 10. NON-SOLICITATION; NON-COMPETITION.**

During the term of this Agreement and for a period of one year thereafter, the CONSULTANT and its employees (1) will not solicit any business or pursue any business relationship with any agents or employees of the COUNTY or any of its affiliates, either directly or indirectly through any entity with which the CONSULTANT is affiliated and (2) will not engage in any activity involving sales or promotion in the counties of Indian River, Seminole, Volusia, Orange, Polk, Lake, Hernando, Pasco, Pinellas and Hillsborough in Florida, unless agreed upon in advance by both parties.

**SECTION 11. AUTHORIZED REPRESENTATIVES.**

The parties agree that in order to facilitate the orderly and efficient implementation of the Scope of Services and the work contemplated by this Agreement, each party shall appoint an authorized representative (or representatives) for such party. The COUNTY'S representative shall have the authority to transmit instructions, receive information, and interpret and define the COUNTY'S policies and decisions pertinent to the work covered by this Agreement. The parties understand and agree that only the Board of County Commissioners has the authority to approve changes or modifications to this Agreement on behalf of the COUNTY and such changes must be in writing. The CONSULTANT'S representative shall be authorized to act on behalf of CONSULTANT regarding all matters involving the conduct of its performance under this Agreement. The initial representatives shall be **Rob Varley**, Brevard County Office of Tourism Director, for the COUNTY; and **David McKee**, Managing Director, for the CONSULTANT. Either party shall have the right to change its authorized representative or representatives, or to add additional representatives, from time to time, throughout the term hereof, by giving written notice to the other party hereto in accordance with the notice provisions of this Agreement.

**SECTION 12. INDEMNIFICATION.**

a. **Claims, Liabilities or Damages.** The CONSULTANT shall indemnify and hold the COUNTY harmless from and against:

1) Any and all claims, liabilities, or damages arising from contracts between the CONSULTANT and third parties made pursuant to this Agreement, including the cost of litigation and counsel fees.

2) Any and all claims, liabilities, or damages arising from the preparation or presentation of any programs covered by this Agreement, including the cost of litigation and counsel fees.

3) No provision of this Agreement shall be construed as a waiver by the COUNTY of any right, defense or claim which the COUNTY may have in any litigation arising under this Agreement. Nor shall any Agreement provision be construed as a waiver by Brevard County of any right to initiate litigation.

### **SECTION 13. INSURANCE.**

The CONSULTANT shall at its own cost and expense during the term of this Agreement, continuously maintain in force a policy of insurance for general liability, professional liability and auto liability insurance with a minimum of \$1,000,000 in insurance limits for each policy covering its operations under this contract and naming the COUNTY as an additional insured.

Said insurance policies shall be written by a company or companies licensed to do business in the State of Florida, and deemed satisfactory to the COUNTY. A certificate or certificates evidencing the maintenance of said insurance shall be furnished to the COUNTY within five (5) days of execution of this Agreement, and shall provide that the insurance evidenced by the certificate should not be canceled or reduced, except after thirty (30) days from receipt by the COUNTY of prior written notice thereof.

SECTION 14. TERMINATION.

a. Termination. Either party may terminate this Agreement by giving the other party written notice at least ninety (90) days prior to the effective date of termination. Upon receipt of written notice of termination, the CONSULTANT shall provide only those services and incur only those expenses specifically approved or directed in writing by the COUNTY. All other rights and duties of the parties shall continue during such notice period, and the COUNTY shall be responsible to the CONSULTANT for payment of any contract obligation incurred with third parties during this period only if approved in advance in writing by the COUNTY.

b. Termination for Breach. This Agreement may be terminated with ten (10) days written notice by the COUNTY for cause upon failure of the CONSULTANT to materially perform pursuant to any of the provisions or requirements set forth herein. Delivery of notice shall be made, in the event of such termination, to the CONSULTANT at the address indicated above.

c. Termination Billings. Upon termination of this Agreement the CONSULTANT shall bill the COUNTY for all amounts not previously billed and due the CONSULTANT at that time. The CONSULTANT shall be entitled to payment for service during the termination period only if said services or placements are approved in writing by the COUNTY after receipt of the notice or, with the express written consent of the COUNTY, for services approved prior to the effective date of termination.

d. In the event Brevard County Ordinance No. 102-116 through 102-123 (Tourist Development Tax) and its subsequent amendments is repealed or expires, as provided

by law, this Agreement shall be deemed to terminate automatically upon the effective date of said repeal or expiration.

**SECTION 15. NOTICES.**

Any notices required or permitted by this Agreement shall be in writing and shall be deemed delivered upon hand delivery, or three (3) days following deposit in the United States postal system, postage prepaid, return receipt requested, addressed to the parties at the following addresses:

FOR COUNTY

Rob Varley, Executive Director  
Tourism Development Office  
430 Brevard Ave. Suite 150  
Cocoa, FL 32922

FOR CONSULTANT

David McKee  
David McKee Associates, LTD  
228 Bond Street  
Macclesfield, Cheshire SK 11 6RG  
United Kingdom

**SECTION 16. MODIFICATION.**

This writing contains the entire Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee, or other representative of either party is empowered to alter the terms of this Agreement, unless done in writing and signed by an Executive Officer of the CONSULTANT and the Executive Director for the TDC, or other designee.

**SECTION 17. APPLICABLE LAW.**

This agreement shall be governed, interpreted and construed according to the laws of the State of Florida, USA. Venue for any legal action or litigation initiated by any party to this Agreement to interpret, construe or enforce this Agreement shall be filed in a Court of competent jurisdiction in and for Brevard County, Florida and any trial shall be non-jury. Both parties expressly waive trial by jury in any such legal action or litigation.

**SECTION 18. WAIVER.**

The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

**SECTION 19. AVAILABILITY OF RECORDS.**

The CONSULTANT shall maintain records, books, documents, papers and financial information pertaining to work performed under this Agreement. The CONSULTANT agrees that the COUNTY or its duly authorized representatives shall, until expiration of three (3) years after final payment under this Agreement, have access to, and the right to examine or audit any pertinent books, documents, papers, accounts and records of the CONSULTANT involving transactions related to this Agreement. In the event that such audit is in progress at the expiration of the aforementioned three (3) year period, access to and right to audit and examine will continue until completion of such audit. The COUNTY may cancel this Agreement for refusal by the CONSULTANT

to allow public access to all COUNTY materials, files, records, documents, papers, letters, or other material pertaining to work performed under this Agreement and subject to the provisions of the Florida Statutes governing the inspection of public records and exemptions thereto.

**SECTION 20. CHANGE IN OWNERSHIP.**

The CONSULTANT shall notify the COUNTY within ten (10) days of execution of any changes in ownership that alters more than twenty-five (25) percent of the ownership of the company.

**SECTION 21. INTEREST OF MEMBERS OF COUNTY AND OTHERS.**

No officers, members, employees of the COUNTY, no member of its governing body, no other public official of the governing body of the locality or localities in which services for the facilities under this Agreement are to be carried out, who exercise any functions or responsibilities in the review or approval of the undertaking or carrying out of the project, shall participate in any decision relating to this Agreement which affects their personal interest, effects a special private gain or have any personal interest or special private gain, whether direct or indirect, derived from this Agreement or the proceeds thereof.

**SECTION 22. INDEPENDENT CONTRACTOR.**

It is hereby mutually agreed that the CONSULTANT is and shall remain an independent contractor and is not an employee or agent of the COUNTY. The CONSULTANT shall procure, pay for, and maintain Workers' Compensation insurance

in an amount as required by law, or the equivalent insurance provided in the United Kingdom.

**SECTION 23. EQUAL OPPORTUNITY EMPLOYMENT.**

During the performance of this Agreement, the CONSULTANT agrees as follows:

a. The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, or age. The CONSULTANT shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, nation origin, sex, or age. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

b. The CONSULTANT shall, in all solicitations or advertisements for employees placed by or on behalf of contractor, state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, national origin, sex or age.

**SECTION 24. ASSIGNMENT.**

The COUNTY and the CONSULTANT each bind itself and its successors, legal representatives, and assigns to the other party to this Agreement, and to the partners,

successors, legal representatives, and assigns of such other party, and in respect to all covenants of this Agreement; and neither the COUNTY nor the CONSULTANT shall assign nor transfer their interest in this Agreement without the prior written consent of the other party.

**SECTION 25. CLAIMS FOR SERVICES.**

No claim for services rendered by CONSULTANT not specifically provided for in this Agreement will be honored by the County.

**SECTION 26. SEVERABILITY.**

If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**SECTION 27. COMPLIANCE WITH LAWS.**

The CONSULTANT agrees to comply with all applicable federal, state and local laws, rules and regulations during the course of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed this 21 day of October, 2014.

**BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA**

By: \_\_\_\_\_

*Mary Bolin Lewis*  
**Mary Bolin Lewis, Chairman**

DAVID MCKEE ASSOCIATES, LTD

By: \_\_\_\_\_  
David McKee, Managing Director

Reviewed for legal form and content: Shirley 9/9/14  
1. (Assistant) County Attorney

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

Consultant shall:

1. Develop an annual trade sales plan to be executed, upon TDC Executive Director approval.
2. Conduct a minimum of 40 travel trade one-to-one sales calls per year with the objective of increasing coverage of Space Coast itineraries and hotels in the tour operator's brochures,
3. Conduct call centre training.
4. Organize and execute an annual European sales mission.
5. Coordinate and participate in trade exhibitions and workshops, including POW WOW, World Travel Market and ITB.
6. Create and implement Space Coast fam trips including supporting wholesaler and partner fam trips.
7. Execute integrated Space Coast marketing campaigns with the travel trade and review joint co-op marketing opportunities with the wholesalers.
8. Compile a yearly Tour Operator report to include brochure/product analysis.
9. Implement Space Coast Travel Agents Training Workshops to educate agency staff and home-workers on the Space Coast product to increase sales and revenue with these front of house staff.
10. Organize an annual meeting with key trade partners, Visit Orlando, Visit USA and Visit Florida, including selected media to update them on them on new product and initiatives, discuss their initiatives and to execute strategic co-op marketing plans.

Attachment "A"  
of Agreement with  
P.M.A Ltd.

## 2014-15 SCTDC European Sales & Marketing Activity plan

### October 2014

- **Visit USA Ireland travel agent training** -- the opportunity to train over 100 of Irelands top producing USA travel agents. This training opportunity takes place over a day in a "round robin" format of groups of 12 agents being trained on the SCOT product. Breakfast is provided and a sweepstake on closing with a holiday to Florida as the top prize.
- **Visit Florida Ireland Tour Operators Advisory Lunch Dublin** - October - similar format to the Visit Florida UK London event with Irish Tour Operators, airlines, press and car rental companies.
- **Tour America Ireland Consumer Travel Show** - October - the highlight of the Irish travel calendar, very well supported with over 10,000 visitors attending the one day exhibition. Live broadcasts from the Dublin based radio stations and recorded TV coverage. **An excellent opportunity for SCOT to exhibit with KSC to an Irish audience.**

### November 2014

- **World Travel Market - 3 - 6 November** - over 6,000 exhibitors and over 100,000 international buyers over a 4 day business period. **SCOT will exhibit as part of the Visit Florida booth and partner with KSC.**
- **Virgin Holidays** - As part of the World Travel Market weekly events, Virgin Holidays will once again be holding their partner awards evening, scheduled for the Sunday before WTM.
- **Visit Florida** - As part of the WTM exhibition, Visit Florida will hold their World Travel Market networking dinner and event, inviting Visit Florida partners and wholesalers, press and in total an audience of over 500 guests to a fun filled evening in London.

## December 2014

- **Visit USA UK Travel Agents Training Road show** – The opportunity to meet and train over 360 specialist USA, UK Travel Agents. The road show takes place over 3 days late November early December and will visit 3 major UK Cities, London, Manchester and for the first time Belfast Northern Ireland as that economy grows.
- **SCOT will co share and partner with KSC on this 3 day event.**
- This is a great time of year to train travel agents in what is a quite time of the season, but preparing for the major sales push in January, February and March 2015

## January 2015

- **Florida Huddle Fort Lauderdale – January 13 through 16 2015** - Over 180 buyers, 30 Trade Media and 300 suppliers are expected to attend the 2013 show, now supported by Visit Florida, UK & Ireland will represent approximately 80% of the buyers in attendance. We know this is an excellent opportunity to meet with our wholesale partners and plan for 2014/2015.

## February 2015

- Follow up to Huddle and pre-planning ITB

## March 2015

- **ITB Berlin, Germany 3 through 7 March 2015** - Europe's largest trade and consumer Travel exhibition – leverage KSC pre Big Bang Fair London with an astronaut
- Over 300 European buyers to ITB
- **Partner with KSC**

## April 2015

- **International Pow Wow = IPW Orlando**
- 30 May through 4 June 2015 U.S. Travel Association's IPW is the travel industry's premier international marketplace and the largest generator of travel to the U.S. In just three days of intensive pre-scheduled business appointments, more than 1,000 U.S. travel organizations from every region of the USA and more than 1,300 international and domestic buyers from more than 70 countries conduct business negotiations that result in the generation of more than \$4.7 billion in future Visit USA travel.

## May 2015

- Follow up to IPW and sales calls

## June 2015

- **European Sales and PR Mission** – suggested schedule: London, Ireland, Germany – Provisional dates 08 – 15 June 2015.

## July 2015

- **Visit USA Press Event – London**
- 130 journalists are invited to the event, 4.00 pm through 9.00 pm; the format is high hat tables and open appointments, 7.30 pm through 8.00 pm is the VUSA awards to journalists in conjunction with Travel Trade Gazette, 8.30 pm to 9.00 pm – canapés and drinks
- **Visit USA networking event** at the Intercontinental Hotel, Park Lane, London. Over 300 wholesale and press guests attend this event, intended to celebrate 4<sup>th</sup> July. Visit Florida manage the event on behalf of Florida suppliers and ensure there is a Florida section of tables. There are normally over 100 Florida Partners and guests nearly a third of the total audience. This is a great networking opportunity and in the past has identified new wholesale customers.

## August 2015

- Sales Calls & Training Blitz

## September 2015

- **Visit Florida UK Tour Operators Advisory Lunch London & Dublin** – the UK & Ireland top USA wholesalers get together for an informal lunch to discuss the “state of the market” and share key findings for 2015/16 season. The criteria for invite from Visit Florida is management role and preferably director level, from commercial, marketing, sales and contracting, wholesalers and airlines include Virgin Holidays, Virgin Atlantic, British Airways and BA holidays, Travel



**EXHIBIT "B"**  
**SALES & MARKETING BUDGET**

Travel and expenses only

October

Visit Florida Irish operator & PR lunch, \$1,500  
Tour America USA Show

November

World Travel Market \$2,000

December

Visit USA UK Travel Agent Roadshow \$2,000

January

Florida Huddle \$2,500

February

Follow up to Huddle and pre-planning ITB \$500

March

ITB Germany (KSC shared booth) \$1,500

April

ITB Follow-up and Sales Calls \$500

May

International POW WOW Orlando \$2,500

June

UK Sales and PR Mission \$2,000

July

Visit USA Ball and PR Event \$1,000

August

Sales Calls \$500.00

September

Visit FL, Irish tour operators lunch, PR event and \$1,500  
Tour America Road Show

General Expenses

Consumer Tel No, Mailings \$2,000

General Travel, staff fams & Out-of-Pocket Expenses \$2,000

**TOTAL BUDGET \$22,000**

**OUT-OF-COUNTY TOURISM TRAVEL AND ENTERTAINMENT  
EXPENSE REIMBURSEMENT GUIDELINES**

1. PURPOSE, SCOPE & AUTHORITY

Florida Statute 125.0104 allows for the reimbursement of transportation, lodging, meals and other reasonable and necessary expenses and entertainment expenses for meetings with travel writers, tour brokers or other persons connected with the tourist industry as authorized under programs funded by the Tourist Development Tax. This document further defines "reasonable and necessary" for the purpose of establishing policies and procedures governing travel expense reimbursement for Brevard County employees or other authorized persons on official business as prescribed by the Brevard County Tourist Development Council (TDC).

2. EFFECTIVE DATE

Amended and approved by Board of County Commissioners April 2008.

3. GENERAL POLICY

Employees and non-employees traveling on official business are expected to exercise the same care in incurring official expenses that any prudent person exercises when traveling on personal business.

It is the responsibility of the traveler to be familiar with these rules and be knowledgeable of expense reimbursement procedures.

4. DEFINITIONS

a. **Business Client.** Any person, other than a county official or county employee, who receives the services of, or is the subject of solicitation by, representatives of the TDC in connection with the performance of their statutory duties, including purchasers or prospective purchasers of Brevard County products; persons or representatives of firms considering or being solicited for location, relocation, or expansion of a business within the county; and business, financial, or travel writers, tour brokers, travel agents, meeting planners, and other persons connected with the tourist industry.

b. **Common Carrier.** Common carrier includes train, bus, commercial airline operating scheduled flights, or rental car firm.

c. **County Manager.** The Brevard County Manager or designee.

d. **Designee.** Designee of the Board means the County Manager who has been given authorization by Brevard County Board of County Commissioners to sign the travel expense vouchers and travel authorization forms.

e. Designee of the County Manager means an Assistant County Manager authorized by the County Manager to sign the travel expense vouchers and travel forms.

f. Designee of the TDO Executive Director means a county employee authorized by the TDO Executive Director to sign the travel expense vouchers and travel authorization forms.

g. Entertainment Expenses. The actual, necessary and reasonable costs of providing hospitality for meetings with travel writers, tour brokers or other persons connected with the tourist industry, which costs are defined and prescribed as hereinafter set forth.

h. Guest. A person, other than a county official or county employee, authorized by the TDC Executive Director of the Tourist Development Council to receive the hospitality in connection with the performance of its statutory duties.

i. Other. Definitions or policies not specifically addressed herewith shall be as provided in F.S. 112.061 and BCC 29.

j. Tourism Development Office (TDO). The Brevard County Tourism Development Office.

k. Transportation Expense. The cost incurred by the traveler in getting from point of origin to destination and return, via common carrier, charter vehicle, privately-owned vehicle, or county-owned vehicle or aircraft.

l. Travel Expenses. The reasonable and necessary costs of transportation, meals, lodging, and incidental expenses normally incurred by a traveler, which costs are defined and prescribed as hereinafter set forth.

m. Travel Period. The travel period is the period of time between the time of departure from official headquarters or home, whichever is shorter distance to the destination, on official business and time of return to official headquarters from official business.

## 5. PLANNING & APPROVING TRAVEL

Travel Authorization. The authority to authorize travel is vested in County Manager or Designee(s).

a. Approval Process for Brevard County TDO, Beach Management employees and TDC members:

- 1) For travel approved in the Board of County Commissioner's Annual Budget the following is required:

- a) A Travel Request Form signed by the TDO Executive Director or designee and submitted to County Manager or designee for signature.
- 2) For travel not included in 1a. above:
  - a) A Travel Request Form must be signed by the TDO Executive Director or designee with a brief description and justification for travel and submitted to and approved by the County Manager or designee.
- b. Approval process for TDO Contractors/Vendors:

An annual travel schedule shall be recommended by the appropriate TDC subcommittee and approved by the TDO Executive Director. For travel not included in the pre-approved travel schedule, the request shall be presented to the appropriate TDC subcommittee for recommendation and to the TDO Executive Director for approval. If an urgent opportunity arises that cannot wait until the next TDC meeting, the TDC Executive Director may approve the travel expense and the TDC may ratify it at their next meeting.
- c. Approval process for others traveling on behalf of the TDC:
  - 1) A Travel Request Form must be signed by the Executive Director or designee.
  - 2) The Travel Request Form shall be submitted to the County Manager or designee for approval. All appropriate documentation such as justification shall be attached to the request. Brevard County Finance will include the request in the bill folder.

## 6. SPECIAL CONDITIONS OF TRAVEL

**Travel of Authorized Persons.** Travel may be approved for authorized persons who are called upon to contribute time and services as consultants or advisers when such travel is on behalf of the agency. Travel expenses for authorized persons shall adhere to the same rates and guidelines as those for public offices and employees except that the letters NCE (non-county employee) will be noted on the travel expense voucher.

**Travel of Business Clients or Guests.** Travel expenses incurred by the County on behalf of a business client or authorized guest shall be paid directly to third parties when possible. When this is not possible, reimbursement will be to the person incurring the expense (either business client, guest, or accompanying employee, if applicable) provided substantiating receipts are submitted on appropriate reimbursement vouchers. The identity of business clients or guests shall be disclosed on all vouchers authorizing disbursement of public funds pursuant to these rules.

## 7. TRAVEL ARRANGEMENTS

Travel arrangements for air, lodging and car rental may be made through a travel agent, on-line through the internet, or by calling directly to the airline, hotel and car rental agency. Use of the county contracted rental car agency is encouraged.

## 8. RATES OF PAYMENT

Reimbursement is permitted for approved travel expenses incurred each day in conducting bona fide County business, in accordance with County procedures. No one shall be reimbursed for any meal or lodging that is included in a convention, conference registration fee, or airline ticket.

It is acceptable to accelerate arrival or delay departure, if approved by the TDC Executive Director or designee. It will also be necessary to provide a documentation memo with the travel expense report explaining that there will be no additional cost to the County. This may be accomplished by comparison of airfares on different days compared to hotel and per diem rates.

Lodging. The traveler may be reimbursed for the actual cost of a single occupancy hotel room, receipt required, for travel which requires overnight absence from official headquarters. When choosing a hotel, conference and surrounding hotel rates may vary drastically. Preference should be given to the host hotel as long as the rates are reasonable. While moderate price range rooms will not be questioned, written justification by the traveler will be required for higher priced accommodations.

### Domestic Travel

Actual Meal Expense. Meal expenses will be deemed to be reasonable if they comply with the per diem limit by city as shown in the most recent Runzheimer International Daily Travel Prices Manual (Ref. #1). If a particular city is not listed in the Runzheimer publication, it may be appropriate to use the next closest city as the guide. However, some resorts are adjacent to a city with a per diem meal schedule that may not be on par with the resort. In that case, "actual and reasonable" meal expenses will be accepted. Any departure from the published rates will be deemed to be excessive unless the reasonableness and necessity of the expenditure is satisfactorily proven by the traveler in a written explanation of the expense reimbursement form.

Meal expenditures may be combined such that the daily total does not exceed the per diem limit, provided, however, that one does not incur entertainment expenses which include a meal during the same day, or during a day when the traveler arrives or departs from a city. The maximum tip on any meal is 18%. The only exception to the 18% maximum tip is when the restaurant or hotel requires a greater than 18% gratuity when entertaining groups usually larger than 8 and the gratuity is automatically added onto the cost of the meal.

Subsistence Allowance. In lieu of the above actual meal expense, the traveler may elect to receive a subsistence allowance as provided in Section 112.061(6), Florida Statutes.

No receipts are required. However, the request for reimbursement shall be made in accordance with applicable provisions of Chapter 3A-40, Florida Administrative Code. No one shall be reimbursed for any meal included in a registration fee or any meals included in the hotel fee or airline fee paid for by the county or when paid for by the county in some manner.

Reimbursement will be made for subsistence while on other than in-county travel on official business. The maximum allowances are as follows:

<u>Meal</u>	<u>Amount</u>	<u>Where travel begins before</u>	<u>And extends beyond</u>
Breakfast	\$ 6.00	6:00 a.m.	8:00 a.m.
Lunch	\$ 11.00	Noon	2:00 p.m.
Dinner	\$ 14.00	6:00 p.m.	8:00 p.m.

Foreign Travel. Foreign travel will be reimbursed at the per diem rates as listed in the "Standardized Regulations (Government Civilians Foreign Areas)" publication. This publication breaks down per diem into meals & incidentals (MIE), and lodging. The MIE rate is inclusive of tips and related expenses. Receipts are required for all expenses other than meals.

When traveling in several countries on the same trip, an expense report for each country along with the exchange rate in effect at the time of travel is required. The traveler can use only one rate of payment on their expense report, either the actual meal expense or the MIE allowance; no alternating between the two methods within the same expense report. Receipts are required to be submitted with the Travel Expense Report when claiming actual meal expenses.

Exceptions for Foreign Travel: Lodging may exceed the per diem listed provided a written explanation is given on the expense reimbursement form as to why the accommodations exceeded the per diem limits.

Airline fare (at the lowest fare available) or other common carrier fare:

For air travel, use of penalty or non-refundable fares is required for all tickets, based on availability. These tickets can be changed and reissued for a fee that still make their use more economical, while delivering significant savings to the TDC. An itinerary is required to be attached to the reimbursement request.

Car rental. Written justification is necessary for the use of rental vehicles. Justification is required to be submitted with the travel authorization form and the travel expense report. If a car rental is necessary, Class B vehicles must be rented except when the number of passengers and/or materials transported make use of a Class B vehicle impractical. A justification approved by the appropriate designee is required when a larger than Class B vehicle is used. Auto physical damage insurance may be purchased to cover damage to the rented vehicle caused by the operator.

If a personal vehicle is used, written justification approved by the appropriate designee must be submitted with the Travel Expense Report to verify the cost savings or other benefits by using a personal vehicle.

9. TRAVEL RELATED EXPENSES. The following incidental travel expenses of the traveler may be reimbursed:

Taxis and Airport Limousines. Receipts are required for all fares. In countries where a language barrier may exist, reimbursement may be made without receipts provided that an additional certification by the traveler that the expense was actually incurred is attached to the travel voucher. Reimbursement will be made for tips to taxi drivers, not to exceed fifteen percent (15%) of the fare.

Ferry Fares and Bridge, Road, and Tunnel Tolls. Receipts are required for over \$5.00. Storage or Parking Fees. Receipts are required for storage or parking fees over \$5.00. Mandatory valet parking will be reimbursed, up to \$2.00 per occasion for the tip, not to exceed four times daily. Statement must appear on travel voucher that valet parking was a mandatory charge by hotel/restaurant.

Off-site airport parking should be used at the airport when available except when the amount of materials transporting makes it impractical. Other exceptions will require a justification memorandum and approval by the TDO Executive Director or designee.

Communication Expenses – Internet, Telephone/Telegraph, Facsimile and Telex Charges. When outside official headquarters, such charges should be charged to the telephone credit card when possible or should be included in the hotel bill. Receipts are required if over \$1.00.

Registration Fees. Registration fees for a convention, conference, seminar, workshop, etc., to which the traveler is authorized to attend are allowed. Receipt is required.

Portage. Upon certification by the traveler that the expenses claimed were actually, necessarily and reasonably incurred, reimbursement will be made when transporting business materials or when accompanying a business client or guests. A receipt or "Certification in Lieu of Receipt" is required for all portage charges over \$5.00.

Other Expenses. Other actual, necessary and reasonable costs of incidental expenses incurred by the traveler while on official business may be reimbursed in accordance with County policies. Receipts are required. The following are examples of items which may be reimbursed:

Currency Exchange Fees. Employees may be reimbursed the actual fee charged to exchange currency in connection with official county business.

Maps.

Postage/mailing.

Booth decorations and furniture rental.

Photocopying and printing.

#### 10. ENTERTAINMENT EXPENSE

Entertainment expenses are allowable for promotional items and services required to provide hospitality for meetings with travel writers, tour brokers, or other persons connected with the tourist industry, as set forth below:

Hospitality in the form of tangible items, i.e., tie tacks, medallions, non-consumable objects, etc., will be purchased by the TDO in accordance with applicable purchasing requirements when possible and made available for distribution in accordance with administrative directives. When this is not possible, a written justification approved by the Executive Director or designee must be submitted before reimbursement may be made to the employee requesting same in advance, provided that claim for reimbursement accompanied by receipt is submitted.

Hospitality in the form of recreational activities should be acquired through normal purchasing procedures when possible. When this is not possible, a written justification approved by the Executive Director or designee must be submitted before reimbursement may be made to the employee requesting same in advance, provided that claim for reimbursement accompanied by receipt is submitted.

Hospitality in the form of consumable items should also be acquired through normal purchasing procedures when possible. When this is not possible, a written justification approved by the Executive Director or designee must be submitted before reimbursement may be made to the employee requesting same in the manner set forth in (2) above. Hospitality in the form of service shall be acquired in the manner required by other County regulations which dictate procedures for purchase of services.

Tourism industry partners often contribute in-kind goods and services for food/entertainment or lodging for familiarization tours or similar occasions. When receiving in-kind goods or services, TDO staff shall be allowed to provide a gratuity to the industry partner service staff up to 18% of the retail value of the goods and services provided. A detailed receipt of the services must be provided by the industry partner.

Entertainment expenses of County officers, County employees, and authorized persons are allowable only when accompanying travel writers, tour brokers, or other persons connected with the tourist industry.

The authorized traveler shall have the discretion of determining which business client(s) to entertain based on the potential business that may be gained, and on the networking and relationship building opportunities.

When more than one TDO staff or TDC member is entertaining a group, only one TDO staff or TDC member may pay for the group's entertainment expense less the other TDO staff or TDC member's entertainment expense. The other TDO staff or TDC member(s) must claim their individual entertainment expense on their own travel expense report. Any exceptions shall be justified and approved by the Executive Director.

#### 11. RECEIPTS

While receipts are required for most reimbursement pursuant to these rules, it is recognized that fortuitous circumstances may arise, i.e., language barriers, loss of receipts, or unavailability of the same, which require some alternate procedure for documentation of reimbursable expenses. In those isolated situations, Certification in Lieu of Receipt must be completed by the traveler. That certification may then be presented in lieu of the unavailable or lost receipt(s) and approved by the County Manager. Should additional details or information be required by the administrative personnel or officials of the Board's Accountant in processing such certification, any such information shall likewise be presented on Certification in Lieu of Receipt, and labeled amended by the traveler. The provisions of this section will not normally apply to reimbursement for hotel accommodations.

Receipts for entertainment should include the list of food or beverages consumed as well as the name, title, and organization of those entertained. Exceptions will require a written explanation.

#### 12. TRAVEL EXPENSE REPORTS (TER)

If a travel advance was granted, a travel expense reports (TER) for overnight travel must be submitted to County Finance within ten (10) working days after the return date. If an advance was not granted, the travel expense report must be submitted to County Finance within thirty (30) working days. If more than one authorized traveler attended the same event, the travel expense reports must be submitted to County Finance together.

Documentation required to be submitted with the TER include:

Flight or common carrier itinerary

Travel show itinerary or agenda

City per diem rates

Travel request form (BCC 008)

Board of County Commissioners budget approval (if applicable)

Justification for rental car (if applicable)

All receipts listed in IX above, including hotel, car rental, transportation, parking, entertainment

Credit card statement if available when TER is submitted; if not then the statement will be attached to the TER in the file

Certification in lieu of receipt (if applicable)  
Expense justification for extending or shortening travel dates (if applicable)  
Other documentation for clarification as needed

### 13. POST TRIP REPORT

A post trip report is required to be submitted to the TDC within 30 days after the trip return date and presented to the TDC at their monthly meeting. The report will include:  
Projected number of leads, contacts, or pieces of collateral to be distributed  
Projected travel budget  
Actual number of leads, contacts, or pieces of collateral to be distributed  
Actual travel budget  
Summary of the show including goals and potential business gained  
Recommendation for future attendance

INITIAL CONTRACT FORM

SECTION I

The following information must be completed on all new contracts submitted to the Board:

1. Contractor: David McKee Assoc. Ltd -	
2. Fund/Account #: 1441-293010-	3. Division Name: Tourism
4. Contract Description: European Sales + Marketing	
5. Contract Monitor: Karina Subido-Purson	6. Mail Stop #:
7. Dept/Office Director: Rob Varley	8. Class Code:
ACTION DATE: 30 days from entry	ACTION REQUIREMENT: Need complete data

SECTION II

The following departments must approve all contracts submitted to the Board:

COUNTY OFFICE	APPROVAL		INITIALS	Date
	yes	no		
User Agency	✓	_____	KP	9-2-14
Risk Management	_____	_____	_____	_____
County Attorney	—	_____	RB+	9/9/14
User Agency	<del>X</del>	_____	<del>CPA</del>	<del>9/11/14</del>

If any office denies approval, the package will be returned immediately to the User Agency.

NOTE: This form should be attached to all new contracts being submitted to the Board for approval. After the contract has been approved, the contract package, including this form, will go to the Clerk to the Board. The Clerk's office will then forward the Initial Contract Form to Contracts Administration and the contract will be entered into the Contract Monitoring System. This initial entry will generate an entry on your monthly contract report and the first report will always show a "Required Action" for the contract. See BC-20 for additional information.

SCOTT/ Becky - Pls. see attached agenda report for 9-16-14 Mtg, for details. Pls. call me @ 433-4470 if you have any questions -  
 Tim Kalin



## Memorandum

**Date:** October 6, 2014

**To:** Stockton Whitten & Brevard County Commissioners

**From:** Stacy DeLano  
Accountant, TDO

**Subject 1:** Ignite Sales & Marketing – Expenses Over Contract: Agenda Item Questions -II-C-4

**Subject 2:** Ignite Sales Marketing – Currency Conversion Explanation: Agenda Item Questions -II-C-4

- 1) This memo serves the purpose of an explanation of the \$8,922.15 in expenses left to pay Ignite Sales & Marketing to close out the contract. There are currently three Ignite invoices that need to be paid that include travel expenses and fulfillment expenses that were not able to be paid out because the purchase order would have gone over \$100,000, which needs Board approval. Pending Board approval of these expenses, TDO will pay these invoices.
  - a. **Invoice #632 is \$5,721.49.** This includes travel expenses for familiarization tours, FL Huddle, & ITB Berlin. This amount has been reduced from the original invoice due to per diem being approved per memo and paid out at that time.
  - b. **Invoice# 656 is \$2,664.98.** This includes fulfillment expenses (mailing vacation planners per requests), travel expenses for the UK Sales Mission and other travel expenses. Again, this amount has been reduced from the original invoice due to the per diem being approved per memo and paid out at that time.
  - c. **Invoice# 666 is \$535.68.** This includes fulfillment expenses to mail out vacation planners to those who requested.

**These three invoices total \$8,922.15.** There was not room for these invoices on the purchase order unless the purchase order is approved to go over \$100,000 due to \$5,994.62 in expenses from currency conversions throughout the year that were approved to be paid per amendment of the original contract (Approved Amendment is attached for review and reference). These currency conversions have already been paid, therefore, we are requesting approval to pay the invoices listed above for travel and fulfillment expenses.

I have also attached copies of the invoices that need to be paid for your review and reference.

- 2) The following explains the currency conversion and the reason the county agreed to compensate Ignite for the currency conversion.

On signing the contract three years ago it was agreed that the contract was for £48,000 – then as it came down to the final signature, it was found that the county cannot pay in Pounds – so the UK48,000 was converted into \$80,000 at a rate of exchange of \$1.65 =£1.00. As the currency fluctuates each time TDO pays the \$20,000



ORLANDO'S CLOSEST BEACHES  
www.visitspacecoast.com

(£12,100) quarterly retainer when the check arrives & it is cashed at the bank (bank sheets provided by Ignite as back up along with an invoice requesting reimbursement of the currency conversion expense), when the check is cashed in the UK at the rate of exchange of that day Ignite gets the equivalent in Pounds. Most of the time, as the rate has fluctuated negatively, Ignite gets less than the originally agreed quarterly retainer and/or reimbursable expenses. Example calculation is below:

***\$20,000 per quarter – (£12,100) 1.65 rate of exchange***

***Check arrives is banked at 1.70 which gives you £11,674.70 (£425.30 less than the original that should have been paid, £12,100). The difference of £425.30 is then calculated at the rate of exchange on the bank sheet (1.70) to the USD equivalent of \$723.01. This is what is claimed as a currency conversion expense.***

The currency conversion expense for the TDO strictly only covers the expenses incurred from the difference in amount that TDO sent to Ignite in USD when it is converted to Pounds and the amount that Ignite receives from the conversion is less than the agreed quarterly retainer fee and/or reimbursable expenses. It does not include any transaction fees or bank fees associated with cashing the check at the bank. The only expense for TDO is the difference in amount Ignite receives compared to what TDO agreed to pay Ignite for services.

This being said, TDO proposes to eliminate this issue in the future contract with DMA Limited by increasing the quarterly retainer fee from \$80,000 to \$86,000. The currency conversion expense is absorbed in the higher retainer payment. The \$6,000 increase is suggested due to TDO paying \$5,994.62 in currency conversion expenses in FY13-14. There will be no currency conversion expenses in FY14-15 with the increase in the retainer, whether or not the increase absorbs the full currency conversion expenses. The \$6,000 increase is an agreed upon amount and DMA Limited will be responsible for all currency conversion expenses as part of doing business.

If you have any questions, please contact at (321) 433-4470 or stacy.delano@visitspacecoast.com.

This memo has been approved by Rob Varley, Executive Director, TDO



Date: October 6, 2014

# Ignite

SALES & MARKETING

## INVOICE

Thames Court, 1 Victoria Street  
Windsor, Berkshire SL4 1YB  
United Kingdom  
Phone + 44 7711 338026

DATE: Aug. 11, 2014  
INVOICE # 632 Revised

**Bill To:**  
Rob Varley  
Space Coast Tourism Development Office  
430 Brevard Ave  
Suite 150  
Cocoa, Florida 32922  
USA

Comments or Special Instructions: VAT Number - 718682994

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due on receipt
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
	Travel Writer David Atkinson Airfare <b>FAM</b>				\$ 1,084.21 <b>A</b>
	January 2014 Damian O'Grady expenses <b>TRAVEL (DAMIEN)</b>				125.37 <b>B</b>
	Leicester mileage <b>TRAVEL (DAVID)</b>				121.45 <b>C</b>
	January 2014 David McKee expenses <u>Florida Huddle</u> <b>TRAVEL (DAVID)</b>				3,814.02 <b>D</b>
	Visit Florida Brochure Distribution Holidays World Dublin				600.00 <b>E1</b>
	paid direct by SCOT			<b>Visit FL pd. direct</b>	(600.00) <b>E2</b>
	February 2014 David McKee airfare <u>ITB Berlin</u> <b>TRAVEL (DAVID)</b>				576.44 <b>F</b>
SUBTOTAL					\$ 5,721.49
TAX RATE					
VAT					
SHIPPING & HANDLING					
TOTAL					\$ 5,721.49 <b>Correct and</b>

Make all cheques payable to - IGNITE SALES & MARKETING LTD  
If you have any questions concerning this invoice, contact Damian O'Grady on + 44 7711 338026  
ZERO RATED VAT

THANK YOU FOR YOUR BUSINESS!

**TRAVEL \$ 4,637.28**  
**FAM \$ 1,084.21**

\* This revised invoice excludes all expenses not approved for pmt. by finance  
\* This revised invoice accounts for all per diems removed due to paid by memo dated 8.11.14

A

## MEMORANDUM

**To:** Space Coast Office of Tourism

**From:** David McKee Ignite UK

**Date:** 01 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee

**Destination** David Atkinson Sunday Times

**Dates of Travel** 13 through 17 December 2013

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

**Tolls** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Taxi/Trains** \_\_\_\_\_

**Boarding Pass** \_\_\_\_\_

**Misc.** The charge of UK GBP £662.77 is for a round trip airfare for Sunday Times journalist Mr. David Atkinson.

Out - 13 December 2013 Virgin Atlantic to Orlando

Return 17 December 2013 Virgin Atlantic to Manchester

Whilst the Dial A Flight Travel confirmation names Mr. Atkinson and his daughter Maya.

Dial A Flight gave a complimentary flight for his daughter Maya and SCOT paid 53.8% of Mr. Atkinson's flight.

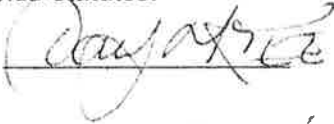
This was an initiative raised by TJM Publicity the incumbent Publicity agency for SCOT and was pre approved by Treva Marshall and Kalina Subido Person.

I have attached a copy of my personal credit card statement to show the amount to Dial A Flight that was deducted from my credit card = £662.77 and the Oanda calculation into US Dollars = \$1,084.21 as at invoice date of 6 December 2013

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I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

Signature of Traveler



DAVID MCKEE

01 July 2014

---

**Customer** Mr David Mckee  
228 Bond Street  
Macclesfield  
Cheshire  
SK11 6RG

**Sales Office** DialAFlight  
Sandpiper House  
39 Queen Elizabeth Street  
London  
SE1 2BT  
**Date** 06 Dec 2013  
**Booking Date** 06 Dec 2013  
**Sales Manager** Simon  
**Telephone** 020-7293-7120  
**Our Booking Ref** 35VL5N2

Airline ref for online check-in shown under flight details below

DialAFlight is a trading name of Lotus International Ltd, and your contract is with this company.

Please check each component of your Travel Itinerary and ensure that the first name and surname shown in your passport(s) match the passenger names shown here. Contact your sales adviser immediately if you have any queries.

**View your booking on your smartphone**  
Automatically updates your travel details and flight status each time you login



## TRAVEL CONFIRMATION

	Class	Status	Vouchers
<b>13 Dec 2013</b> (Friday)	<b>Flight</b>	<b>Mr David Atkinson, Miss Maya Atkinson (Aged 7)</b> Manchester (Term 2) - Orlando, International VS75 Dep: 11:15 Arr: 15:40 Airline Reference for online check-in: AW0GJ6	Economy Confirmed E-Ticket
<b>17 Dec 2013</b> (Tuesday)	<b>Flight</b>	<b>Mr David Atkinson, Miss Maya Atkinson (Aged 7)</b> Orlando, International - Manchester VS76 Dep: 18:30 Arr: 07:20 (18 Dec) Airline Reference for online check-in: AW0GJ6	Economy Confirmed E-Ticket
<b>Misc. Items</b>	Your Financial Protection When you buy an ATOL protected flight or flight inclusive holiday from us, you will receive an ATOL Certificate. This lists the flight, accommodation, car hire and/or other services that are financially protected, where you can get information on what this means for you and who to contact if things go wrong. Some services may not offer this protection and will not be covered under the ATOL Scheme. Please refer to your ATOL certificate/s for who and what is protected.		
<b>Online Check-in</b>	Please use the airline reference displayed under your flight details to check-in on the airline's website.		
<b>Airline Code</b>	VS - Virgin Atlantic		
<b>Baggage</b>	Domestic flights often have a lower baggage allowance than international flights. If your itinerary includes any domestic sectors we suggest you check with the airline's website.		
<b>Vouchers &amp; Tickets</b>	E-Ticket - An electronic ticket has been arranged for this journey. Please take this itinerary to the airport for check-in and immigration purposes.		

**Secure Flight Data**

The Department of Homeland Security (DHS) in the United States has implemented Secure Flight Passenger Data (SFPD). This is an enhanced security check for passengers wishing to fly to/from/within/over the United States or with a US registered airline. Each airline must transmit this data in advance to the US Authorities. There are flights on this booking which require SFPD to be provided.

All passengers are required to provide the following minimum SFPD to us when making a reservation, in accordance with the airline's deadline or prior to the balance being paid in full: (1) Name as it appears on your passport; (2) Date of Birth; (3) Gender; (4) Redress Number if applicable (Redress Number is a unique number given to persons who have previously been incorrectly identified as a watch-list match by the DHS).

We can accept no liability for your failure to provide SFPD in advance of your flight or for fines that may be imposed by the airlines. Please refer to our booking conditions for full terms and conditions.

**Passports**

British citizens require a full 10 year passport for travel to USA (or a full 5 year passport for children) which must be valid for the duration of stay. However, we always recommend that your passport be valid for at least 6 months after departure from your destination. You must also be able to provide your return or onward documentation on arrival. You will also be required to provide the airline with Advance Passenger Information, which will include passport details, prior to departure. We strongly recommend that you complete this information before you travel which can be submitted via the airline's website or by calling your travel consultant who will be happy to help.

**Visas**

British Citizens travelling to:

USA - Please read the Travel to the USA section in the Booking Conditions. If you intend to travel under the US Visa Waiver Programme (VWP) which permits a stay of up to 90 days, please note the following: (1) You must obtain a Travel Authorisation (ESTA) prior to your departure if you are not in possession of a valid visa or not a US Citizen. This is essential no later than 72 hours prior to your departure including all transits. Please go to <https://esta.cbp.dhs.gov/> for full details and to process your application. Effective 08 Sep 2010, the US Authorities will introduce a US\$14.00 charge for this service; (2) All passports must be machine readable and all children must have their own passports. (3) All British passports issued after 25 October 2006 must contain a computer chip (biometric identifier); (4) Non-US nationals will be required to provide a valid US address to the airline at check-in or prior to departure. This must include the Street name, City, State, and Zip Code for your first night in the US. If you are transiting the US within 8 hours, then you should enter "In transit" on all documentation.

Non British Citizens:

All other passport holders, including British nationals and British Subjects must contact the relevant consulate of the country of destination and any other countries where you transit through or stopover in, to check if a visa is required.

**Vaccinations**

In some instances certain vaccinations are required or recommended for entry into a country. This may also apply even if you are in transit and the infected area is not your final destination. Please consult your GP or the following NHS and FCO websites for the most up to date information and health requirements: <http://www.nhs.uk/Planners/vaccinations/Pages/travelwhereandwhen.aspx>, <http://www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/health/>

**Booking Conditions**

All bookings are subject to our booking conditions which are available at <http://www.dialaflight.com/bookingconditions.aspx>

**Price Summary**

Travel	£1,212.38
ATOL Protection Charge	£5.00
Credit Card Charge	£14.58
Total	£1,231.96
Paid	£-1,231.96
<b>Outstanding</b>	<b>£0.00</b>

<b>Payments</b>	06 Dec 2013	Credit Card	D Mckee	#### #### #### 6203	£682.77
	06 Dec 2013	Company Business			£569.19

mbna

virgin atlantic

SS XXX X 13351 0000805 03529 31 0002Y

MR DAVID J MCKEE  
228 BOND STREET  
MACCLESFIELD  
CHESHIRE  
SK11 6RG

Your credit card statement 17 December 2013

Page 1 of 4  
Amount (£)

Transaction Date	Posting Date	Rate Code	Description of Transactions
For details of Rate Code please see Your Rates of Interest section			
			Balance previous statement
03 Dec 13	03 Dec 13		FASTER PAYMENT - THANK YOU YOUR AMEX TRANSACTIONS YOUR VISA TRANSACTIONS OTHER TRANSACTIONS CURRENT TOTAL BALANCE

Your Card Numbers

AmEx - 3759 888888 66203  
Visa - 4383 8338 35955

Available to spend

Current total balance

Credit limit

Payment due date  
01 Jan 14

Minimum payment

Continued on next page

A promotional rate for balance or money transfers has been applied to your account. A handling fee of up to 2% applies to each transfer. Login or enrol to Online Card Services at [www.virginatlantic.com/onlinecardservices](http://www.virginatlantic.com/onlinecardservices) for details.

Please retain statement - detach here

Mr David Mckee  
228 Bond Street  
MACCLESFIELD SK11 6RG  
GB

Marriott County Hall, London  
Westminster Bridge Road London SE1  
7PB  
Tel. + 44 207 928 5200  
Fax. + 44 207 928 5300  
www.LondonMarriottCountyHall.co.uk

Guest Name : Mr David Mckee

Room No. : 234  
Arrival Date : 12-06-14  
Departure Date : 13-06-14  
Folio No. :  
Confirmation No. : 81231104  
Cashier No. :  
VAT No. : GB159452485  
Marriott Rewards :  
Number :

(8A)

**INFORMATION INVOICE**

Date: 13-06-14

Date	Description	Amount
12-06-14	Room Accommodation	238.00
12-06-14	Leaders Bar Lunch	<del>16.00</del>
12-06-14	Leaders Bar Beverages	<del>7.00</del>
12-06-14	Leaders Bar Alcoholic Beverages	<del>23.50</del>
12-06-14	Service Charge	<del>2.75</del>
12-06-14	Service Charge	<del>3.31</del>
12-06-14	Gratuity - Library	5.00
12-06-14	Gratuity - Library	5.00

**Due Amount: 302.56**

**Total incl. Vat** 302.56 GBP  
**Total excl. Vat** 254.81 GBP  
**Total Vat** 47.75 GBP  
**Vat 20%** 238.75 GBP  
**Vat 0%** 16.06 GBP

238.00  
VAT 20%  
47.60

Marriott Hotels Limited, Registered office: 7 Albemarle Street,  
London, W1S 4HQ, United Kingdom. Registered in England No. 1235563.

I AGREE THAT MY LIABILITY FOR THIS ACCOUNT IS NOT WAIVED AND I AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO PAY ALL OR PART OF THESE CHARGES

285.60



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## Currency Converter

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[Live Exchange Rates](#)



[print](#)  8+1

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

285.60

AMOUNT:

480.316

INTERBANK +/- 0%

DATE: Jun 13, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending Thursday, Jun 12, 2014 22:00 UTC @ +/- 0%

Selling 285.600 GBP  
Buying 285.600 GBP

you get 480.316 USD  
you pay 480.368 USD

[Rate Details](#)

GBP/USD for the 24-hour period ending Thursday, Jun 12, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.67833	1.67880
AVG	1.68178	1.68196
MAX	1.69302	1.69325

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

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GBP/USD average daily bid prices



INTERACTIVE GRAPH

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### Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world.

Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

[Looking for the old fxConverter?](#)

# TRAVEL REQUEST

**BREVARD COUNTY, FLORIDA**

**BOARD OF COUNTY COMMISSIONERS**

(FOR ALL OVERNIGHT ABSENCES FROM HOME, CLASS A, B TRAVEL AND ALL PRE-REGISTRATION FEES)

NAME AND TITLE (ONE TRAVELER PER FORM) David McKee- IGNITE		DEPARTMENT, MAIL STOP NUMBER AND PHONE NUMBER Tourism mail Stop 45 433-4470	
DESTINATION (CITY AND STATE) Glasgow Scotland, Dublin Ireland & London England	BUS AREA - COST CTR - GL ACCT 1441-293010-548000	IS COUNTY TO RECEIVE REIMBURSEMENT (SOURCE: STATE, GRANT, ETC.)	AMOUNT/PERCENT
PURPOSE OF TRIP Attend the Barrhead Travel Consumer Show in Glasgow (jun 7) and Sales Mission in Glasgow, Dublin and London			

CONFERENCE/SEMINAR DATE AND TIME				TRAVEL DEPARTURE AND RETURN DATE AND TIME			
FROM DATE	TIME	A.M. OR P.M.	DEPARTURE DATE	TIME	A.M. OR P.M.	RETURN DATE	A.M. OR P.M.
Jun 7, 2014	10:00 AM		Jun 6, 2014	10:00 AM		Jun 14, 2014	
Jun 13, 2014	5:00 PM						

**ESTIMATE OF TRAVEL EXPENSES**  
(TO BE COMPLETED BY DEPARTMENT)  
REGISTRATION FEE: (ATTACH PROGRAM/AGENDA)

**TRANSPORTATION:**

243.06 AIRLINE

PRIVATE VEHICLE - MAP MILES 22  
@ \$ .565 CENTS A MILE

\$ COUNTY VEHICLE (GAS, ETC.)

CAR RENTAL OR TAXI - Van-SUV

MISCELLANEOUS: (PARKING, TOLLS, OTHER)  
(SPECIFY EXPENSE AND AMOUNT)

1,730.00 **LODGING:**

SINGLE ROOM  DOUBLE ROOM

OTHER :

SHARED ACCOMMODATIONS:

(INDIVIDUAL'S NAME)

**MEALS: (NOT PROVIDED BY REGISTRATION FEES)**

BREAKFAST	NO. OF MEALS
LUNCH	NO. OF MEALS
DINNER	NO. OF MEALS

**PER DIEM:**

NUMBER OF QUARTERS @ \$ /QUARTER  
(CAN NOT BE USED IF CLAIMING ACTUAL LODGING AND MEALS)

\$1,973.06 **TOTAL OF ALL ESTIMATED EXPENSES**

PREPARED BY J.Lusk EXT. # 433-4470

**CHECK ADVANCE REQUEST**  
(TO BE COMPLETED BY DEPARTMENT)  
REGISTRATION FEE

FOR FINANCE USE ONLY	
PAYABLE TO:	DATE PAID
<input type="checkbox"/> SEND CHECK IN COURIER TO MAIL STOP <input type="checkbox"/> MAIL CHECK TO VENDOR <input type="checkbox"/> INTEND TO USE PURCHASING CARD	
\$ LODGING CONFIRMATION # PAYABLE TO:	
<input type="checkbox"/> SEND CHECK IN COURIER TO MAIL STOP <input type="checkbox"/> INTEND TO USE PURCHASING CARD	
\$ OTHER MEALS PAYABLE TO: (MEALS, PER DIEM, ETC.)	
<input type="checkbox"/> SEND CHECK IN COURIER TO MAIL STOP	

\$ TOTAL OF ADVANCE PAYMENTS *Sales Mission w/Port/KSC - visit Fl.*

APPROVAL OF TRIP AND ESTIMATED EXPENSES  
\*\*\*\* PRE-APPROVED BUDGET SHEET ATTACHED \*\*\*\* (Circle) YES NO *COOP*

*26 May 2014*

TRAVELER'S SIGNATURE *[Signature]* DATE *5/27/14*

DIRECTOR'S SIGNATURE *[Signature]* DATE *6/4/14*

COUNTY MANAGER'S SIGNATURE *[Signature]* DATE

APPROVED IN REGULAR SESSION - BOARD OF COUNTY COMMISSIONERS

## TOURISM DEVELOPMENT OFFICE: TRAVEL A & B SUMMARY

DESCRIPTION	POSITION	DESTINATION	FUNDING SOURCE	TOTAL COST
<b>Promotion and Advertising</b>				
AIBTM - Meetings	Admin Off	TBD	Tourist Tax	\$3,500
Addictive Fishing - Consumer	Staff Spec II	TBD	Tourist Tax	\$1,300
American Bus Association - Motor Cch	Staff Spec II	Nashville, TN	Tourist Tax	\$2,900
Boston Globe Travel Show co-op Port	Staff Spec II	Boston, MA	Tourist Tax	\$3,500
Canada Sales Mission	Staff Spec IV, Dir	Canada	Tourist Tax	\$5,200
Canadian XChange Road show co-op Port	Staff Spec IV	TBD Canada	Tourist Tax	\$5,000
China Int'l Tvl /Sales Missions	Staff Spec IV	TBD China	Tourist Tax	\$9,200
Connect - Meeting Plnr	Admin Off	Milwaukee, WI	Tourist Tax	\$3,300
Cruise 3-Sixty Co-op Port	Staff	Florida, TBD	Tourist Tax	\$7,450
Destination Mgt Asso Int'l Annual Conf	Staff	Chicago, IL	Tourist Tax	\$6,800
E-Tourism Summit	Staff	San Francisco, CA	Tourist Tax	\$5,250
Education Seminar Tourism Org/ESTO	Staff	TBD	Tourist Tax	\$3,600
Film Florida Annual Meeting	Admin Off	Florida, TBD	Tourist Tax	\$700
Film Florida Qtrly Mtgs (4)	Admin Off	Florida, TBD	Tourist Tax	\$1,000
FADMO Destination Marketing	Staff	Florida, TBD	Tourist Tax	\$2,760
FADMO Day at the Capitol	Staff	Tallahassee, FL	Tourist Tax	\$1,700
FADMO Annual Meeting	Staff	Florida, TBD	Tourist Tax	\$1,900
Florida Encounter - Mtg Plnrs	Admin Off	Palm Beach, FL	Tourist Tax	\$2,700
Florida Huddle - Tour Op	Staff Spec IV	Palm Beach, FL	Tourist Tax	\$3,300
FL Governor's Conf on Tourism	Staff, TDC	Florida, TBD	Tourist Tax	\$5,900
Home Based Travel Agent Forum	Staff	Orlando, FL	Tourist Tax	\$2,120
I-95 Shows (2) - Consumers	Staff Spec II	Florida, TBD	Tourist Tax	\$900
Intl Bureau Tourism ITB Co-op/KSC,Port	Director, Stf Spec IV	Berlin, Germany	Tourist Tax	\$14,800
Locations - Film	Admin Off	Los Angeles, CA	Tourist Tax	\$3,000
Military Reunion Show	Admin Off	TBD	Tourist Tax	\$1,800
MLT University Co-op Port	Admin Off	Minneapolis, MN	Tourist Tax	\$2,600
National Tour Assoc. (NTA)	Admin Off	Los Angeles, CA	Tourist Tax	\$4,100
NY Times Travel Show Co-op Port	Staff Spec II	NYC, NY	Tourist Tax	\$3,850
N. Amer Journeys Summit	Staff Spec IV	TBD	Tourist Tax	\$2,800
Peninsula Trvl Shows Co-op Port (3)	Staff	TBD	Tourist Tax	\$6,300
PowWow Co-op Port	Director, Stf Spec IV	Las Vegas. NV	Tourist Tax	\$15,900
Rejuvenate - Mtg Plnrs	Admin Off	Daytona Bch, FL	Tourist Tax	\$3,820
Sales Mission - Domestic and Int'l	Dir, Stf Spec IV, TDC	TBD	Tourist Tax	\$20,000
Sales Mission w/ KSC, Port, MLB	Staff	TBD	Tourist Tax	<del>\$8,000</del>
SeaTrade - Co-op Port	Staff	Fort Lauderdale, FL	Tourist Tax	\$4,300
Simpleview Summit	Staff	Tucson, AZ	Tourist Tax	\$4,100
Southeast Tourism Soc BOD (2)	Director	TBD	Tourist Tax	\$1,500
Southeast Tourism Soc Fall Mtg	Director	Jacksonville, FL	Tourist Tax	\$2,120
Southeast Tourism Soc Spring Mtg	Staff	TBD	Tourist Tax	\$2,800
Southeast Tourism Soc Congressional	Director	TBD	Tourist Tax	\$1,600
Superior Small Lodgings Meetings	Staff Spec II	Florida, TBD	Tourist Tax	\$500
Suncoast Travel Industry Shows (2)	Staff Spec II	Florida, TBD	Tourist Tax	\$900
The Trade Show Co-op Port	Staff	Orlando, FL	Tourist Tax	\$2,600
US Trvl Assoc Marketing Outlook	Staff Spec IV	TBD	Tourist Tax	\$1,900
Vacation.com	Staff	Orlando, FL	Tourist Tax	\$1,300
Visit Florida Co-op Shows	Staff	TBD	Tourist Tax	<del>\$8,300</del>
World Tvl Market L. Am. Co-op Port	Director, St Spec IV	Sao Paulo, BZ	Tourist Tax	\$13,500
World Tvl Market Co-op KSC, Port	Director, Stf Spec IV	London, UK	Tourist Tax	<u>\$16,800</u>
<b>TOTAL FOR PROGRAM:</b>				<b>\$229,170</b>

**BREVARD COUNTY  
TRAVEL EXPENSE REPORT**

AME Kalina Subido-Person  
 ERSONNEL 11000950

FUND 1441 COST CENTER 293010 GL ACCOUNT 5480000

MAIL STOP # 45 PHONE EXT. 433-4470  
 INTERNAL ORDER # \_\_\_\_\_ GRANT # \_\_\_\_\_

DEPARTMENT Tourism

DATE	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE	HOUR OF RETURN	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	MEALS	PER DIEM, LODGING & INCIDENTAL EXPENSES	TYPE
2/14	Indianatic to Glasgow, UK	Attend Barrhead Travel Show 6/7/14 & Sales Mission in Glasgow, Dublin & London (Int. Fee for ticket)						\$1,330.20	Airfare
	Leave Indianatic	Roundtrip-Family member took me	8:00 AM					331.99	Airfare
	Arrive Orlando		9:15 AM					\$2.66	Fee
	Leave Orlando		11:08 AM					\$3.26	Toll
	Arrive Boston		1:59 PM						Lunch
	Leave Boston	Dinner on flight	4:44 PM						
3/14	Arrive Amsterdam		5:50 AM						Breakfast
	Leave Amsterdam		7:20 AM						
3/14	Arrive Glasgow	On Personal time until 6/6/14							
		Airport to hotel (would have had on 6/6)						\$40.53	Taxi
		Radisson Blu					\$45.00	Glasgow	Dinner
								\$186.68	Hotel
7/14		Breakfast at hotel-Lunch at Event					\$45.00		Taxi
		Radisson BLU						\$8.40	Dinner
								\$186.68	Hotel
I hereby certify and affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties; attendance at a conference or convention was directly related to official duties of the County; any meals or lodging included in this registration has been deducted from this travel claim; and this claim is true and correct in every material matter and same conforms to the requirements of the travel procedure.									

Used to show Breakfast Included

PRESS FOR REIMBURSEMENT TRANSMITTAL Tourism Office Mail Stop #45  
 TRAVELER'S SIGNATURE \_\_\_\_\_ TITLE Staff Specialist  
 OFFICE OF RESIDENCE Indianatic  
 DATE 7/16/2014 OFFICIAL HEADQUARTERS Tourism-Cocoa Village, FL  
 I am submitting to the travel procedure, I hereby certify or affirm that to the best of my knowledge the above travel was on official County business and was performed for the purpose(s) stated above.  
 AUTHORITY OF AUTHORIZING AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_  
 Director \_\_\_\_\_  
 AUTHORITY OF AUTHORIZING AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_  
 Director \_\_\_\_\_

MILES	0.00	130.00	TOTAL EXP.	\$2,300.93
REIMB RATE		0.565		\$1,513.84
MILEAGE REIMB	\$73.45	\$73.45		\$1,161.84
Page 1 Totals	\$0.00	\$0.00		\$83.19
Page 2 Totals	\$0.00	\$0.00		\$666.08
Page 1, 2 & 3 Totals	\$146.90	\$146.90		\$4,110.43
LESS PURCHASING CARD CHARGES (COPIES OF RECEIPTS ATTACHED)				
LESS CLASS C MEALS (PAY THROUGH PAYROLL)				
NET AMOUNT DUE				\$873.06

# 213, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19  
 Please note expenses being deducted from travel expense report for verification by indicating proper number next to expense listed. \*\* 20, 21  
 1 - Received an advance and needs to be deducted from total  
 2 - Charged on purchasing card and needs to be deducted from total  
 3 - Class C meals are paid through payroll and needs to be deducted from total

PREPARED BY J Lusk EXT. # \_\_\_\_\_

**BREVARD COUNTY  
TRAVEL EXPENSE REPORT**

NAME: Kalina Subido-Person FUND: 1441 COST CENTER: 293010 GL ACCOUNT: 5480000  
 PERSONNEL: 11000950 MAIL STOP #: 45 PHONE EXT.: 433-4470 INTERNAL ORDER #: \_\_\_\_\_ GRANT #: \_\_\_\_\_

DATE	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE	HOUR OF RETURN	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	MEALS	PER DIEM, LODGING & INCIDENTAL EXPENSES		#			
								AMOUNT	L, D		TYPE		
		UK Sales Mission					\$74.00			#21			
										#22			
										#23			
9/14		Breakfast at hotel								#24			
		Meeting with Barrhead Travel & Media								#25			
		Lunch (Corinthian)								#26			
	Leave Glasgow						\$45.00			#27			
	Arrive Dublin		8:55 PM							#28			
		Academy Plaza	10:15 PM							#29			
		International Transaction fee								#30			
		Excess Baggage Fee f (Towels, etc)								#31			
		International Transaction fee								#32			
0/14										#33			
		Dinner with Tour America (FADE)								#34			
		Morrison					\$71.00			#35			
1/14		Breakfast at hotel								#36			
		Ribbon to wrap towels								#37			
		International Fee					\$115.00			#38			
		Morrison								#39			
		International Fee								#40			
2/14		Breakfast at hotel								#41			
	Leave Dublin									#42			
	Arrive London		11:15 AM							#43			
		International Fee	12:35 PM							#44			
		International Fee								#45			
		Dinner 2 Roof Garden/Babylon								#46			
										#47			
										#48			
							\$47.00			#49			
										#50			
										#51			
							<b>Page 2 Totals</b>	<b>\$352.00</b>	<b>\$1,161.84</b>	<b>\$0.00</b>	<b>0.565</b>	<b>\$0.00</b>	<b>PAGE TOTAL EXP.</b>

I certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my attendance at a conference or convention was directly related to official duties of the County, any meals or lodging included registration has been deducted from this travel claim; and this claim is true and correct in every material matter and same conforms my respect with the requirements of the travel procedure.

**BREVARD COUNTY  
TRAVEL EXPENSE REPORT**

AME Kalina Subido-Person

ERSONNEL 11000950

FUND 1441 COST CENTER 293010 GL ACCOUNT 5480000

INTERNAL ORDER # \_\_\_\_\_ GRANT # \_\_\_\_\_  
 MAIL STOP # 45 PHONE EXT. 433-4470

DATE	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE	HOUR OF RETURN	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	MEALS	PER DIEM, LODGING & INCIDENTAL EXPENSES		#	
								AMOUNT	TYPE		
2/14	UK Sales Mission									#52	
3/14	Marriott County Hall						\$149.00	London	\$416.50	Hotel	#53
	Marriott County Hall							B. L. D			#54
	International Fee							Hotel	\$416.50		#55
	International Fee							Fee	\$6.66		#56
	International Fee							Transportation	\$15.12		#57
4/14								Fee	\$0.15		#58
	Leave London		9:40 AM				\$28.00	Breakfast			#59
	Arrive Boston		12:10 PM								#60
	Leave Boston		3:20 PM								#61
	Arrive Orlando		5:58 PM								#62
	Leave Orlando		7:00 PM								#63
	Arrive Indianapolis		8:00 PM								#64
	Round Trip-Family member picked me up										#65
					0.00	130.00			\$3.26	Tolls	#66
											#67
											#68
											#69
											#70
											#71
											#72
											#73
											#74
											#75
											#76
											#77
											#78
											#79
											#80
											#81
											#82
								MILES	0.00	130.00	
								REIMB RATE		0.565	
								MILEAGE REIMB		\$377.00	
									\$358.19		
											PAGE TOTAL EXP. \$1,108.64

I certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my attendance at a conference or convention was directly related to official duties of the County; any meals or lodging included registration has been deducted from this travel claim; and this claim is true and correct in every material matter and same conforms with the requirements of the travel procedure.





# Route Planner



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**From unnamed road, Horsham to Bond Street, Macclesfield**  
**Distance: 218.8 miles | Time: 3 hr 53 min**

Road	Distance (miles)	Directions	Total (miles)
	0.00	Start out on unnamed road	0.00
<b>B2180</b>	0.03	Turn right onto Hurst Road - B2180	0.03
<b>B2237</b>	0.52	At traffic signals turn right onto North Parade <b>Signposted All Through Traffic</b>	0.54
<b>A24</b>	0.74	At Robin Hood Roundabout take the 3rd exit onto the A24 <b>Signposted London, Crawley, Gatwick Airport</b>	1.28
	0.65	At Great Daux Roundabout take the 1st exit onto the A24 <b>Signposted London, Dorking</b>	1.93
	4.39	At Clark's Green Roundabout take the 2nd exit onto the A24 <b>Signposted London, Dorking</b>	6.32
	2.23	At roundabout take the 3rd exit onto the A24 <b>Signposted London, Dorking</b>	8.55
	3.22	At roundabout take the 2nd exit onto the A24 <b>Signposted London, Reigate</b>	11.77
	1.76	At Deepdene Roundabout take the 2nd exit onto the A24 <b>Signposted M25, London</b>	13.53
	0.39	At Ashcombe, traffic signals continue forward onto the A24	13.93
	0.29	At roundabout take the 2nd exit onto the A24	14.21



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## Currency Converter

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Currency I Have:

**British Pound**      **GBP**

AMOUNT:

98.55

Currency I Want:

**US Dollar**      **USD**

AMOUNT:

167.744

INTERBANK        DATE: **Jun 24, 2014**      [HELP](#)

[Rate Details](#)      [Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending **Monday, Jun 23, 2014 22:00 UTC @ +/- 0%**

Selling 98.5500 GBP      you get 167.744 USD  
 Buying 98.5500 GBP      you pay 167.763 USD

#### Rate Details

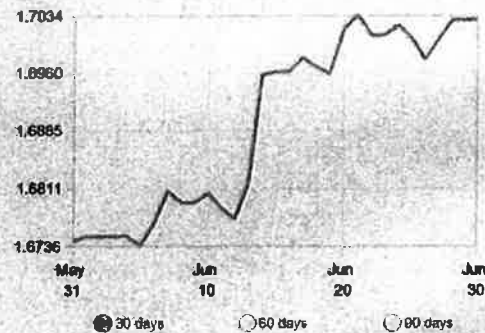
GBP/USD for the 24-hour period ending **Monday, Jun 23, 2014 22:00 UTC**

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
<b>MIN</b>	1.70011	1.70027
<b>AVG</b>	1.70212	1.70231
<b>MAX</b>	1.70487	1.70504

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

#### Recent Trends

GBP/USD average daily bid prices



INTERACTIVE GRAPH

### Currency Converter

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#### Access currency exchange rates back to January, 1990:

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- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

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# Route Planner







Map data ©2014 GeoBasis-DE/BKG (©2009), Google, basad  
e Report a map error

*add it  
Back CP #1*

**From Copnall Way, Horsham to Bond Street, Macclesfield**  
**Distance: 219.2 miles | Time: 3 hr 54 min**

Road	Distance (miles)	Directions	Total (miles)
	0.00	<b>Start out</b> on Copnall Way	0.00
	0.02	At mini-roundabout bear left onto Copnall Way	0.02
<b>A281</b>	0.03	At traffic signals turn left onto the A281 <b>Signposted Guildford, Worthing</b>	0.05
	0.10	At roundabout take the 2nd exit onto the A281 <b>Signposted Guildford</b>	0.15
<b>B2237</b>	0.19	At St Johns, traffic signals turn right onto North Parade - B2237 <b>Signposted Crawley, Dorking</b>	0.34
	0.51	At traffic signals continue forward onto North Parade - B2237 <b>Signposted Worthing, Dorking, Crawley</b>	0.86
<b>A24</b>	0.74	At Robin Hood Roundabout take the 3rd exit onto the A24 <b>Signposted London, Crawley, Gatwick Airport</b>	1.59
	0.65	At Great Daux Roundabout take the 1st exit onto the A24 <b>Signposted London, Dorking</b>	2.24
	4.39	At Clark's Green Roundabout take the 2nd exit onto the A24	6.63

		<b>M11</b>	
<b>M40</b>	5.20	Leave the M25 at junction 16, then merge onto the M40 <b>Signposted Birmingham, Oxford</b>	45.18
	5.23	Beaconsfield Service Area (EXTRA MSA)	50.41
	24.08	Oxford Service Area (WELCOME BREAK)	74.49
	16.77	Cherwell Valley Service Area	91.26
	23.83	Warwick Service Area (WELCOME BREAK)	115.09
	15.49	<b>Warning: Speed Cameras along the M40</b>  RoadPilot	130.57
<b>M42</b>	0.30	Keep in left hand lanes to branch left at junction 3A (end of M40), then join the M42 motorway <b>Signposted M42 (N), The North, Birmingham</b>	130.88
	0.93	<b>Warning: Speed Cameras along the M42</b>  RoadPilot	131.81
	11.07	At Junction 7a continue forward onto the M42 <b>Signposted The North West, The North East</b>	142.88
	1.86	<b>Warning: Speed Cameras along the M42</b>  RoadPilot	144.75
<b>M6 TOLL</b>	0.82	At Junction 9 continue forward onto the M6 TOLL <b>Signposted The North West, Cannock, Lichfield</b>	145.57
	15.92	Norton Canes Service Area (ROAD CHEF)	161.49
	1.41	Main Toll Plaza (Cost 5.50 Peak hours for cars)	162.90
<b>M6</b>	3.42	Continue forward onto the M6 <b>Signposted The North West, Stafford</b>	166.31
	16.78	Stafford Service Area	183.09
	9.93	Keele Service Area (WELCOME BREAK)	193.02
	11.35	Sandbach Service Area (ROAD CHEF)	204.37
<b>A534</b>	0.99	Leave the M6 at junction 17, then turn right onto the A534	205.37
	1.50	At traffic signals continue forward onto the A534 <b>Signposted Congleton</b>	206.86
<b>A34</b>	4.10	At roundabout take the 2nd exit onto the A34 <b>Signposted Town Centre, Manchester</b>	210.96
	0.39	At roundabout take the 2nd exit onto the A34	211.35

	<b>Signposted Town Centre, all through traffic</b>	
0.26	At Clayton-By-Pass roundabout take the 2nd exit onto the A34	211.61
	<b>Signposted Town Centre</b>	
0.72	Keep in right-hand lane then bear right onto the A34 then	212.33
<b>A536</b>	branch left onto the A536	212.38
	<b>Signposted Macclesfield</b>	
5.80	<b>Warning: Speed Cameras along the A536</b>  RoadWatch	218.18
0.54	At traffic signals turn right onto the A536	218.72
	<b>Signposted Leek</b>	
0.34	Turn left onto Bond Street	219.06
0.18	<b>Arrive</b> on Bond Street	219.24
	Section time 3:54, Total time 3:54	

### AA Roadwatch

Call 84322 – get traffic and weather news in a hurry, 24 hours.  
Calls from mobiles are charged at up to 65p per minute at all times. Mobile rates vary.

#### About your route

This recommended route is designed as a guide to help you get to your destination safely and easily. If you find an error or omission, please let us know ([routeplannerfeedback@theaa.com](mailto:routeplannerfeedback@theaa.com)) so we can correct it for future users. Always use your mobile phone safely – park legally before dialling or checking text messages. You must not use this route in a way that interferes with your control of your vehicle, or otherwise endangers your safety or the safety of others. No representation is made or guarantee given as to the content or usability of these directions. TheAA.com and its suppliers assume no responsibility for any loss or delay resulting from use of these directions.

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#4

# Dial-a-Cab

Thank you for using Dial-a-Cab

020 7253 5000

OWNER DRIVERS RADIO TAXI SERVICE LIMITED

PICK UP FROM

TRIP ENDED

DAY

MONTH

YEAR

24 06 14

## WHY NOT OPEN A CREDIT ACCOUNT

For details phone: 020 7251 0581  
or write to: Dial-a-Cab House  
39-47 East Road, London N1 6AH

Receipt for a taxi journey, but not necessarily one undertaken by a driver on behalf of Dial-a-Cab.

METER	CHARGES	AMOUNT
EXTRAS		
TOTAL CHARGES		17.00
BANK OF NO.		
SIGNATURE		



#3 Licensed London Black Taxi Receipt

Date: .....  
Amount: £.....

Thank you for using  
Licensed London Black Taxi  
Email: elivenaturalman@yahoo.com

N. C. From:  
www.citysnatural.com

**2-PART RETURN**

Class	Ticket type	Adult	Child	RTN
STD	SUP OFFPK DAY R	ONE	NIL	RTN
Start Date		Number		
24-JUN-14		42830		5238530990
From	valid until	Price		
LONDON VICTORIA	24-JUN-14	£14.60X		
To	Route	Validity		
HORSHAM *	NUT GATICK EXP	SEE RESTRICTNS		

#5

# MIDLAND EXPRESSWAY LIMITED

Operat ions Centre, Express Way, Leicester, Leicestershire LE14 0PQ  
Phone: 01330 660 0190 Web Site: www.metoll.co.uk  
Company No. 2305767 VAT No GB 778-5336-80

## Receipt

Veh (s) : 02  
Tariff : MEDIUM

Amount exc VAT : 14.58  
VAT (20.00%) : £0.92  
Amount inc VAT : £5.50

Payment (s) :  
Card : X-INV  
No : XXXXXXXXXXXXXXXX203  
Expiry date : 01/15  
Start Val. : / /

Car swapped, transaction confirmed  
Your account will be debited by  
this amount. Please keep this copy

Total Paid: 05.53

Operator : GREAT WYRLY  
Line : 650  
Trans. No. : 01.109.0003369640  
Receipt No. : 01.109.0001580725

**2-PART RETURN**

Class	Ticket type	Adult	Child	OUT
STD	SUP OFFPK DAY R	ONE	NIL	OUT
Start Date		Number		
24-JUN-14		42830		5238530990
From	valid until	Price		
HORSHAM *	24-JUN-14	£14.60X		
To	Route	Validity		
LONDON VICTORIA	NUT GATICK EXP	SEE RESTRICTNS		

#2



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# Currency Converter



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Currency I Have:

**British Pound** GBP

Currency I Want:

**US Dollar** USD

AMOUNT:

14.60

AMOUNT:

24.8510

INTERBANK +/- 0%

DATE: Jun 24, 2014

[HELP](#)

[Rate Details](#) [Traveler's Cheatsheet](#)

## GBP/USD Details

GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC @ +/- 0%

Selling 14.6000 GBP you get 24.8510 USD  
 Buying 14.6000 GBP you pay 24.8537 USD

### Rate Details

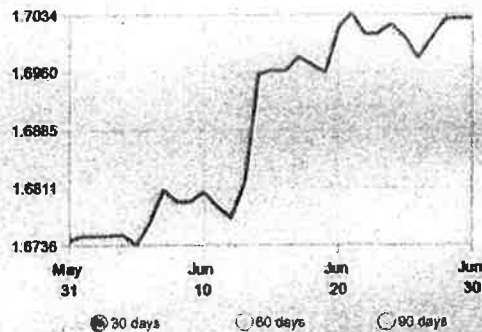
GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.70011	1.70027
AVG	1.70212	1.70231
MAX	1.70487	1.70504

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

GBP/USD average daily bid prices



30 days 60 days 90 days

INTERACTIVE GRAPH

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3

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Like    
 +1

Currency I Have:

British Pound GBP

AMOUNT:

22.00

Currency I Want:

US Dollar USD

AMOUNT:

37.4466

INTERBANK +/- 0% DATE: Jun 24, 2014 HELP

[Rate Details](#) [Traveler's Cheatsheet](#)

## GBP/USD Details

GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC @ +/- 0%

Selling 22.0000 GBP you get 37.4466 USD  
 Buying 22.0000 GBP you pay 37.4508 USD

Rate Details

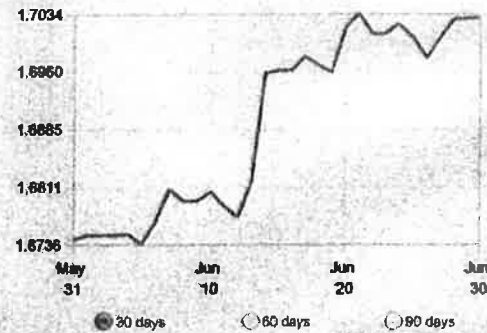
GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.70011	1.70027
AVG	1.70212	1.70231
MAX	1.70487	1.70504

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

Recent Trends

GBP/USD average daily bid prices



30 days 60 days 90 days

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## Currency Converter

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Currency I Have:

British Pound GBP

AMOUNT:

17.00

Currency I Want:

US Dollar USD

AMOUNT:

28.9360

INTERBANK +/- 0% DATE: Jun 24, 2014 [HELP](#)

[Rate Details](#) [Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC @ +/- 0%

Selling 17.0000 GBP you get 28.9360 USD  
 Buying 17.0000 GBP you pay 28.9393 USD

### Rate Details

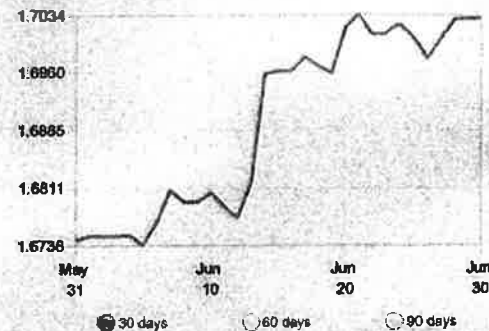
GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.70011	1.70027
AVG	1.70212	1.70231
MAX	1.70487	1.70504

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

GBP/USD average daily bid prices



30 days 60 days 90 days

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# Currency Converter

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Currency I Have:

British Pound GBP

AMOUNT:

14.60

Currency I Want:

US Dollar USD

AMOUNT:

24.8510

INTERBANK +/- 0%

DATE: Jun 24, 2014

[HELP](#)

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## GBP/USD Details

GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC @ +/- 0%

Selling 14.6000 GBP you get 24.8510 USD  
 Buying 14.6000 GBP you pay 24.8537 USD

Rate Details

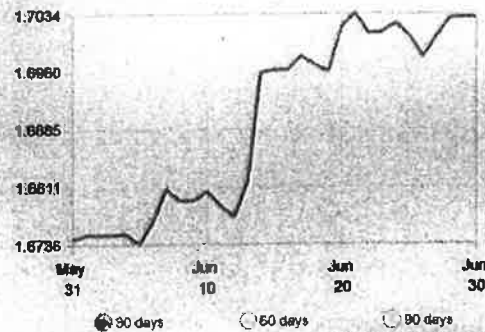
GBP/USD for the 24-hour period ending Monday, Jun 23, 2014 22:00 UTC

	Bid Sell 1 GBP	Ask Buy 1 GBP
MIN	1.70011	1.70027
AVG	1.70212	1.70231
MAX	1.70487	1.70504

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

Recent Trends

GBP/USD average daily bid prices



30 days  60 days  90 days

INTERACTIVE GRAPH

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## Currency Converter

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Currency I Have:

**British Pound** GBP

AMOUNT:

5.50

Currency I Want:

**US Dollar** USD

AMOUNT:

9.33719

INTERBANK +/- 0%

DATE: Jun 26, 2014

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### GBP/USD Details

GBP/USD for the 24-hour period ending Wednesday, Jun 25, 2014 22:00 UTC @ +/- 0%

Selling 5.50000 GBP you get 9.33719 USD  
 Buying 5.50000 GBP you pay 9.33812 USD

#### Rate Details

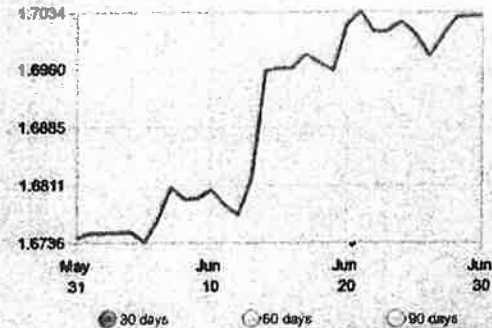
GBP/USD for the 24-hour period ending Wednesday, Jun 25, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.69519	1.69532
AVG	1.69767	1.69784
MAX	1.70042	1.70055

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

#### Recent Trends

GBP/USD average daily bid prices



30 days 60 days 90 days

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 Notifications. We salute you.  
 Plug-in

Get  
 2 months  
**FREE\***  
 Breakdown  
 cover

\*T&Cs apply

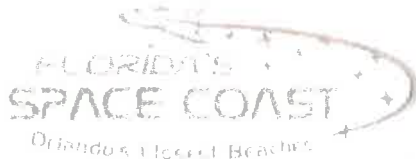
## Currency Converter

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Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
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#6A

**MEMORANDUM**

**To:** County Finance  
**From:** David McKee  
**Date:** 21 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee

**Destination** Horsham (London) Tropical Sky and Visit Florida Event

**Dates of Travel** 24 June 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

**Tolls** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Taxi/Trains** \_\_\_\_\_

**Hotel** \$377.47 (Confirmation Invoice proof of payment attached to TER)

**Boarding Pass** \_\_\_\_\_

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

**Signature of Traveler** [Signature] **Date** 21 July 2014

**Signature of Director** [Signature] **Date** 7/25/14

Florida's Space Coast Office Of Tourism  
430 Brevard Ave. • Suite #150 • Cocoa Village • FL 32922  
(321) 433.4470 • Fax: (321) 433.4476 • 1-877-57BEACH

6B

**Subject:** Premier Inn booking for Mr D Mckee - ADVR147687  
**From:** "Premier Inn" <donotreply@piconfirmations.co.uk>  
**Date:** 23/06/2014 11:29  
**To:** "david.mckee22@gmail.com" <david.mckee22@gmail.com>

To view this email online using your web browser [click here](#)



[premierinn.com](http://premierinn.com)

## Your booking is confirmed

6

Hello Mr Mckee

We're pleased to say we've received your details and your booking's been made. You'll find everything you need to know listed underneath.

Booking reference number: ADVR147687  
Reservation made in the name of: Mr D Mckee

### Hotel details

Horsham  
57 North Street  
Horsham  
West Sussex  
England  
RH12 1RB  
(See map below for directions)

Tel: 0871 527 8526  
Fax: 0871 527 8527

Calls cost 10p per minute + network extras

Arrival date: **After 2pm on 24/06/14**  
Departure date: **By midday on 26/06/14**  
Total number of nights: **2**

### Room details

**Guest name: Mr David Mckee**  
Type of room: Family room, non-smoking  
Guests: 1 Adult  
Room cost:

**Total room cost:**

£222.00

£222.00

### Your total

£

**New Meal Deal**  
**EVEN MORE CHOICE...**

Save upto 25% with our new meal deal. **ANY 2 courses for dinner, drink and breakfast from just £22.99**

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**Good night guarantee**  
**A GOOD NIGHT GUARANTEED**

If you don't get a good night's sleep when you stay with us, we'll give you your money back.

[Find out more](#)

**Location, location, location**

Remember, with over 650 hotels around the country, you'll always find a Premier Inn close to where you're going.

[Find out more](#)

cc

**Payment details**

You have secured your reservation by American Express. Payment is due on arrival. For our cancellation policy please see [Further Information](#) below.

**Total amount :** £222.00

**A good night guaranteed or your money back**  
At Premier Inn it really matters to us that you enjoy your stay, that's why we guarantee everything you need for a good night or your money back.



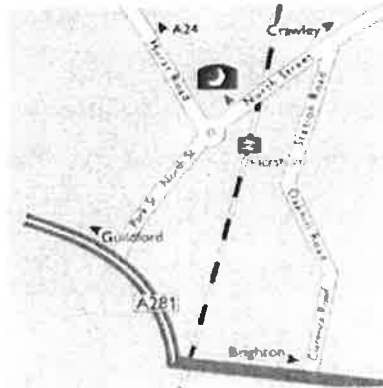
A great day starts with a Premier Inn breakfast and if you haven't booked yours, it's not too late. You can amend your booking online with Premier Flexible or book at check-in. Plus don't forget kids eat free!

[Find out more](#)

**Finding your hotel**



Located 8 miles from M23(J11). Follow signs to Horsham. The hotel is opposite the railway station. Next to the Station Beefeater.



**Hotel postcode:**  
RH12 1RB

**Co-ordinates:**  
Latitude: 51.065418  
Longitude: -0.320092

Download Sat-Nav co-ordinates for all of our hotels

[Get co-ordinates](#)

[Hotel Details](#)



For your next night away, book online for our lowest prices and exclusive Premier Offers.

[Find out more](#)

**Further information**



If you have any further queries, you may find them answered below. We also suggest that you read our full booking [terms and conditions](#) which are available on request. If you still need assistance of any kind, please visit the [help pages of our website](#), or [contact us](#).

**What happens if I need to amend or cancel my booking?**  
You can amend your booking on-line by logging into [My Premier Inn](#) or by selecting [View, amend or cancel booking](#). You must do this before 1pm on the day of your arrival via our website or by calling 0871 527 8000 (Calls cost 10p per minute + network extras). If you cancel after 1pm, unfortunately, a cancellation fee will be incurred.

A Great Night's Sleep Guaranteed

The sender of this e-mail is a member of the Whitbread group of companies, the ultimate parent of which is Whitbread PLC (company number 4120344). The company numbers of the group's principal operating subsidiaries are as follows:

Whitbread Group PLC (29423)

Whitbread Restaurants Limited (6190450)



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## Currency Converter

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Currency I Have:

**British Pound**

GBP

Currency I Want:

**US Dollar**

USD

AMOUNT:

222.00

AMOUNT:

377.478

INTERBANK +/- 0%

DATE: Jun 25, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending Tuesday, Jun 24, 2014 22:00 UTC g +/- 0%

Selling 222 000 GBP  
Buying 222 000 GBP

you get 377 478 USD  
you pay 377 515 USD

[Rate Details](#)

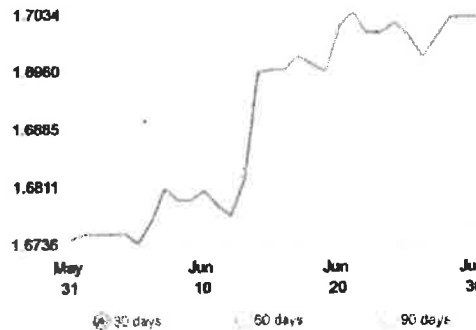
GBP/USD for the 24-hour period ending Tuesday, Jun 24, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.69652	1.69667
AVG	1.70035	1.70052
MAX	1.70316	1.70346

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

[Recent Trends](#)

GBP/USD average daily bid prices



INTERACTIVE GRAPH

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### Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world

Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your finance institution. ([Find out more about interbank rates.](#))

[Looking for the old fxConverter?](#)

7A

# AA Route Planner



1

From unnamed road, Horsham to Garland Road, East Grinstead  
**Distance: 17.8 miles | Time: 0 hr 29 min**

Road	Distance (miles)	Directions	Total (miles)
	0.00	Start out on unnamed road	0.00
<b>B2180</b>	0.03	Turn left onto Hurst Road - B2180	0.03
<b>B2195</b>	0.01	At roundabout take the 1st exit onto North Street - B2195 <b>Signposted Crawley</b>	0.04
	0.23	At roundabout take the 3rd exit onto Harwood Road - B2195 <b>Signposted Crawley</b>	0.27
	0.52	At roundabout take the 3rd exit onto Harwood Road - B2195 <b>Signposted Crawley, Gatwick Airport</b>	0.79
<b>A264</b>	1.46	At roundabout take the 2nd exit onto the A264 <b>Signposted Crawley, Gatwick Airport, M23, London</b>	2.25
	1.34	At roundabout take the 3rd exit onto the A264	3.60
	0.99	At roundabout take the 2nd exit onto the A264	4.58
	0.62	At Bewbush Manor roundabout take the 3rd exit onto the A264 <b>Signposted London, Gatwick Airport M23, East Grinstead</b>	5.21
	1.41	At Tollgate Hill Roundabout take the 2nd exit onto the A264	6.61
<b>M23</b>	0.21	At roundabout take the 2nd exit, then join the	6.82

13



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# Currency Converter

[Currency Converter](#) [Historical Exchange Rates](#) [Live Exchange Rates](#)

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

8.10

AMOUNT:

13.7511

INTERBANK +/- 0%

DATE: Jun 26, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

## GBP/USD Details

GBP/USD for the 24-hour period ending **Wednesday, Jun 25, 2014 22:00 UTC** @ +/- 0%

Selling 8 10000 GBP  
Buying 8 10000 GBP

you get 13 7511 USD  
you pay 13 7525 USD

### Rate Details

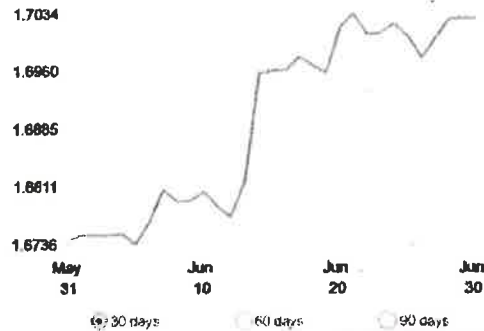
GBP/USD for the 24-hour period ending **Wednesday, Jun 25, 2014 22:00 UTC**

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.69519	1.69532
AVG	1.69767	1.69784
MAX	1.70042	1.70055

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

GBP/USD average daily bid prices



INTERACTIVE GRAPH

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## Currency Converter

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### Access currency exchange rates back to January, 1990:

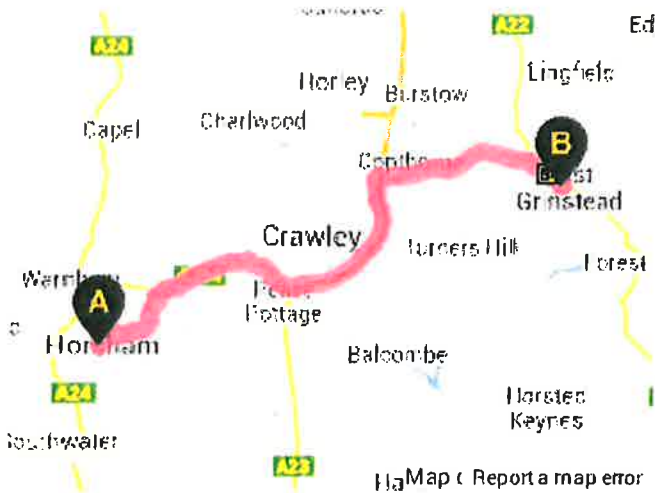
- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*)
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

[Looking for the old fxConverter?](#)



# Route Planner

70  
add 11  
Back up  
for #7




**From Copnall Way, Horsham to Garland Road, East Grinstead**  
**Distance: 18.1 miles | Time: 0 hr 30 min**

Road	Distance (miles)	Directions	Total (miles)
	0.00	<b>Start out</b> on Copnall Way	0.00
	0.02	At mini-roundabout bear left onto Copnall Way	0.02
<b>B2195</b>	0.03	At traffic signals continue forward onto Park Street - B2195 <b>Signposted Crawley, Brighton</b>	0.05
	0.33	At roundabout take the 2nd exit onto North Street - B2195 <b>Signposted Crawley</b>	0.39
	0.24	At roundabout take the 3rd exit onto Harwood Road - B2195 <b>Signposted Crawley</b>	0.63
	0.52	At roundabout take the 3rd exit onto Harwood Road - B2195 <b>Signposted Crawley, Gatwick Airport</b>	1.15
<b>A264</b>	1.46	At roundabout take the 2nd exit onto the A264 <b>Signposted Crawley, Gatwick Airport, M23, London</b>	2.61
	1.34	At roundabout take the 3rd exit onto the A264	3.95
	0.99	At roundabout take the 2nd exit onto the A264	4.94
	0.62	At Bewbush Manor roundabout take the 3rd exit	5.56

onto the A264

**Signposted London, Gatwick Airport M23, East Grinstead**



	1.41	At Tollgate Hill Roundabout take the 2nd exit onto the A264	6.97
<b>M23</b>	0.21	At roundabout take the 2nd exit, then join the M23 motorway <b>Signposted M23</b>	7.18
<b>A264</b>	4.58	Leave the M23 at junction 10, then at roundabout take the 3rd exit onto the A264 <b>Signposted East Grinstead, Eastbourne</b>	11.76
	1.03	At roundabout take the 2nd exit onto the A264 <b>Signposted Felbridge, East Grinstead, Eastbourne A22</b>	12.79
	1.48	At Dukes Head roundabout take the 2nd exit onto the A264 <b>Signposted East Grinstead, Eastbourne</b>	14.27
<b>A22</b>	2.61	At traffic signals turn right onto the A22 <b>Signposted East Grinstead, Eastbourne, Tunbridge Wells</b>	16.89
	0.61	<b>Warning: Speed Cameras along the A22</b> 	17.50
	0.45	At roundabout take the 2nd exit onto the A22 <b>Signposted Eastbourne, Tunbridge Wells</b>	17.95
	0.12	Turn right onto Garland Road	18.06
	0.05	<b>Arrive</b> on Garland Road	18.11

Section time 0:30, Total time 0:30

### AA Roadwatch

Call 84322 – get traffic and weather news in a hurry, 24 hours.

Calls from mobiles are charged at up to 65p per minute at all times. Mobile rates vary.

#### About your route

This recommended route is designed as a guide to help you get to your destination safely and easily. If you find an error or omission, please let us know (routeplannerfeedback@theaa.com) so we can correct it for future users.

Always use your mobile phone safely – park legally before dialling or checking text messages. You must not use this route in a way that interferes with your control of your vehicle, or otherwise endangers your safety or the safety of others.

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9A

# AA Route Planner



9

From Garland Road, East Grinstead to Bond Street, Macclesfield  
 Distance: 222.1 miles | Time: 3 hr 48 min

Road	Distance (miles)	Directions	Total (miles)
	0.00	Start out on Garland Road	0.00
<b>A22</b>	0.05	Turn left onto the A22	0.05
	0.10	At roundabout take the 1st exit onto the A22 Signposted London, Crawley, Gatwick Airport	0.15
	0.46	Warning: Speed Cameras along the A22 RoadPilot	0.60
	0.61	At start of motorway continue forward onto the A22 Signposted London, Crawley, M25	1.22
	1.87	At New Chapel roundabout take the 2nd exit onto the A22	3.08
	5.15	At roundabout take the 2nd exit onto the A22 Signposted London, Croydon, M25, M23	8.24
	1.04	At roundabout take the 2nd exit onto the A22 Signposted Croydon	9.28
<b>M25</b>	0.80	At Godstone Interchange roundabout take the 2nd exit, then join the M25 motorway Signposted Gatwick Airport	10.08
	2.41	Continue forward at junction 7 Signposted Watford, Heathrow Airport	12.49
	7.75	Warning: Speed Cameras along the M25 RoadPilot	20.24

AB



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# Currency Converter

9

Currency Converter    Historical Exchange Rates    Live Exchange Rates

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

99.90

AMOUNT:

169.597

INTERBANK +/- 0%

DATE: Jun 26, 2014

HELP

Rate Details

Traveler's Cheatsheet

## GBP/USD Details

GBP/USD for the 24-hour period ending Wednesday, Jun 25, 2014 22:00 UTC @ +/- 0%

Selling 99 9000 GBP  
Buying 99 9000 GBP

you get 169.597 USD  
you pay 169.614 USD

Rate Details

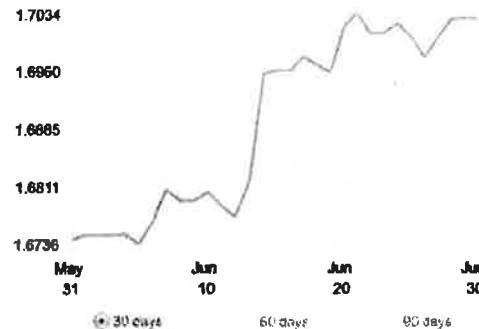
GBP/USD for the 24-hour period ending Wednesday, Jun 25, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.69519	1.69532
AVG	1.69767	1.69784
MAX	1.70042	1.70055

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources

Recent Trends

GBP/USD average daily bid prices



INTERACTIVE GRAPH

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## Currency Converter

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- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

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# AA Route Planner









*add'l  
back up  
for #9C*

**From Garland Road, East Grinstead to West Bond Street, Macclesfield**


**Distance: 222.3 miles | Time: 3 hr 49 min**

Road	Distance (miles)	Directions	Total (miles)
	0.00	<b>Start out</b> on Garland Road	0.00
<b>A22</b>	0.05	Turn left onto the A22	0.05
	0.10	At roundabout take the 1st exit onto the A22 <b>Signposted London, Crawley, Gatwick Airport</b>	0.15
	0.46	<b>Warning: Speed Cameras along the A22</b>  RoadPilot	0.60
	0.61	At start of motorway continue forward onto the A22 <b>Signposted London, Crawley, M25</b>	1.22
	1.87	At New Chapel roundabout take the 2nd exit onto the A22	3.08
	5.15	At roundabout take the 2nd exit onto the A22 <b>Signposted London, Croydon, M25, M23</b>	8.24
	1.04	At roundabout take the 2nd exit onto the A22 <b>Signposted Croydon</b>	9.28
<b>M25</b>	0.80	At Godstone Interchange roundabout take the 2nd exit, then join the M25 motorway <b>Signposted Gatwick Airport</b>	10.08
	2.41	Continue forward at junction 7 <b>Signposted Watford, Heathrow Airport</b>	12.49

99

	7.75	<b>Warning: Speed Cameras along the M25</b>  RoadPilot	20.24
	6.93	Cobham Service Area (EXTRA MSA)	27.17
	5.90	<b>Warning: Speed Cameras along the M25</b>  RoadPilot	33.07
	2.88	Continue forward at junction 12 <b>Signposted Watford and M1</b>	35.95
	7.02	Continue forward at junction 15 <b>Signposted Watford, M1, Oxford, M40, Harlow M11</b>	42.97
	2.58	<b>Warning: Speed Cameras along the M25</b>  RoadPilot	45.54
<b>M40</b>	2.63	Leave the M25 at junction 16, then merge onto the M40 <b>Signposted Birmingham, Oxford</b>	48.17
	5.23	Beaconsfield Service Area (EXTRA MSA)	53.40
	24.08	Oxford Service Area (WELCOME BREAK)	77.48
	16.77	Cherwell Valley Service Area	94.25
	23.83	Warwick Service Area (WELCOME BREAK)	118.08
	15.49	<b>Warning: Speed Cameras along the M40</b>  RoadPilot	133.57
<b>M42</b>	0.30	Keep in left hand lanes to branch left at junction 3A (end of M40), then join the M42 motorway <b>Signposted M42 (N), The North, Birmingham</b>	133.87
	0.93	<b>Warning: Speed Cameras along the M42</b>  RoadPilot	134.80
	11.07	At Junction 7a continue forward onto the M42 <b>Signposted The North West, The North East</b>	145.88
	1.86	<b>Warning: Speed Cameras along the M42</b>  RoadPilot	147.74
<b>M6 TOLL</b>	0.82	At Junction 9 continue forward onto the M6 TOLL <b>Signposted The North West, Cannock, Lichfield</b>	148.56
	15.92	Norton Canes Service Area (ROAD CHEF)	164.48
	1.41	Main Toll Plaza (Cost 5.50 Peak hours for cars)	165.89
<b>M6</b>	3.42	Continue forward onto the M6	169.31

## Signposted The North West, Stafford

	16.78	Stafford Service Area	186.08
	9.93	Keele Service Area (WELCOME BREAK)	196.01
	11.35	Sandbach Service Area (ROAD CHEF)	207.36
<b>A534</b>	0.99	Leave the M6 at junction 17, then turn right onto the A534	208.36
	1.50	At traffic signals continue forward onto the A534 <b>Signposted Congleton</b>	209.86
<b>A34</b>	4.10	At roundabout take the 2nd exit onto the A34 <b>Signposted Town Centre, Manchester</b>	213.95
	0.39	At roundabout take the 2nd exit onto the A34 <b>Signposted Town Centre, all through traffic</b>	214.35
	0.26	At Clayton-By-Pass roundabout take the 2nd exit onto the A34 <b>Signposted Town Centre</b>	214.60
	0.72	Keep in right-hand lane then bear right onto the A34 then	215.32
<b>A536</b>	0.05	branch left onto the A536 <b>Signposted Macclesfield</b>	215.37
	5.80	<b>Warning: Speed Cameras along the A536</b> 	221.18
	0.54	At traffic signals turn right onto the A536 <b>Signposted Leek</b>	221.71
	0.22	Turn left onto Crompton Road	221.93
	0.32	Turn right onto West Bond Street	222.25
	0.05	<b>Arrive</b> on West Bond Street	222.31

Section time 3:49, Total time 3:49

## AA Roadwatch

Call 84322 – get traffic and weather news in a hurry, 24 hours.  
Calls from mobiles are charged at up to 65p per minute at all times. Mobile rates vary.

### About your route

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# Ignite

**SALES & MARKETING**



# INVOICE

Thames Court, 1 Victoria Street  
Windsor, Berkshire SL4 1YB  
United Kingdom

**DATE: 01st September 2014**  
**INVOICE # 666**

**Bill To:**  
Space Coast Office of Tourism  
Brevard County TDC  
Suite 150  
430 Brevard Avenue  
Cocoa Village  
Florida FL 32922

Date \_\_\_\_\_ Vendor # \_\_\_\_\_  
P.O. # \_\_\_\_\_  
Document # \_\_\_\_\_  
Approved by  \_\_\_\_\_  
Req. # \_\_\_\_\_

**Comments or Special Instructions:** VAT Number - 718682994

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due on receipt
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
	Mailing house costs - BH&P - £323.00				\$535.68
					\$535.68
TAX RATE					
VAT					
SHIPPING & HANDLING					
<b>TOTAL</b>					<b>\$535.68</b>



Make all cheques payable to - IGNITE SALES & MARKETING LTD  
If you have any questions concerning this invoice, contact Damian O'Grady on + 44 7711 338026  
ZERO RATED VAT

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## Currency Converter

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Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

323.00

AMOUNT:

535.686

INTERBANK +/- 0%

DATE: Aug 29, 2014

HELP

Rate Details

Traveler's Cheatsheet

### GBP/USD Details

GBP/USD Details for Thursday, Aug 28, 2014 20:00:00 UTC-4:00

Selling 323.000 GBP you get 535.685 USD  
 Buying 323.000 GBP you pay 535.741 USD

#### Rate Details

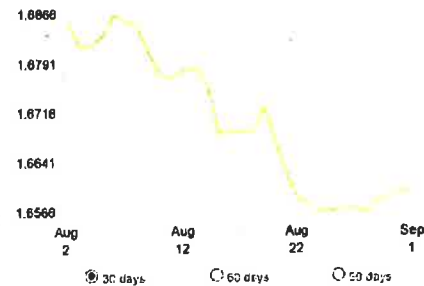
GBP/USD Details for Thursday, Aug 28, 2014 20:00:00 UTC-4:00

	Bid	Ask
SELL 1 GBP	1.65667	1.65681
AVG	1.65847	1.65864
MAX	1.66129	1.66145

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

#### Recent Trends

48h: 1.65667 to 1.66145



INTERACTIVE GRAPH



## Currency Converter

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[Looking for the old hcConverter?](#)

# INVOICE

VAT Registration No: 528 5135 44

## BH&P Direct Mail Limited

Unit 26, The io Centre, Salbrook Road, Salfords, Redhill, Surrey, RH1 5GJ, Great Britain  
Tel: 01293 785 625 Fax: 01293 785 685 Email: admin@bhpdirectmail.com

Ignite Sales & Marketing Ltd  
Thames Court  
1 Victoria Street  
WINDSOR  
Berkshire  
SL4 1YB

Invoice Date: 29-Aug-14  
Tax point: 29-Aug-14  
Our Ref: 6470/0535/20  
Your Ref: Damian O'Grady  
Payment Date: 28-Sep-14

Thank you for your order.  
Your instructions have been carried out in accordance with your requirements.

	£	p	VAT Rate	VAT	
				£	p
<u>Florida's Space Coast fulfilment for 3 months - June, July &amp; August 2014</u>					
Rental and admin of telephone line and equipment (3 Months - 50% shared)	35.	25			
Storage of pallets	0.	00			
To fulfilling telephone requests (shared cost) 0 @ £0.54 each	0.	00			
To fulfilling e-mails/FLA coupons (shared cost) 28 @ £0.42 each	11.	76			
To selecting & making up parcels 17 @ £2.35 each	39.	95			
To delivery of bulk requests (as FedEx report attached)	136.	80			
Sub total	223.	76	20%	44.	75
Postage as docketts attached. £18.50 plus individually metered post (50% share) £26.91	45.	41	20%	9.	08
Terms: 30 days from invoice date	269.	17		53.	83
<b>TOTAL DUE INCLUDING VAT</b>				<b>323.</b>	<b>00</b>

### Remittance Advice

From Ignite Sales & Marketing Ltd

Invoice Reference

6470/0535/20

Date 29-Aug-14

*PAID  
29/08/14*

**TOTAL DUE INCLUDING VAT 323.00**

Please arrange payment by BACS or

Please detach and return with your cheque to BH&P Direct Mail Ltd, Unit 26, io Centre, Salbrook Road, Redhill, RH1 5GJ Great Britain



Deliveries for BH&P Direct Mail Ltd

Page 1 of 1

Date:	Our Ref:	FedEx Consignment No.:	No of Boxes	Weight (Kg)	Comments	Company	Address 1:	Address 2:	Address 3:	Address 4:	Post Code	Country	Cost
02/06/2014	SPA0206A	6028541684	4	39		BARRHEAD TRAVEL	85 OSWALD STREET	GLASGOW			G14PA	GB	£ 23.39
02/06/2014	SPACE0206	6028549208	3 shared	21		PINPOINT COMMUNICATIONS	427 ST. DAVIDS SQUARE	LONDON			E143WQ	GB	£ 10.60
02/06/2014	SPACE0506	6028549208	8 shared	83		THOMAS COOK LTD	25 THE PARADE	SWINTON	MANCHESTER		M274BH	GB	£ 7.32
20/06/2014	SPA2006A	6037730072	4	35	B4 NOON	DAVID MCKEE	228 BOND STREET		MACCLESFIELD	CHESHIRE	SK116RG	GB	£ 31.50
24/06/2014	SPA2406B	928028570	1	11.7		LYNNE SWINNERTON	MELVERLEY	Halbog			LL11 5DQ	GB	£ 14.49
01/07/2014	SPA0107A	Direct Van	8 shared	52		MERMAID CONFERENCE & EVE PUDDLE DOCK		LONDON			EC4V 3DB	GB	£ 13.54
03/07/2014	SPA0307B	8043552868	1	8		AMERICAN & WORLDWIDE TRA	1 LONSDALE GARDENS		TUNBRIDGE WELLS	KENT	TN11NU	GB	£ 14.49
14/07/2014	SPA1407A	6048175166	1	2		BARRHEAD TRAVEL	85 OSWALD STREET		GLASGOW		G14PA	GB	£ 9.68
13/08/2014	SPA1308A	6061659582	2 shared	25		VACATIONS TO AMERICA	UNIT 2, WATERSIT STATION ROAD	HARPENDEN			AL54US	GB	£ 11.79
													£ 136.80





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**AMENDMENT TO AGREEMENT  
TOURISM DEVELOPMENT OFFICE SALES REPRESENTATIVE  
SERVICES AGREEMENT #P-ILA-1441-293010-2011-50**

THIS AMENDMENT TO AGREEMENT entered into this 30th day of MAY, 2014 by and between IGNITE SALES AND MARKETING, LTD, an English company with Registered Company Number – 04760602 (England and Wales) having its principal office at Thams Court, 1, Victoria Street, Windsor, Berkshire, United Kingdom, SL4 1YB (hereinafter called the "CONSULTANT"); and the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY."

**WITNESSETH:**

WHEREAS, the parties have previously entered into an Agreement on October 1, 2011, a copy of which is attached hereto and incorporated herein as Attachment "A"; and

WHEREAS, as provided in Section 3.a. Compensation, the COUNTY shall pay CONSULTANT a retainer fee for services rendered as follows: \$6,666.66 per month, or \$80,000 per year and up to \$18,000 for reimbursable expenses; and

WHEREAS, as provided in Section 3.a. Compensation, the COUNTY desires to provide for fluctuations in currency exchange rates.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereby agree, as follows:

SECTION 1. That Section 3. a. COMPENSATION, of that Agreement entered into between the parties October 1, 2011, and amended October 15, 2013, is amended to read:

SECTION 3. a. Compensation. As consideration for providing professional services hereunder, the COUNTY shall pay CONSULTANT a retainer fee for services rendered as follows: \$20,000 per quarter, or \$80,000 per year for Fiscal Year 2013-14, however due to currency fluctuations, the quarterly retainer may be greater than or less than \$80,000 per year.

b. As the currency between the US dollar and the UK pound fluctuates throughout the term of the contract, either party shall submit an invoice to other party to cover the differences in currency fluctuation for each quarterly payment and for reimbursable expenses. CONSULTANT shall provide the COUNTY with quarterly deposit bank statement noting the rate of exchange on deposit date(s).

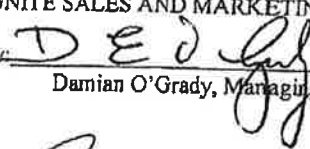
SECTION 2. That all terms and conditions of the Agreement dated October 1, 2011, and amended October 15, 2013 which is incorporated herein by this reference, not inconsistent with the provisions of this Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above written.

BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY

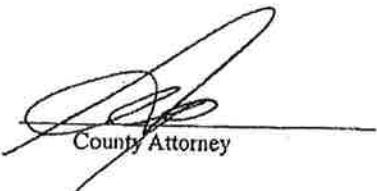
By:   
Stockton Whitten, County Manager

IGNITE SALES AND MARKETING, LTD

By:   
Damian O'Grady, Managing Director



Reviewed for form and content:

  
County Attorney



ORLANDO'S CLOSEST BEACHES  
www.VisitSpaceCoast.com

**AMENDMENT TO AGREEMENT  
TOURISM DEVELOPMENT OFFICE SALES REPRESENTATIVE  
SERVICES AGREEMENT #P-ILA-1441-293010-2011-50**

THIS AMENDMENT TO AGREEMENT entered into this 15 day of October, 2013 by and between IGNITE SALES AND MARKETING, LTD, an English company with Registered Company Number – 04760602 (England and Wales) having its principal office at Thams Court, 1, Victoria Street, Windosr, Berkshire, United Kingdom, SL4 1YB (hereinafter called the "CONSULTANT"); and the BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY."

WITNESSETH:

WHEREAS, the parties have previously entered into an Agreement on October 1, 2011, a copy of which is attached hereto and incorporated herein as Attachment "A"; and

WHEREAS, as provided in Section 2.b. Renewal and Extension, the COUNTY has the option to renew this Agreement for one additional year; and

WHEREAS, as provided in Section 2.b. Renewal and Extension, the COUNTY desires to renew this Agreement for one year through September 30, 2014. No provision for automatic renewal of this Agreement shall be effective.

WHEREAS, as provided in Section 3.a. Compensation, the COUNTY shall pay CONSULTANT a retainer fee for services rendered as follows: \$6,666.66 per month, or \$80,000 per year; and

WHEREAS, as provided in Section 3.a. Compensation, the COUNTY desires to maintain the CONSULTANT's annual fee of \$80,000 per year for FY 2013-14 for professional services.

WHEREAS, as provided in Section 3.b. Marketing Budget/Reimbursement of Expenses, the CONSULTANT shall be allowed a Marketing Budget of \$18,000 per year; and

WHEREAS, as provided in Section 3.b. Marketing Budget/Reimbursement of Expenses, the COUNTY desires to allow the CONSULTANT a Marketing Budget of \$18,000 for FY 2013-14.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereby agree, as follows:

SECTION 1. That Section 2.a. and b. of that Agreement entered into between the parties on October 1, 2011 is amended to read:

a) SECTION 2. TERM.

- a) The term of this Agreement shall commence October 1, 2011 and shall continue through September 30, 2014. Any additional services requested by the COUNTY shall be completed in accordance with applicable authorization provided by the COUNTY.
- b) Renewal and Extension. No provision for automatic renewal of this agreement shall be effective. Any renewal shall be in writing and approved by the TDC and the County Manager.

SECTION 2. That Section 3. a. COMPENSATION, of that Agreement entered into between the parties October 1, 2011 is amended to read:

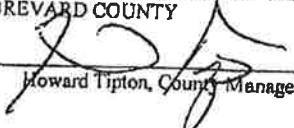
- a) SECTION 3. a. Compensation. As consideration for providing professional services hereunder, the COUNTY shall pay CONSULTANT a retainer fee for services rendered as follows: \$20,000 per quarter, or \$80,000 per year for Fiscal Year 2013-14.
- b) SECTION 3. b. Marketing Budget/Reimbursement of Expenses. For FY 13-14, the CONSULTANT shall be allowed a Marketing Budget of \$18,000 per year, hereinafter referred to as the Marketing Budget, attached hereto as Exhibit "B" and made a part hereof by this reference. The COUNTY shall reimburse out of the Marketing Budget, all reasonable and necessary, out-of-pocket expenses actually paid by the CONSULTANT in connection with, or related to, the CONSULTANT's performance of the Scope of Services under this Agreement, but only if such expenses are included in the Marketing Budget. The CONSULTANT agrees to keep travel and other business expenses to a minimum. The CONSULTANT understands and agrees that office expenses (e.g., copying, postage, courier charges, computer time, telephone toll charges

and overtime) will not be reimbursed (with the exception of pre-approved mass mailings and direct mailings which have been included in the Marketing Budget). The sums provided above shall be the only compensation to which CONSULTANT is entitled, and shall include all office overhead, employee benefits, secretarial, and other support for overhead services required by CONSULTANT for the performance of any and all duties and obligations herein set forth.

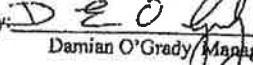
SECTION 3. That all terms and conditions of the Agreement dated October 1, 2011, which is incorporated herein by this reference, not inconsistent with the provisions of this Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above written.

BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY

By:   
Howard Tipton, County Manager

IGNITE SALES AND MARKETING, LTD

By:   
Damian O'Grady, Managing Director

*Legal issues:*  
Reviewed for form and ~~content~~:   
County Attorney

and overtime) will not be reimbursed (with the exception of pre-approved mass mailings and direct mailings which have been included in the Marketing Budget). The sums provided above shall be the only compensation to which CONSULTANT is entitled, and shall include all office overhead, employee benefits, secretarial, and other support for overhead services required by CONSULTANT for the performance of any and all duties and obligations herein set forth.

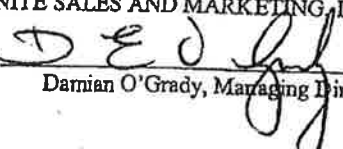
SECTION 3. That all terms and conditions of the Agreement dated October 1, 2011, which is incorporated herein by this reference, not inconsistent with the provisions of this Agreement, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above written.

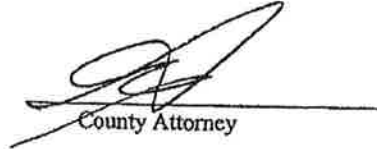
BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY

By:   
Howard Tipton, County Manager

IGNITE SALES AND MARKETING, LTD

By:   
Damian O'Grady, Managing Director

Reviewed for form and content:

  
County Attorney

## 2013-14 SCTDC European Sales & Marketing Activity plan

### January 2014

- **Florida Huddle, Palm Beach County, January 14 – 16, 2014.** Over 180 buyers, 30 Trade Media and 300 suppliers are expected to attend the 2013 show, now supported by Visit Florida, UK & Ireland will represent approximately 80% of the buyers in attendance. We know this is an excellent opportunity to meet with our wholesale partners and plan for 2014/2015.
- Post Florida Huddle Presentation to TDC Marketing Committee

### February 2014

- Follow up to Huddle and pre-planning ITB

### March 2014

- **ITB Berlin, Germany, 05 – 09 March 2014.** Europe's largest trade and consumer Travel exhibition – leverage KSC pre Big Bang Fair London with an astronaut
- Over 300 European buyers to ITB
- Partner with KSC
- **"Big Bang Fair" Birmingham – 13 – 16 March 2014.**

April 2014

- **IPW Chicago – 5 – 9 April 2014**

May 2014

- Follow up to IPW and sales calls

June 2014

- **UK Sales and PR Mission** – suggested schedule: London, Manchester, Glasgow and Ireland – Provisional dates 08 – 15 June 2014.

July 2014

- **Visit USA Press Event** – London
- 130 journalists are invited to the event, 4.00 pm through 9.00 pm; the format is high hat tables and open appointments, 7.30 pm through 8.00 pm is the VUSA awards to journalists in conjunction with Travel Trade Gazette, 8.30 pm to 9.00 pm – canapés and drinks. (*needs to be reviewed with Treva as to the value of this event as part of an integrated plan, it most likely works?*)
- **Visit USA networking event** at the Intercontinental Hotel, Park Lane, London. Over 300 wholesale and press guests attend this event, intended to celebrate 4<sup>th</sup> July. Visit Florida manage the event on behalf of Florida suppliers and ensure there is a Florida section of tables. There are normally over 100 Florida Partners and guests nearly a third of the total audience. This is a great networking opportunity and in the past has identified new wholesale customers.

## August 2014

- Sales Calls & Training Blitz

## September 2014

- **Visit Florida UK Tour Operators Advisory Lunch London – September** - 15 of the UK's top USA wholesalers get together for an informal lunch to discuss the "state of the market" and share key findings for 2013/14 and looking forward to 2015. The criteria for invite from Visit Florida is management role and preferably director level, from commercial, marketing, sales and contracting, wholesalers and airlines include Virgin Holidays, Virgin Atlantic, British Airways and BA holidays, Travel

## October 2014

- **Visit USA Ireland travel agent training – October** - the opportunity to train over 100 of Irelands top producing USA travel agents. This training opportunity takes place over a day in a "round robin" format of groups of 12 agents being trained on the SCOT product. Breakfast is provided and a sweepstake on closing with a holiday to Florida as the top prize.
- **Visit Florida Ireland Tour Operators Advisory Lunch Dublin - October** – similar format to the Visit Florida UK London event with Irish Tour Operators, airlines, press and car rental companies.
- **Tour America Ireland Consumer Travel Show – October** – the highlight of the Irish travel calendar, very well supported with over 10,000 visitors attending the one day exhibition. Live broadcasts from the Dublin based radio stations and recorded TV coverage. An excellent opportunity for SCOT to exhibit with KSC to an Irish audience.

#### November 2014

- **World Travel Market – November** – over 6,000 exhibitors and over 100,000 international buyers over a 4 day business period. SCOT will exhibit as part of the Visit Florida booth and partner with KSC.
- **Virgin Holidays** – As part of the World Travel Market weekly events, Virgin Holidays will once again be holding their partner awards evening, scheduled for the Sunday before WTM.
- **Visit Florida** – As part of the WTM exhibition, Visit Florida will hold their World Travel Market networking dinner and event, inviting Visit Florida partners and wholesalers, press and in total an audience of over 500 guests to a fun filled evening in London.

#### December 2014

- **Visit USA UK Travel Agents Training Road show** – The opportunity to meet and train over 360 specialist USA, UK Travel Agents. The road show takes place over 3 days late November early December and will visit 3 major UK Cities.
- SCOT will co share and partner with KSC on this 3 day event.
- This is a great time of year to train travel agents in what is a quite time of the season, but preparing for the major sales push in January, February and March 2015



# Other Budget Activity

2013-14 Activity - Claimed by ignite	\$18,000
Membership Visit USA UK & Ireland - TDC	\$1000
General sales & Training- TDC	\$4000
<b>Sub total</b>	<b>\$23,000</b>
<b>Co op Wholesaler Marketing</b> Tour America - Sunday World, Mail on Sunday press advertising, Ebulletin, x2 Digital Display, Social Media, Take Over Blog, Mini Brochure, Back cover Florida Brochure, Red Cow Consumer Show Funway - Florida Beaches brochure and campaign media schedule distributed: Travel Bulletin, Newsletter, Banner, Full Page Advert, Solus E-Blast, Micro site. Funway Homepage Feature, Web Banner, Landing Page, E-Blast Thomas Cook/Neckermann Reisen Double page product description in brochure, Roll Ad Truck, Facebook and social media takeover, Eblast America Unlimited Germany - Co-op advertising with Georgia, Daytona & St-Augustine mini brochure promoting and selling the destination Virgin Holidays - brochure contribution, double page in brochure, marketing support for 2014/15 brochure, Eblast, press advertising, fam trip Barrhead Travel - Marketing support - press advertising, mini brochure, landing page advertising, banner adverts THG Holidays - marketing support, local press advertising TUI Specialist - Jetsave brochure - marketing support - trade support, trade press advertising, eblast to agents, landing page banner adverts Gold Medal - new Florida brochure - marketing brochure support American Holidays Ireland - marketing support for 2014 brochure	Tour America \$12,500 Funway \$8,000 Thomas Cook \$10,000 America Unlimited \$7500 Virgin Holidays \$12,000 Barrhead Travel \$7500 THG Holidays \$1,000 TUI/Jetsave \$5000 Gold Medal \$5000 American Holidays \$7500
<b>General sales &amp; Training</b>	<b>\$4000</b>
<b>Grand Total</b>	<b>\$99,000</b>





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## Currency Converter

[Currency Converter](#) [Historical Exchange Rates](#) [Live Exchange Rates](#)

Currency I Have:

British Pound

GBP

AMOUNT

662.77

Currency I Want:

US Dollar

USD

AMOUNT

1,084.21

INTERBANK +/- 0%

DATE

Dec 6, 2013

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending **Thursday, Dec 5, 2013 22:00 UTC** (GMT + 05)

Selling 662.770 GBP  
Buying 662.770 GBP

you get 1,084.21 USD  
you pay 1,064.36 USD

[Rate Details](#)

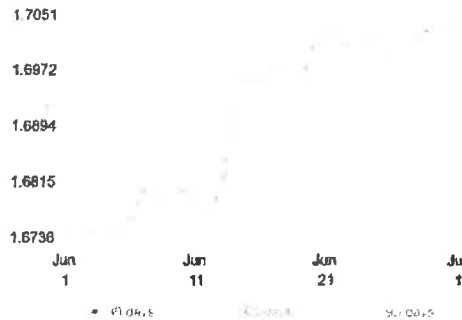
GBP/USD for the 24-hour period ending **Thursday, Dec 5, 2013 22:00 UTC**

	Bid	Ask
MIN	1.62997	1.63014
AVG	1.63510	1.63510
MAX	1.64031	1.64052

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

[Recent Trends](#)

GBP/USD average daily bid prices



[INTERACTIVE GRAPH](#)

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If you have a £250,000 portfolio, download the guide by *Forbes* columnist Ken Fisher's firm. Even if you have something else in place, this must-read guide includes research and analysis you can use right now. Don't miss it!

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## Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world.

Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
- Choose a percentage from the interbank rate list to better approximate the foreign exchange rates actually charged by your financial institution. [Find out more about interbank rates.](#)

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**TOTAL GUIDE  
FLORIDA**

**THE SPACE COAST**

Into the blue blast  
off in space shuttle  
Atlantis at the  
Kennedy  
Space Center



Airport-style security gates 'welcomed' us through to a bustling central plaza – to one side the new Angry Birds Space Encounter, a discovery centre of computer games and mazes, and beyond, the towering space shuttle *Atlantis*, a veteran of 33 missions. We joined one of the regular tours, a flotilla of slick Nasa-branded coaches fanning out from the bus station like an invading army of Cybermen in *Doctor Who*. The huge 57,000-hectare site sits incongruously at the heart of the Merritt Island National Wildlife Refuge – home to more than 500 species of wildlife. Bald eagles watched us from their telegraph-pole vantage points and alligators eyed us hungrily from the riverbanks as we trundled past.

The Kennedy Space Center Visitor Complex taught us that, while the conveyor-belt organised tours appeal to space geeks, it is the human stories behind the exhibitions that really inspire wonder in children. At Exploration Space: Explorers Wanted, for example, we watched video projections present the back-room staff who are developing future space-exploration technologies, and uncovered the challenges facing the next generation of space explorers – children like Maya who are still innocently learning their times tables and watching One Direction videos.

Most illuminating of all was lunch with a real-life astronaut, Don Thomas, a veteran of four space flights aboard the *Columbia* and *Discovery* shuttles. A hush fell over the room as Don strode in, an archetypal all-American hero, albeit a bit grey around the temples these days, with the air of someone who knows – first hand – how to spend a penny in zero gravity.

'I think everyone should have the opportunity to look out the window of a spacecraft and see the Earth below,' Don told us, in between signing autographs in his sky-blue overalls. 'It changes your perspective to contrast the pitch blackness of space with the

WE HAD SEEN A UNIVERSE FULL OF  
POSSIBILITIES THAT WE COULD  
EVER IMAGINE

reflection of the Earth's thin layer of atmosphere.' Encouraging Maya to keep up with her schoolwork and remain curious about the known limits of space, he added: 'The experience of going into space helped me see the Earth as one planet. I saw the global impact of environmental change and resolved we have to take better care.'

The trip was, of course, fun as well as educational so, when we fancied a break from space talk, we soaked up Florida's winter sunshine. Maya loved collecting shells on Cocoa Beach and splashing in the hotel pool on our lazy last afternoon. Most of all, we liked pondering our place in the universe, gazing up at the emerging stars as we demolished ice creams on the beach at dusk.

But first we had to complete our space mission. The space shuttle commander at the KSC's Shuttle Launch Experience was talking us through the simulation, explaining how we'd feel in zero gravity. The alarm, he reassured us, had been resolved and our return to Earth would now continue safely. We relaxed our grip on the bars and breathed a sigh of relief as we finally entered low-Earth orbit. The payload bay doors opened to reveal the same vision of Earth from space that had, despite years of rigorous training, stopped the astronaut Don Thomas and his contemporaries in their tracks.

We had survived the simulator, seen a universe more full with possibilities than we could ever imagine, and stepped safely back onto *terra firma*. It was one small step for man, one giant leap for fathers and their daughters.

**TOTAL GUIDE  
FLORIDA  
THE SPACE COAST**

Strike a pose: Ifeguar on Cocoa Beach. Opposite, clockwise from top left, thumbs u from Maya an spaceman董董 sunrta on Cocoa Beach; Davi and Moya pos at the KS provide projections reveal th secrets of space 17



**Get me there**

**Admission to the Kennedy Space Center Visitor Complex** (00 1 866 737 5235, kennedy.spacecenter.com) costs £31 per adult, £25 per child; lunch with an astronaut, plus admission is £49 per adult, £35 per child. **DialAFlight** (0844 811 4444, dialaflight.com) has flights to Orlando from Manchester and Gatwick from £540 return. Or try **skyscanner.net**. **FloridaCarHire.com** (0845 680 7479, floridacarhire.com) has car hire from the airport from £24 per day. Or try **Hertz** (0843 309 3099, hertz.co.uk).

**Four Points by Sheraton at Cocoa Beach** (00 1 321 783 8717, fourpointscocoabeach.com) has doubles from £55, room only.

**Virgin Holidays** (0844 557 3870, virginholidays.co.uk) has seven nights at a three-star resort in Cocoa Beach from £779pp, room only, including flights from Gatwick and car hire. Or try **Thomson** (0871 231 4691, thomson.co.uk).

See [visitspacecoast.com](http://visitspacecoast.com)

**MORE OUT-OF-THIS-WORLD ADVENTURES**

**Experience zero gravity, Cape Canaveral**

Take a flight in *Zivko*, a modified Boeing 721 that flies in parabolic arcs to give you eight full minutes of complete weightlessness. It's pricey but you can bring that Buzz Aldrin and Stephen Hawking have been, too. From £5,750pp, [gozero.com](http://gozero.com).

**Train to be an astronaut, KSCE**

Designed by veteran NASA astronauts, the Astronaut Training Experience will satisfy those lingering childhood dreams. A half-day involves training on spaceflight simulators, before taking over mission control and simulating a full space exploration shuttle mission. From £1,120, [kennedyspacecenter.com](http://kennedyspacecenter.com).

**Watch a little launch, Cape Canaveral**

At least once a month NASA sends a shuttle into space from the launch sites around Cape Canaveral, and the Kennedy Space Center offers the best seats in the house (included in admission to KSC). Or watch for free on the beaches surrounding Cape Canaveral on Cocoa Beach Pier or from the banks of the Indian River. See [spacecoastlaunches.com](http://spacecoastlaunches.com).



**Ride Space Mountain, Disney's Magic Kingdom**

Blast off in your own rocket into deepest, darkest space on Disney World's coaster. Watch out for stray meteors as you fly past satellites and shooting stars. Seven-day *Disney Parks* ticket from £278 per adult, [disneyworld.disney.go.com](http://disneyworld.disney.go.com).

**Survive an alien attack, Universal Studios Orlando**

Move through dark, alien-infested New York as a trained *Men in Black* agent on this spinning interactive ride, based on the films. Use your laser gun to shoot aliens and save the city. *Fourteen Day Universal* ticket from £126 per adult, [universalandia.com](http://universalandia.com). *Emma Brisdon*.

PHOTOGRAPHS GETTY, SUPERSTOCK

B

TRAVEL EXPENSE REPORT  
UK and German FAM

FUND N/A COST CENTER N/A GL ACCOUNT N/A

NAME Damian O'Grady

PERSONNEL # N/A

(If Applicable)

MAIL STOP # PHONE EXT  
N/A N/A

INTERNAL ORDER # GRANT #  
N/A N/A

DATE	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	MEALS	GBP	PER DIEM, LODGING & INCIDENTAL EXPENSES AMOUNT	TYPE	
01/09/14	Cocoa Beach	Aztec Restaurant				\$28.37			dinner	#1
01/10/14	Cocoa	Thai Restaurant				\$10.02			lunch	#2
01/11/14	Cocoa	Thai Restaurant taxi				\$16.47			dinner	#3
01/17/14	Uk and German FAM	DoubleTree						\$12.00	taxi	#4
01/18/14	Uk and German FAM	DoubleTree Restaurant						\$42.78	entertainment	#5
01/19/14	Uk and German FAM	DoubleTree Restaurant				\$15.73			breakfast	#6
										#7
										#8
										#9
										#10
										#11
										#12
										#13
										#14
										#15
										#16
										#17
										#18
										#19
										#20
MILES				0.00	0.00					
REIMB RATE					0.565					
MILEAGE REIMB				\$0.00	\$70.59			\$54.78		TOTAL EXP. \$125.37
LESS PURCHASING CARD CHARGES (COPIES OF RECEIPTS ATTACHED)										
LESS CLASS C MEALS (PAY THROUGH PAYROLL)										
LESS ADVANCE RECEIVED RECEIPTS ATTACHED										
NET AMOUNT DUE										\$125.37

Please note expenses being deducted from travel expense report for verification by indicating proper number next to expense listed. \*\*

- Received an advance and needs to be deducted from total
- Charged on purchasing card and needs to be deducted from total
- Class C meals are paid through payroll and needs to be deducted from total

I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties; attendance at a conference or convention was directly related to official duties of the County; any meals or lodging included in a registration has been deducted from this travel claim; and this claim is true and correct in every material matter and same conforms in every respect with the requirements of the travel procedure.

ADDRESS FOR REIMBURSEMENT TRANSMITTAL

TRAVELER'S SIGNATURE D E O'Grady TITLE \_\_\_\_\_

CITY OF RESIDENCE UK OFFICIAL HEADQUARTERS  
DATE \_\_\_\_\_

Pursuant to the travel procedure, I hereby certify or affirm that to the best of my knowledge the above travel was on official County business and was performed for the purpose (s) stated above

DEPUTY COUNTY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZING AUTHORITY \_\_\_\_\_

2

Thai Thai Village Restaurant and Sushi Bar  
100 Harrison Street 101  
Cocoa, FL 32922  
ph 321-631-8228

Guest Check  
Thank you for visiting Thai Thai Village  
Thai Restaurant and Sushi Bar

TABLE: Main Dining - 1 Guest  
Your server was MIKE  
1/10/2014 2:38:59 PM - ID #: 0136357

ITEM	QTY	PRICE
Diet Coke	1	\$1.50
L13 Ginger	1	\$7.95
- Chicken		
Subtotal		\$9.45
Total Taxes		\$0.57
Grand Total		\$10.02
Amount Due:		\$10.02
		10.02

Thank you. Please come again!  
Guest Check

3

Thai Thai III Thai Restaurant and Sushi Bar  
8660 Astronaut Blvd Ste 108  
Cape Canaveral, FL 32920  
ph 321-784-1561

Guest Check  
Thank you for visiting Thai Thai III Thai  
Restaurant and Sushi Bar

TABLE: Main Dining 5 - 1 Guest  
Your server was MATTHEW  
1/11/2014 9:26:13 PM - ID #: 0149006

ITEM	QTY	PRICE
Curry: Chicken	1	\$13.95
- 46 Red Curry		
BROWN RICE/MEAL	1	\$1.00
Ising Tao	(2@4.00)	\$8.00
Subtotal		\$22.95
Total Taxes		\$1.38
Grand Total		\$24.33
Amount Due:		\$24.33
		24.33

Thank you. Please come again!  
Guest Check

\$16.47

need foll receipt. - send MEMO

1

AZTECA II MEXICAN  
1600 N ATLANTIC AVE  
COCCA BEACH FL 32931  
321-784-1188

Terminal ID : 01080904  
01/09/14 7:27 PM  
Server ID: 1 *DUNNAR*  
AM EXPRESS  
REF#: 269 AUTH #: 547943  
SALE BATCH #: 201  
AMOUNT \$25.33  
TIP 3.00  
TOTAL 28.37

APPROVED  
CUSTOMER COPY

4

Date: *10* 17 JAN 14  
Received the sum of \$12.00  
Signed: *taxi*

**Ignite**  
SALES & MARKETING

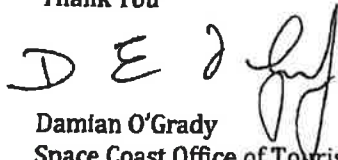
#113

May 1, 2014

To whom it may concern.

Please accept this memo for my dinner January 9, 2104 \$28.37 at Azteca II Mexican Restaurant. I have lost the original detail copy.

Thank You



Damian O'Grady  
Space Coast Office of Tourism Europe  
Ignite Sales & Marketing

#5&6



2080 N. Atlantic Avenue • Cocoa Beach, FL 32931  
 Phone (321) 783-9222 • Fax (321) 799-3234  
 For reservations across the nation  
 www.cocobeachdoubletree.com or 1-800-222-TREE

**Name & Address**

O'GRADY, DAMIAN  
 8 ST ANDREWS CLOSE  
 BERKSHIRE - XXXXX  
 GREAT BRITAIN

Room 309/ND2BN  
 Arrival Date 1/17/2014 10:44:00 AM  
 Departure Date 1/19/2014 2:03:00 PM

Adult/Child 1/0  
 Room Rate 138.00  
 Rate Plan: LV7  
 HH # 864121759 BLUE  
 AL: BA #20668924  
 Car:

*Folio*

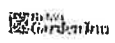
Confirmation Number: 80403768

5/1/2014 Page: 1



DATE	REFERENCE	DESCRIPTION	AMOUNT
1/18/2014	2257422	3 WISHES LOUNGE	\$47.78
1/19/2014	2257745	AX *4004	(\$47.78)
1/19/2014	2257776	3 WISHES RESTAURANT	\$15.73
1/19/2014	2257814	AX *4004	(\$15.73)
		**BALANCE**	\$0.00

VA  
 WASH DC  
 2014



ACCOUNT NO.  
AX \*4004

CARD MEMBER NAME  
O'GRADY, DAMIAN

ESTABLISHMENT NO. & LOCATION      ESTABLISHMENT ADDRESS TO TRANSFER TO CARD (SEEK FOR EASY ID)

CARD MEMBER'S SIGNATURE  
X

DATE OF CHARGE      FOLIO NO./CHECK NO.  
1/19/2014      377640 A

AUTHORIZATION 160047      INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT      -63.51

MEMBERSHIP AND AIR SERVICES PURCHASED ON THIS CARD SHALL NOT BE REBILLED OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

DoubleTree Cocoa

\*\*\*\*\*

2080 N Atlantic Ave  
Cocoa Beach, FL 32708  
(321) 783-9222

240 Robert H

-----  
Chk 7132 Jan18'14 11:32P Gst 0  
-----

1 BACARDI SILVER	7.50
1 SMIRNOFF	7.00
1 HEINEKEN	5.00
1 MILLER LT	4.00
1 TANQ	8.00
1 GL HOUSE MERLOT	4.75
18 %	
18% Gratuity	6.53
Charge Tip	3.00
309 OGRADY/DAMIA	
Room Charge	41.18

*36.25*

Subtotal	36.25
Service Chrg	<del>11.53</del>
Payment	<del>47.78</del>

-----240 Check Closed-----  
-----Jan18'14 11:33PM-----

DoubleTree Cocoa

\*\*\*\*\*

2080 N Atlantic Ave  
Cocoa Beach, FL 32708  
(321) 783-9222

240 Robert H

-----  
Chk 7132 Jan18'14 11:32P Gst 0  
-----

1 BACARDI SILVER	7.50
1 SMIRNOFF	7.00
1 HEINEKEN	5.00
1 MILLER LT	4.00
1 TANQ	8.00
1 GL HOUSE MERLOT	4.75
18 %	
18% Gratuity	6.53
Subtotal	36.25

11:32PM Total

42.78

\*\*\*ROOM CHARGE INFO ONLY\*\*\*

TIP: 5.00

TOTAL: 47.78

ROOM # 309

PRINT: O Gray

SIGN: D E D G N

*1800 tip already added  
add'l \$5 -  
not allowed!*

*(Handwritten mark: \$5B)*

HSC

### Florida Huddle FAM Attendee's

revised 5/2/2014  
11:35 AM

	Company	First	Last	Country
*	1 Thomas Cook AG (Neckermann Reisen)	Yvonne	Schmidt	DE
	2 FTI Touristik	Bettina Ulrike	Stelzenmueller	DE
*	3 America Unlimited	Timo	Kohlenberg	DE
	4 DIAMIR Erlebnisreisen	Jacqueline	Janew	DE
	5 FVW / Travel Talk	Iris Marisa	Koepke	DE
	6 TourConsult International	Nora	Baumann	DE
	7 Sunwave	Ralph	Benecke	DE
	8 Art of Travel	Marco	Auber	DE
*	9 VISIT FLORIDA Germany / Lieb Management	Christiane	Gerber	DE
	10 American Sky	Geoff	Dobson	UK
	11 Tour America	Liz	Wright	Ireland
	12 America As You Like It	Maggi	Smit	UK
	13 Comsos Holidays	Neil	Garner	UK
	14 TUI Specialist	Suzanne	Harvey	UK
	15 TUI Specialist	Rachel	McAneny	UK
	16 VISIT FLORIDA	Colin	Brodie	UK
	17 Space Coast & KSC	Damian	O'Grady	UK
	18 Space Coast & KSC	David	McKee	UK
	19 VISIT FLORIDA	Ashley	Abney	USA
	20 Kalina Person	TDO		
	21 Rob Varley	TDO		
	22 need name	Canaveral Port		
	23 Bob Baugher	TDC board		
	24 Tom Williamson	TDC board		

Drinks in Zwishes Lounge





**Memorandum**

**Date:** May 19, 2014  
**To:** Finance   
**From:** Nola Copeland  
Accounting & Marketing Secretary

To whom it may concern.

Page & Moy Leicester are a UK wholesaler who sell tickets to KSC for their motor coach tours, this is a mileage charge for a meeting with Emily Leggit on January 10, 2014 regarding adding the Space Coast area for an overnight hotel stop on one of their bus tours.

164 (round trip) X .45ppm = £73.80 converts to \$121.45

#9  
Mileage for  
Pass & Motel  
Leicester

ENGLISH ▼ SEARCH

BY OANDA OANDA

Currency Converter

## Currency Converter

Currency Converter | Historical Exchange Rates | Live Exchange Rates

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

73.80

AMOUNT:

121.452

INTERBANK +/- 0%

DATE: Jan 10, 2014

HELP

Rate Details | Traveler's Cheatsheet

### GBP/USD Details

GBP/USD for the 24-hour period ending Thursday, Jan 9, 2014 22:00 UTC @ +/- 0%

Selling 73.8000 GBP

Buying 73.8000 GBP

you pay 121.468 USD

#### Rate Details

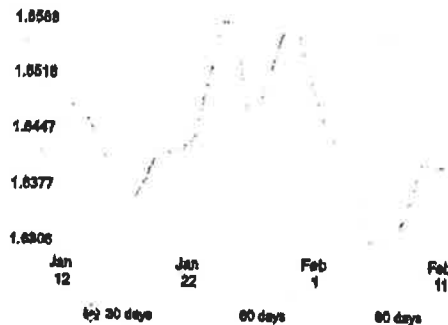
GBP/USD for the 24-hour period ending Thursday, Jan 9, 2014 22:00 UTC

	Bid	Ask
MIN	1.64404	1.64424
AVG	1.64591	1.64591
MAX	1.64065	1.64065

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

#### Recent Trends

GBP/USD average daily bid prices



INTERACTIVE GRAPH

TRY ALSO...  
Mobile Currency APP  
Exchange Rate Feed/API

Safari Power Server  
Click to Start Flash  
Plug-in



## Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the trustworthy foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world.

Access currency exchange rates back to January, 1999:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. (Find out more about interbank rates.)

Looking for the old fxConverter?

# AA Route Planner



Map data ©2014 GeoBasis-DE/BI Report a map error

**From Bond Street, Macclesfield to London Road, Leicester**

**Distance: 88.6 miles | Time: 1 hr 51 min**

Road	Distance (miles)	Directions	Total (miles)
	0.00	Start out on Bond Street	0.00
<b>A536</b>	0.09	Turn right onto the A536	0.09
	0.34	At traffic signals turn left onto the A536 <b>Signposted Congleton</b>	0.43
	0.54	Warning: Speed Cameras along the A536 <b>RoadPilot</b>	0.97
<b>A34</b>	5.81	Continue forward onto the A34	6.78
	0.69	At Clayton-By-Pass roundabout take the 2nd exit onto the A34 <b>Signposted Newcastle</b>	7.47
	0.26	At roundabout take the 3rd exit onto the A34 <b>Signposted Newcastle</b>	7.73
	0.38	At roundabout take the 1st exit onto the A34 <b>Signposted Newcastle</b>	8.11
	5.40	At traffic signals continue forward onto the A34 <b>Signposted Newcastle</b>	13.51
	0.99	Warning: Speed Cameras along the A34 <b>RoadPilot</b>	14.50
	1.11	At roundabout take the 1st exit onto the A34 <b>Signposted Newcastle-under-Lyme</b>	15.60
<b>A500</b>	0.17	At roundabout take the 2nd exit, then merge onto the A500	15.77

		<b>Signposted Stoke</b>	
<b>A50</b>	6.24	Branch left, then at Sideway roundabout take the 1st exit onto the A50 <b>Signposted Uttoxeter, Derby</b>	22.01
	6.13	At roundabout take the 2nd exit onto the A50 <b>Signposted Uttoxeter, Derby</b>	28.14
	8.66	At roundabout take the 2nd exit onto the A50 <b>Signposted Derby</b>	36.80
	0.85	At roundabout take the 2nd exit onto the A50 <b>Signposted Derby</b>	37.65
	4.74	At roundabout take the 2nd exit onto the A50 <b>Signposted Burton</b>	42.40
	7.76	Derby with Burton Service Area (EXTRA MSA)	50.15
	8.94	Derby Service Area (WELCOME BREAK)	59.09
	2.97	Keep in right hand lane to continue forward onto the A50 <b>Signposted M1 South, Leicester, East Midlands Airport</b>	62.07
	0.10	At Warren Lane Roundabout take the 2nd exit onto the A50 <b>Signposted All Routes</b>	62.16
<b>M1</b>	0.95	At roundabout take the 4th exit, then join the M1 motorway <b>Signposted London</b>	63.11
	10.45	Leicester (Markfield) Service Area (Junction 22)	73.56
	7.17	Leicester Forest East Service Area (WELCOME BREAK)	80.73
<b>A5460</b>	1.16	Leave the M1 at junction 21, then at roundabout take the 1st exit onto the A5460 <b>Signposted Fosse Park, Leicester</b>	81.89
<b>A563</b>	0.48	Branch left, then at roundabout take the 1st exit onto the A563 <b>Signposted Ring Road, Leicester South and East</b>	82.38
	0.62	At Fosse Park Junction continue forward onto the A563 <b>Signposted Outer Ring, Leicester South and East</b>	82.99
	1.94	At Pork Pie roundabout take the 3rd exit onto the A563 <b>Signposted Ring Road, Leicester East</b>	84.93
	0.55	At Windley Road Roundabout take the 2nd exit	85.48

onto the A563

**Signposted Ring Road, Leicester East**

	0.64	At traffic signals continue forward onto the A563 <b>Signposted Outer Ring, Leicester East</b>	86.12
<b>A6</b>	1.01	At roundabout take the 1st exit onto the A6 <b>Signposted Leicester</b>	87.13
<b>A6</b>	0.75	At traffic signals continue forward <b>Signposted City Centre</b>	87.88
	0.69	Arrive on London Road	88.57

Section time 1:51, Total time 1:51

### AA Roadwatch

Call 84322 – get traffic and weather news in a hurry, 24 hours.

Calls from mobiles are charged at up to 65p per minute at all times. Mobile rates vary.

#### About your route

This recommended route is designed as a guide to help you get to your destination safely and easily. If you find an error or omission, please let us know ([routeplannerfeedback@theaa.com](mailto:routeplannerfeedback@theaa.com)) so we can correct it for future users.

Always use your mobile phone safely – park legally before dialling or checking text messages. You must not use this route in a way that interferes with your control of your vehicle, or otherwise endangers your safety or the safety of others.

No representation is made or guarantee given as to the content or usability of these directions. TheAA.com and its suppliers assume no responsibility for any loss or delay resulting from use of these directions.

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BREVARD COUNTY  
TRAVEL EXPENSE REPORT

NAME David McKee

FUND N/A

COST CENTER N/A

GL ACCOUNT N/A

PERSONNEL # N/A

(if Applicable)

MAIL STOP # N/A PHONE EXT. N/A

INTERNAL ORDER # N/A

GRANT # N/A

DEPARTMENT N/A

MAP MILEAGE CLAIMED

VICINITY MILEAGE CLAIMED

MEALS

GBP

PER DIEM, LODGING & INCIDENTAL EXPENSES AMOUNT

TYPE

DATE MO/DAY	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	MEALS	GBP	PER DIEM, LODGING & INCIDENTAL EXPENSES AMOUNT	TYPE
12/10/13	Virgin Atlantic-Manchester UK- Orlando & return	Florida Huddle Pre & Post						\$2,884.34	
1/10/14	depart Manchester, England to Orlando		11:15 AM						
1/11/14	arrive Orlando		3:40 PM						
1/12/14	no charges								
1/13/14									
1/14/14	Orlando to Cocoa Beach to West Palm Beach	Marriott W Palm Beach On K Person credit card						\$219.00	Hotel
1/15/14		Marriott W Palm Beach On K Person credit card						\$219.00	Hotel
1/16/14		Marriott W Palm Beach On K Person credit card						\$219.00	Hotel
1/17/14		Marriott W Palm Beach On K Person credit card						\$219.00	Hotel
1/18/14	West Palm Beach to Cocoa Beach								
1/19/14									
1/20/14	Cocoa Beach to Orlando	Race Trac-rental car fuel						\$50.00	gas
1/21/14									
1/22/14	depart Orlando for Manchester, England	Alamo Car Rental	6:30 PM					\$496.49	
	arrive Manchester, England		7:20 AM						
	Car Park-Manchester Airport			0.00	0.00			\$51.24	Parking
			MILES	0.00	0.00				
			REIMB RATE		0.565				
			MILEAGE REIMB	\$0.00	\$0.00	\$0.00		\$4,690.02	TOTAL EXP.
			LESS ADVANCE RECEIVED (RECEIPTS ATTACHED)						
			LESS PURCHASING CARD CHARGES (COPIES OF RECEIPTS ATTACHED)						876.00
			LESS CLASS C MEALS (PAY THROUGH PAYROLL)						
			NET AMOUNT DUE					\$3,814.02	

Please note expenses being deducted from travel expense report for verification by indicating proper number next to expense listed. \*\*

- 1 - Received an advance and needs to be deducted from total
- 2 - Charged on purchasing card and needs to be deducted from total
- 3 - Class C meals are paid through payroll and needs to be deducted from total

I hereby certify or affirm that above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties; attendance at a conference or convention was directly related to official duties of the County; any meals or lodging included in a registration has been deducted from this travel claim; and this claim is true and correct in every material matter and same conforms in every respect with the requirements of the travel procedure.

ADDRESS FOR REIMBURSEMENT TRANSMITTAL N/A

TRAVELER'S SIGNATURE [Signature] TITLE N/A

CITY OF RESIDENCE \_\_\_\_\_ OFFICIAL HEADQUARTERS N/A  
DATE \_\_\_\_\_

Pursuant to the travel procedure, I hereby certify or affirm that to the best of my knowledge the above travel was on official County business and was performed for the purpose (s) stated above.  
DEPUTY COUNTY MANAGER \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURE OF \_\_\_\_\_  
AUTHORIZING AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_

TRAVEL EXPENSE REPORT

PERSONNEL # N/A

MAIL STOP # PHONE EXT. N/A N/A

FUND N/A

COST CENTER N/A

GL ACCOUNT N/A

DEPARTMENT N/A

INTERNAL ORDER # N/A

GRANT # N/A

(If Applicable)

DATE MO/DAY	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	DEPARTURE HOUR OF	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	MEALS	GBP	PER DIEM, LODGING & INCIDENTAL EXPENSES AMOUNT	TYPE
12/10/13	Virgin Atlantic-Manchester UK- Orlando & return	Florida Huddle Pre & Post	11:15 am				\$1,742.44	\$2,864.34	
1/10/14	depart Manchester, England to Orlando		3:40 pm			\$19.00			Dinner
1/11/14	arrive Orlando					\$38.00			B/L/D
1/12/14	no charges								
1/13/14	Orlando to Cocoa Beach to West Palm Beach					\$6.00			Breakfast
1/14/14		Marriott W Palm Beach On K Person credit card				\$11.00		\$219.00	Lunch-Hotel
1/15/14		Marriott W Palm Beach On K Person credit card				\$25.00		\$219.00	B/D-Hotel
1/16/14		Marriott W Palm Beach On K Person credit card				\$19.00		\$219.00	Dinner-Hotel
1/17/14		Marriott W Palm Beach On K Person credit card				\$6.00		\$219.00	(no meals-Hotel)
1/18/14	West Palm Beach to Cocoa Beach								Breakfast
1/19/14									no meals
1/20/14	Cocoa Beach to Orlando	Race Trac-rental car fuel				\$38.00		\$50.00	B/L/D- gas
1/21/14						\$6.00			Breakfast
1/22/14	depart Orlando for Manchester, England	Alamo Car Rental	6:30 pm				\$496.49		no meals
	arrive Manchester, England		7:20 am						B/L
	Car Park-Manchester Airport						\$81.24	\$84.23	Parking
				0.00	0.00				
				0.595					
				\$0.00	\$181.00			\$4,690.02	TOTAL EXP
								\$4,871.02	

ADDRESSOR REIMBURSEMENT TRANSMITTAL N/A

TRAVELER'S SIGNATURE *[Signature]* TITLE

CITY OF RESIDENCE DATE 15 AUGUST 2014 OFFICIAL HEADQUARTERS N/A

NET AMOUNT DUE \$3,995.02  
 - (181.24)  
 \$3,814.02  
 correct amt.

Please note expenses being deducted from travel expense report for verification by indicating proper number next to expense listed.  
 1 - Received an advance and needs to be deducted from total  
 2 - Charged on purchasing card and needs to be deducted from total  
 3 - Class C meals are paid through payroll and needs to be deducted from total

Per Diem	B	L	D	
Brevard	6.00	11.00	19.00	
Orlando	48.78	47.62	28.32	
W. Palm Beach	47.66	48.38	32.16	
01/10/14			19.00	19.00 Orlando
01/11/14	6.00	11.00	19.00	36.00 Orlando
01/12/14	0.00	0.00	0.00	no meals claimed
01/13/14	6.00			6.00 Orlando
		11.00		11.00 Brevard
01/14/14	6.00		19.00	25.00 W. Palm Beach
01/15/14			19.00	19.00 W. Palm Beach
01/16/14	0.00		0.00	no meals claimed
01/17/14	6.00			6.00 W. Palm Beach
01/18/14	0.00	0.00	0.00	no meals claimed
01/19/14	6.00	11.00	19.00	36.00 Brevard
01/20/14	6.00			6.00 Brevard
01/21/14	6.00	11.00		17.00 Orlando
	42.00	44.00	96.00	181.00

*(Signature)*

15 AUGUST 2014



# Palm Beach County, Florida January 14 - 16, 2014

PRESENTED BY VISIT FLORIDA

## Event Schedule

### Tuesday, January 14th

- 9:00 am - 6:00 pm Registration and Information Desk Open
- 12:00 pm - 5:00 pm Exhibitor move-in
- 12:00 pm - 5:00 pm Media Lounge set-up
- 4:00 pm - 5:00 pm "How to Huddle"  
Florida Huddle Orientation
- 5:30 pm - 6:30 pm VIP Reception (Invitation only)  
Buyers, media and sponsors invited to attend. Location TBD
- 6:30 pm - 9:30 pm OPENING GALA at The Breakers Palm Beach

### Wednesday, January 15th


- 7:30 am - 5:00 pm Registration and Information Desk Open
- 8:00 am - 5:00 pm Media Lounge Open
- 8:00 am - 9:30 am Kick-off Breakfast
- 9:30 am - 9:45 am Scheduling Session  
Buyers in Booths
- 9:45 am - 10:00 am Scheduling Session  
Suppliers in Booths
- 9:30 am - 4:45 pm Huddle Hub Open
- 9:30 am - 12:00 pm Appointments
- 12:00 pm - 1:30 pm Lunch
- 1:30 pm - 4:45 pm Appointments
- 2:00 pm - 3:00 pm Press Conference
- Evening Open Night to discover and enjoy  
The Palm Beaches & Boca Raton

## Thursday, January 16th

7:00 am	- 8:00 pm	<b>2nd Annual Visit St.Petersburg/Clearwater Huddle Fun Run</b>
		Runners and walkers <a href="#">Click Here to sign up!</a>
		<b>Breakfast</b>
8:00 am	- 9:00 am	<b>Showfloor</b>
8:00 am	- 4:45 pm	<b>Huddle Hub Open</b>
8:00 am	- 4:45 pm	<b>Media Lounge Open</b>
10:00 am	- 12:00 pm	<b>Appointments</b>
12:00 pm	- 1:30 pm	<b>Lunch</b>
1:30 pm	- 4:30 pm	<b>Appointments</b>
		<b>EVENING EVENT</b>
6:30 pm	- 9:30 pm	<b>West Palm Beach</b>

David McKee  
Fwd: Virgin Atlantic Airways Booking Confirmation - DLFZR  
10 December 2013 10:57  
David McKee

1-A



The image shows the top section of an email, featuring the Virgin Atlantic logo in blue and a navigation menu with buttons for 'BOOK FLIGHTS', 'BOOK HOTEL', 'BOOK CAR HIRE', 'FLYING CLUB', 'ONLINE CHECK IN', and 'MY BOOKING'. Below the menu is a photograph of an airplane cabin interior with passengers seated.

Thanks for booking with Virgin Atlantic, your flight details are below. Pretty soon you'll be jetting off, but first here's your booking reference: **DLFZR**

**Please note this e-mail is just to confirm your order. Your e-ticket will be issued and sent separately in the next 24 hours.**

**ESTA SCHEME:**

An ESTA, (Electronic System for Travel Authority), is required for all passengers travelling to the USA or Puerto Rico, under the Visa Waiver Programme.

An ESTA must be completed online, at least 72 hours in advance of your journey. You can choose to apply directly with US Homeland Security, at a charge of \$14.

Or receive 2 miles per £1 spent when you process your ESTA with our partner VisaCentral. In addition, receive live assistance, email confirmation on ESTA approval and a passport validity check to ensure all documentation is in order for your trip for a £16 service fee.

For more information, please visit our [ESTA website](#)

**MACHINE READABLE PASSPORT:**

Passengers travelling to or from the USA MUST be in possession of a Machine Readable Passport. These can generally be identified by two lines of computer code printed at the bottom of the page that contains the passport holder's personal details. Travellers not in possession of machine readable passports will be required to apply for either B-1 (business) or B-2 (tourist) visa or apply for a new passport (this is regardless of whether your original is still valid). Please contact your local embassy or consulate for more details. If a passenger is not in possession of either a MRP or a valid visa entry to the USA they will be denied boarding.

Unfortunately this booking does not entitle you to a complimentary chauffeur driven car.

Looking forward to seeing you onboard.

Please check in at least 45 minutes prior to departure of our UK routes and 60 minutes for our long haul routes. Please note: Our check in facilities will close 60 minutes prior to the scheduled departure time of the flight.

1-B

**Departure Airport**

Check In: MANCHESTER, MANCHESTER, Terminal 2  
Arrival: ORLANDO, ORLANDO, Terminal A

**Return Airport**

Check In: ORLANDO, ORLANDO, Terminal A  
Arrival: MANCHESTER, MANCHESTER, Terminal 2

1 Adult:	GBP 1,270.00 each
Taxes, fees, charges and Carrier imposed surcharges:	GBP 446.89
Credit card fee	GBP 25.75
Total:	GBP 1,742.44

As a member of Flying Club you will earn 11616 miles and 8 tier point(s) once you have flown. Please note miles will not appear in your account until 7 days after you complete your journey. Remember to present your Flying Club card at check-in! Please note child and infant fares do not earn Flying Club miles, unless the child passenger is linked to a Flying Club Gold family account. This is not applicable to our codeshare flights.

You may cancel your booking without penalty within 24 hours of making your reservation as long as that reservation is made one week or more prior to a flight's scheduled departure. Please call the contact number to cancel the booking.

**Cardholder:** Mr David McKee  
**Card Number:** XXXX XXXX XXXX 6203  
**Expiry Date:** 1/15  
**Billing Address:** 228, Bond Street, MACCLESFIELD, Cheshire, SK11 6RG, United Kingdom  
**Email:**

As you chose to pay using a credit card we have added a credit card surcharge of 1.50% per ticket to your booking.

Please note once full payment has been received by Virgin Atlantic you will be emailed an e-ticket receipt, which will be sent within 24 hours to the email address provided. If your credit or debit card is declined for any reason we will email you to request alternative payment. This is a confirmed booking, however if we do not receive payment in full we reserve the right to cancel your booking and collect a cancellation fee. The e-ticket receipt must be printed out and taken to airport Check In on the day of departure, along with the appropriate travel documents.

**Outbound**

**Changes** Any time charge gbp 100.00.

**Cancellations** Any time ticket is non-refundable.

**Min stay** Travel from last stopover must commence no earlier than the first sun after departure of the outbound transatlantic sector.

**Max stay** Return travel from last stopover must commence no later than 12 months after departure from fare origin.

**Inbound**

**Changes** Any time charge gbp 100.00

1-C

<b>Passenger Name</b>	<b>Frequent Flyer Number</b>	<b>Dietary Requirements</b>
Mr David Mckee	00807214143	None

**Departure** Manchester (Manchester Airport) to Orlando (Orlando International Airport) / Flight: VS075

<b>Depart</b>	<b>Arrive</b>	<b>Cabin</b>	<b>Seats</b>
11:15 Friday, 10 Jan, 2014	15:40 Friday, 10 Jan, 2014	Economy	None

**Return** Orlando (Orlando International Airport) to Manchester (Manchester Airport) / Flight: VS076

<b>Depart</b>	<b>Arrive</b>	<b>Cabin</b>	<b>Seats</b>
18:30 Tuesday, 21 Jan, 2014	07:20 Wednesday, 22 Jan, 2014	Economy	None

Seat allocations are subject to operational and schedule changes. If you amend your seat allocation this will not be reflected in this email.



**FANCY SOME EXTRA SPACE?**

Be the envy of your fellow passengers and bag those seats with the extra legroom.

These seats are subject to availability, and are sold on a first come first served basis. Call today to see if they are available on your flight.



**DO YOU NEED ADDITIONAL BAGGAGE?**

You can buy your additional baggage allowance online and avoid higher charges at the airport.

Just head over to [www.virginfly.com](#)

If you have a connecting flight with another airline, you'll need to purchase your extra baggage at the airport.



**SUPERCHARGE YOUR MILES**

Watch your miles skyrocket with our new Miles Booster. You can double or even triple your Flying Club miles whenever you fly, and with each purchase you'll earn an extra 1,000 bonus miles.

Please check in at least 2.5 hours prior to departure or put the queues entirely check in

1-D



## Currency Converter

GBP/USD for the 24-hour period ending: **Tuesday, Dec 10, 2013 22:00 UTC** (+/-)

Currency I Have:

**1,742.44** GBP

Currency I Want:

**2,864.34** USD

### GBP/USD Details

GBP/USD for the 24-hour period ending: **Tuesday, Dec 10, 2013 22:00 UTC** (+/-)

Selling 1,742.44 GBP → you get 2,864.34 USD

Buying 1,742.44 GBP → you pay 2,864.69 USD

### Rate Details

GBP/USD for the 24-hour period ending  
**Tuesday, Dec 10, 2013 22:00 UTC**

### Recent Trends

GBP/USD average daily bid prices  
Last 50 days

	<b>Bid</b>	<b>Ask</b>
	Sell 1 GBP	Buy 1 GBP
<b>MIN</b>	1.64170	1.64198
<b>AVG</b>	1.64387	1.64407
<b>MAX</b>	1.64651	1.64691

Take trusted OANDA Rates™ with you on your travels

GBP/USD					
Interbank Rate +/- 0%					
Dec 11, 2013					
GBP	USD	GBP	USD	GBP	USD
1	1.64	15	24.66	45	73.97
2	3.29	20	32.88	50	82.19
3	4.93	25	41.10	100	164.39
4	6.58	30	49.32	250	410.97
5	8.22	35	57.54	500	821.94
10	16.44	40	65.75	1,000	1,643.87

02-10-14;06:49PM;

#7,8,9 & 10-



GUEST FOLIO

426 MCKEE/DAVID 219.00 DUPLICATE 17:24 ACCT#  
 ROOM NAME RATE DEPART TIME 7734  
 NKNG 01/13/14  
 TYPE ARRIVE TIME GROUP  
 XXX 7945  
 ROOM XXX NE VSXXXXXXXXXXXX4714  
 CLERK 11111 ADDRESS PAYMENT MR#: 950669796

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
01/13	GP ROOM 426, 1	219.00		
01/13	STATE TX 426, 1	13.14		
01/13	OCC TAX 426, 1	10.95		
01/14	GP ROOM 426, 1	219.00		
01/14	STATE TX 426, 1	13.14		
01/14	OCC TAX 426, 1	10.95		
01/15	LAUNDRY 128676	.00		
01/15	GP ROOM 426, 1	219.00		
01/15	STATE TX 426, 1	13.14		
01/15	OCC TAX 426, 1	10.95		
01/16	ROOMSVC 2304 426	.00		
01/16	GP ROOM 426, 1	219.00		
01/16	STATE TX 426, 1	13.14		
01/16	OCC TAX 426, 1	10.95		
01/16	EXMPT ST HA		52.56	
01/16	EXMPTOCC HA		43.80	
01/17	CCARD-VS VSXXXXXXXXXXXX4714		876.00	

Charged to K. Person Purchasing Card 1/18/14



This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X \_\_\_\_\_



West Palm Beach Marriott 1001 Okeechobee Boulevard,  
West Palm Beach, Florida 33401 USA Phone: 1-561-833-1234 Fax: 1-561-833-4689

#7,8,9,10B



### Reservation for DAVID MCKEE

- **Confirmation Number: 80639848**
- **Check-in: Monday, January 13, 2014 (04:00 PM)**
- **Check-out: Friday, January 17, 2014 (11:00 AM)**

Dear DAVID MCKEE,

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

West Palm Beach Marriott

### Reservation Details

- **Confirmation Number: 80639848**
- **Your hotel:** West Palm Beach Marriott
- **Check-in:** Monday, January 13, 2014 (04:00 PM)
- **Check-out:** Friday, January 17, 2014 (11:00 AM)
- **Room type:** Guest room, 1 King or 2 Double
- **Number of rooms:** 1
- **Guests per room:** 1
- **Guest name:** DAVID MCKEE
- **Reservation confirmed:** Wednesday, October 30, 2013 (18:37:00 GMT)
- **Guarantee method:** Credit card guarantee, Visa

#### Special request(s):

- •1 King Bed, Guaranteed

Summary of Room Charges	Cost per night per room (USD)
Monday, January 13, 2014 - Friday, January 17, 2014 (4 nights)	219.00
FL HUDDLE SUPPLIER	
Estimated government taxes and fees	24.09
<b>Total for stay (for all rooms)</b>	<b>972.36</b>
<ul style="list-style-type: none"> <li>• Complimentary on-site parking</li> <li>• Changes in taxes or fees implemented after booking will affect the total room price.</li> </ul>	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.

7,819.810-C

**COPY**

**BREVARD COUNTY PURCHASING CARD MONTHLY RECONCILIATION REPORT**  
 EXHIBIT "B"  
 Cardholders Name: Kalina Subido-Pearson  
 Cardholders Phone ext: 321-433-4470  
 Department: Tourism  
 Closing Date: 2/4/2014

Date Purchased or Ordered	Date Received	Vendor Name	Description of Item Purchased	Amount Billed (Indicate "or" for subod items)	Fund # (4 digits)	Cost Center # (6 digits)	General Ledger Account # (7 digits)	Internet / Work Order # (8 or 7 digits)
01/08/14	01/08/14	Red Glycer	FAM Dinner tax credit	-21.84	1441	283010	54800000	502102
01/10/14	01/10/14	International transactions fee	Canadian TravXchange registration	31.40	1441	283010	54800000	502097
10/08/14	10/08/14	ACT Communications Inc.	Canadian TravXchange registration	3624.80	1441	283010	54800000	502097
01/10/14	01/10/14	Comcast Spotlight Miami	Advertising	7605.00	1441	283010	54800000	502097
01/13/14	01/13/14	Delta Air 0082348872245	Atlanta Singapore Airshow & Sales Mission	1781.70	1441	283010	54800000	502152
01/13/14	01/13/14	Delta Air 0082348872249	Atlanta Singapore Airshow & Sales Mission	1781.70	1441	283010	5400150	502100
01/13/14	01/13/14	Delta Air 0082348872247	Atlanta Singapore Airshow & Sales Mission	1781.70	1441	283010	5400150	502100
01/13/14	01/13/14	Delta Air 0082348872251	Atlanta Singapore Airshow & Sales Mission	1781.70	1441	283010	5400150	502100
01/18/14	01/18/14	Marriott W Palm Beach	Florida Huddle Restaurant - Private monthly service fee	50.00	1441	283010	5400150	502100
01/18/14	01/18/14	Hightail	monthly service fee	14.99	1440	283010	5400150	502098
01/18/14	01/18/14	Goben Convention Services	booth carpet for Florida Huddle	150.00	1441	283010	5540480	502143
01/18/14	01/18/14	Marriott W Palm Beach	Hotel Florida Huddle-David McKee	878.00	1441	283010	54800000	502087
01/27/14	01/27/14	Verizon Wireless	monthly service fee	30.00	1440	283010	5540480	502143
				<b>\$19,787.35</b>	<b>TOTAL</b>			

*Handwritten notes:*  
 K-Credit  
 Pay to credit  
 Attached check  
 From (McKee) David

Amount agrees to report below

**SUMMARY OF FUND / COST CENTERS / G.L. ACCOUNT TO BILL**

FUND	COST CTR	G.L. ACCT.	INT. ORDER	Amount
1440	283010	5540480	502143	44.99
1441	283010	5480000	502088	928.00
1441	283010	5480000	502097	4,108.20
1441	283010	5480000	502102	-21.84
1441	283010	5400154	502100	7,128.80
1441	283000	5480000	502152	7,605.00
<b>GRAND TOTAL</b>				<b>\$19,787.35</b>

I (Cardholder) have compiled with the Purchase Card Administrative Order (AO-41) and have retained all required approvals for restrictive uses and a quote log for purchases \$750 and over.

Signature of Cardholder: *[Signature]*  
 Signature of Approving Official: *[Signature]*  
 Date: 02/04/2014

BCC-223-Excel Document Revised 08/28/08

prepared by N. Copeland

#13

# RaceTrac 591

8699 Astronaut Blvd.  
Cape Canaveral, FL 32920  
(321) 781-3144

For Guest Experience, Comments  
Please Call 888.636.5589  
Or go to racetrac.com

Description	Qty	Amount
Prepay Fuel	Pump 13	\$50.00

Sub Total \$50.00  
Tax: \$0.00

**Total \$50.00**

American Express: \$50.00  
Change \$0.00

American Express  
Card Num : 100000000006203  
Terminal : J112042493004  
Approval : 976133  
Signature : 057962

I agree to pay the above Total Amount  
according to Card Issuer Agreement.

Signature: \_\_\_\_\_

REG: 2 PSH: Blackston TRAN: 2518187  
1/19/2014 5:13:36 PM  
HOW ARE WE DOING?  
WWW.TELL.RACETRAC.COM  
OR CALL 800.251.6970  
BUY FRESH SANDWICH,  
GET FRESH SM BEVERAGE.



**Pay Local Confirmation**

#17-A

**Reservation number:** 486230724  
**Driver's name:** David Mckee  
**Car Type:** FCAR  
**Car Description:** Fullsize 2/4 Door/Automatic/Air  
**Pick up Date:** 10 Jan 2014 16:00  
**Drop off Date:** 21 Jan 2014 16:00  
**Rental Days:** 11  
**Pick up Location:** Orlando Intl Arpt  
 1 Jeff Fuqua Boulevard Orlando, FL 32827-4399 United States  
**Open Hours:** Friday 00:00 - 23:59  
**Phone:** 8888266893  
**Fax:**  
 Take the elevator down to the first level, Alamo is located in the middle of the first floor in the airport terminal. Proceed to the counter obtain your rental agreement and vehicle keys.

**Drop off Location:** Orlando Intl Arpt  
 1 Jeff Fuqua Boulevard Orlando, FL 32827-4399 United States  
**Open Hours:** Tuesday 00:00 - 23:59  
**Phone:** 8888266893  
**Fax:**  
 Take the elevator down to the first level, Alamo is located in the middle of the first floor in the airport terminal. Proceed to the counter obtain your rental agreement and vehicle keys.

**Contact Information:** Alamo Rent a Car (UK)  
 Alamo HQ  
 United Kingdom  
**Phone:** 0871 384 1086  
**Fax:**

**Charges Breakdown**

<b>Rate Inclusions:</b>	£496.49
<u>Description</u>	<u>Price</u>
Collision Damage Waiver (CDW)	Included
Extended Liability Protection (ep) (usa/ca: Up To \$1 Mil)	included
Customer Facility Charge 2.50 Per Day	Included

#170

To whom it may concern.

I David McKee of Ignite Sales & Marketing the agency for Space Coast in Europe: **Alamo Rental Car 10 January 2014** - Visit Florida & SCOT, (Brevard County Fam) and Florida Huddle - required a Full size SUV to transport 3 "pop up booths" brochures, collateral and give aways to Florida Huddle Trade Show in West Palm Beach and Visit Florida Fam to transport guests around Space Coast, this was over a compact car due to size and weight of booths, brochures and collateral...

David McKee

A handwritten signature in black ink, appearing to read 'David McKee', written over a circular stamp or mark.

9 February 2014

#17-C

ENGLISH

# Currency Converter

Currency Converter    Historical Exchange Rates    Live Exchange Rates

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

496.49

AMOUNT:

85.45

INTERBANK +/- 0%

DATE: Jan 21, 2014

HELP

Rate Details

Traveler's Cheatsheet

## GBP/USD Details

GBP/USD for the 24-hour period ending Monday, Jan 20, 2014 23:00 UTC @ +6:00

Selling 496.490 GBP  
Buying 496.490 GBP

you pay 816.574 USD

### Rate Details

GBP/USD for the 24-hour period ending Monday, Jan 20, 2014 22:00 UTC

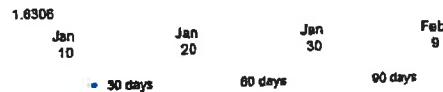
	Bid	Ask
MIN	1.63943	1.63966
AVG		1.64268
MAX	1.64515	1.64533

### Recent Trends

GBP/USD one week daily 24 hr 2014

1.6588  
1.6518  
1.6447  
1.6977

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.



INTERACTIVE GRAPH

## Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world.

Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. (Find out more about interbank rates.)

Looking for the old Converter?

TRY ALSO...  
Mobile Currency Apps  
Exchange Rate Feed/API



Intercontinental  
Chicago  
Magnificent Mile

Chicago  
£91.51  
interContinental.com

BOOK NOW

*120-A*

# Booking Confirmation

Your booking reference:

**MW2V2779097**

## Car Park Booking Information

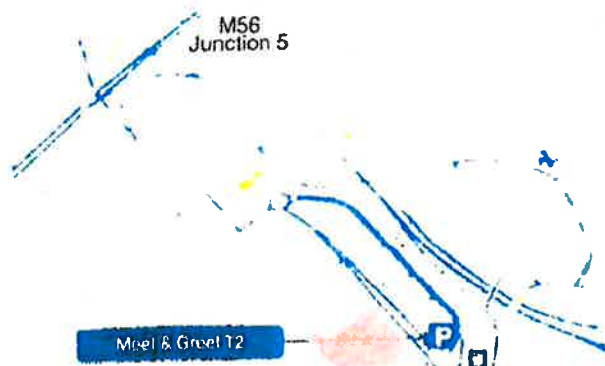
Name:	David McKee
Start Date:	10/01/2014 at 08:00
Return Date:	22/01/2014 at 08:00
Car Park:	Meet & Greet T2
Duration:	13 Day(s)
Total Price:	£51.24
Card Number:	*****6203

## Pricing Information

Car Parking:	£49.99
Card Charge:	£1.25
Total Price (including VAT):	£51.24

## Meet & Greet T2 Directions

### Getting to the Car Park



Route From M56

1. Leave the M56 at junction 6, stay in the left hand lane following signs for Terminal 2.
2. At the first roundabout take the 2nd exit, signposted Terminal 2.
3. At the 2nd roundabout take the 2nd exit signposted T2 Meet&Greet (T2 M&G)
4. Proceed past the overweight car park. The entrance to the drop-off area is 4th on the left hand side.

If you are able to enter latitude and longitude details into your Sat Nav, the following will be of use.

Latitude: 53.367059  
Longitude: -2.277418

Parking Instructions

1. When you reach the entrance to the car park, please press the help button, then quote your car park booking reference number and name to a member of staff.
2. Once you have parked simply unload your luggage and enter our Meet & Greet reception to deposit your key. Please note we only take receipt of your individual car key. Key rings and other keys cannot be accepted.
3. You will be given a receipt, which you should retain for your return.

When you return, visit the Meet & Greet cabin and present your receipt. Your key will be returned and your car will be waiting in one of the Meet & Greet car parking bays.

This is a VAT Receipt

Booking Reference: MW2V2779097

Company:	Manchester Airport - Car Parks
Address:	Manchester, M80 1QX
Vat No:	707 7228 31
Taxpoint Date:	9/01/2014 at 23:57
Net	£42.70
Vat @20.0%	£8.54
Total	£51.24

ENGLISH

#500

# Currency Converter

Currency Converter    Historical Exchange Rates    Live Exchange Rates

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

51.24

AMOUNT:

84.2339

INTERBANK +/- 0%

DATE: Jan 22, 2014

HELP

Rate Details    Traveler's Checklist

## GBP/USD Details

GBP/USD for the 24-hour period ending Tuesday, Jan 21, 2014 22:00:00 UTC

Selling 51.2400 GBP  
Buying 51.2400 GBP

you pay 84.2457 USD

### Rate Details

GBP/USD for the 24-hour period ending Tuesday, Jan 21, 2014 22:00:00 UTC

	Bid	Ask
MIN	1.63985	1.64010
AVG		1.64414
MAX	1.64848	1.64872

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

GBP/USD average daily % change

1.6388

1.6518

1.6447

1.6377

1.6306

Jan 10

Jan 20

Jan 30

Feb 9

30 days

60 days

90 days

INTERACTIVE GRAPH

TRY ALSO...  
[Mobile Currency Apps](#)  
[Exchange Rate Feed/API](#)

Safari Power Saver  
 Click to Start Flash Plug-in



BOOK NOW

## Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world.

Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
- Choose a percentage from the Interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

[Looking for the old fxConverter?](#)

# VISITFLORIDA<sup>®</sup>

Please remit payments to our address below:  
2540 W. Executive Center Circle, Suite 200 Tallahassee, FL 32301

Phone: (850) 488-5607  
Fax: (850) 201-6904  
Email: [accounting@VISITFLORIDA.org](mailto:accounting@VISITFLORIDA.org)  
Web: [www.VISITFLORIDA.com](http://www.VISITFLORIDA.com)

EL

**Bill To:**

Attn: Rob Varley  
Florida's Space Coast Office of Tourism  
430 Brevard Avenue  
Suite # 150  
Cocoa Village, FL 32922

**Invoice #** 0000012158**Type** Invoice**Date** 02/11/2014**Due Date** 02/11/2014**Contract #****P.O. #****Ship To:**

Florida's Space Coast Office of Tourism  
430 Brevard Ave., Ste. 150  
Cocoa, FL 32922

**Invoice Detail**

Holiday World Dublin 2014

Event Confirmation #: GQNB2WPVYMW

Product	Description	Qty	Rate	Amount
Brochure Distribution	1/25/2014 - 1/26/2014 Brochure Distribution	1	\$600	\$600.00
			<b>Total</b>	\$600.00
			<b>Amount Received</b>	\$0.00
			<b>Amount Due</b>	\$600.00

Thank you for your continued support!

**Comments:**  
Holiday World Dublin 2014

Paid direct by SCOT

VISITFLORIDA



E2

Bill To:

Attn: Rob Varley  
Florida's Space Coast Office of Tourism  
430 Brevard Avenue  
Suite # 150  
Cocoa Village, FL 32922

invoice # | 0000012158

Type Invoice

Date 02/11/2014

Due Date 02/11/2014

Contract #

P.O. #

Ship To:

Florida's Space Coast Office of Tourism  
430 Brevard Ave., Ste. 150  
Cocoa, FL 32922

Invoice Detail

Product	Description	Qty	Rate	Amount
	Brochure Distribution 1/25/2014 - 1/26/2014	1	\$600	\$600.00
Total				\$600.00
Amount Received				\$0.00
Amount Due				\$600.00

Comments:

KB

Date 8/15/14 Vendor # 1346

PO # 4500080090

Document # 5105678106

Approved by [Signature]

Req # [Signature]



**TRAVEL EXPENSE REPORT**  
ITB Berlin 03/03-08/14

NAME: David McKee FUND: N/A COST CENTER: N/A GL ACCOUNT: N/A

PERSONNEL #: N/A INTERNAL ORDER #: N/A GRANT #: N/A

(If Applicable)

MAIL STOP #: N/A PHONE EXT.: N/A

DATE MO/DAY	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE	HOUR OF RETURN	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	MEALS	foreign currency/ or GBP	PER DIEM, LODGING & INCIDENTAL EXPENSES	TYPE
3/2/14										
3/4/14	depart Manchester	Manchester Airport	10:55 am					€ 35.98	\$80.23 parking	
	arrive Munich	Luthansa	1:55 pm					€ 277.88	\$454.23 airfare	
	depart Munich		2:35 pm							
	arrive Berlin	Taxibetrieb Schutz	3:50 pm							
3/5/14		VBB Tageskarte Regeltarif					\$47.00	€ 25.00	\$34.36 taxi	Dinner
3/6/14	need receipt or memo	VBB Tageskarte Regeltarif					\$80.00	€ 6.70	\$9.20 train	L/D
3/7/14	need receipt or memo	VBB Tageskarte Regeltarif					\$80.00	€ 6.70	\$9.22 train	L/D
3/8/14	depart Berlin	VBB Tageskarte Regeltarif	6:00 am					€ 6.70	\$9.28	L/D
	arrive Frankfurt		7:15 am							L/D
	depart Frankfurt		6:05 am							
	arrive Manchester		8:50 am							
					MILES	0.00	0.00			
					REIMB RATE	0.505				
					MILEAGE REIMB	\$0.00			\$287.00	
					TOTAL EXP				\$576.53	
										\$863.53

*per diem already pd Feb 2014*  
*per diem David McKee expenses*  
*attached*  
*correct amt*

TRAVELER'S SIGNATURE: David McKee TITLE: 15 August 2014  
 CITY OF RESIDENCE: Windsor Berkshire UK SL4 1YB

I warrant to the travel procedures, I have to certify or affirm that to the best of my knowledge the above travel was on official County business and was incurred for the purpose(s) stated above.



# ITB Berlin Convention 5 – 8 March 2014

## Leading Travel Industry Thinkers

**ITB BERLIN**  
5 - 9 March 2014

**ITB ASIA**  
29 - 31 October 2014

Home > Convention Program

### > Convention Program

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- About ITB Berlin Convention
- Business Travel Days
- PhoCusWright@ITB
- Media Centre
- Newsroom
- Partners & Sponsors

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### Convention Program 2014

Topics	Wednesday 03/05/14	Thursday 03/06/14	Friday 03/07/14	Saturday 03/08/14
ITB Destination Day	ITB Future Day	ITB Hospitality Day	ITB Marketing and Distribution Day	
ITB Destination Day	ITB Destination Day 1	ITB Destination Day 2	ITB Destination Day 3	
PhoCusWright@ITB	PhoCusWright@ITB - Call Of Content			
ITB Business Travel Days	Business Travel WICE Day Business Travel Seasons: Young Professional Day	Business Travel Day for Operational Excellence Business Travel Strategy Day (1)	Business Travel Strategy Day (2) Business Travel Special Features ITB Travel Agency Special	
ITB Business Travel Days			ITB CSR Day	
ITB Young Professionals Day	ITB Young Professionals Day	ITB Experts Forum Wellness		
ITB Workshops	ITB Workshops Day 1	ITB Workshops Day 2	ITB Workshops Day 3	ITB Workshops Day 4
ITB Travel Lab	ITB Travel Lab Day 1 ITB Travel Stage Day 1	ITB Travel Lab Day 2 ITB Travel Stage Day 2	ITB Travel Lab Day 3 ITB Travel Stage Day 3	ITB Travel Lab Day 4 ITB Travel Stage Day 4

Selection list

Partner



Car Park booking confirmation notice from Manchester Airport

#2A

**Subject:** Car Park booking confirmation notice from Manchester Airport  
**From:** "Manchester Airport" <carparkconfirmation@manairport.co.uk>  
**Date:** 02/03/2014 15:25  
**To:** david.mckee10@btinternet.com

Please add carparkconfirmation@manairport.co.uk to your address book or safe list to ensure delivery to your inbox.



PART OF M.A.G

[Flight Info](#)   [Book Parking](#)   [Escape Lounge](#)   [Manage my Booking](#)

## Booking Confirmation: MW1G2869196

Dear Mr David McKee,

Thank you for booking with Manchester Airport. This e-mail confirms the booking you made on the 02/03/2014 at 15:24. Please take a minute to check the details below and bring a copy of this confirmation with you when you travel.

### Your Car Park Booking

**Airport:** Manchester  
**Carpark:** Meet & Greet T1  
**Booking Date:** 15:24 - 02/03/2014  
**Entry:** 09:00 - 04/03/2014  
**Exit:** 09:00 - 08/03/2014  
**Car Reg:** DM13AUG  
**Amount Paid:** £35.99

### Your Payment Details

The card used for this booking is -  
**Booking Value:** £29.99  
**VAT(20.0%):** £6.00  
**Total:** £35.99  
This e-mail is your VAT receipt.  
VAT no. 707 7228 31  
Manchester Airport - Car Parks  
Manchester, M90 1QX

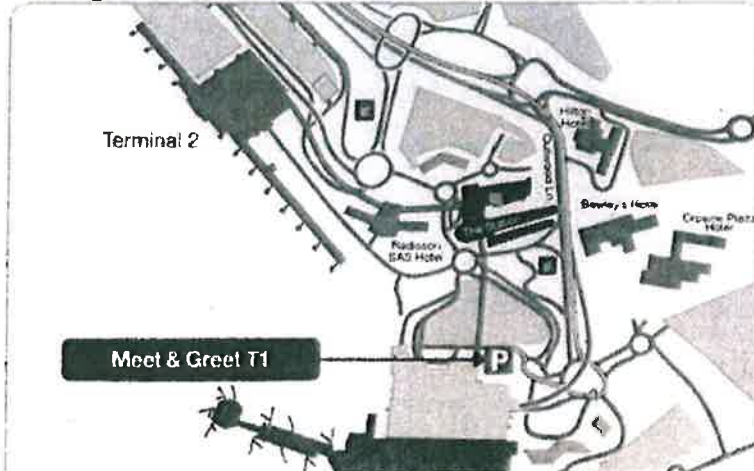
### Manage My Booking

To view, amend or cancel your booking quickly and conveniently\*, please visit [Manage My Booking](#)

or by calling the following number quoting your booking reference - **0871 310 2200**

Our cancellation policy and terms and conditions are available on our website.

### Getting to the Car Park





Forex Trading

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[Try a free demo](#)

[Sign In](#)

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[Currency Converter](#)

[Exchange Rates for Business](#)

[Currency Converter](#)

[Currency Tools](#)

[Mobile](#)

## Currency Converter

[Currency Converter](#) [Historical Exchange Rates](#) [Live Exchange Rates](#)

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

35.99

AMOUNT:

60.2289

INTERBANK +/- 0% DATE: Mar 2, 2014 [HELP](#)

[Rate Details](#) [Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending Saturday, Mar 1, 2014 22:00 UTC @ +/- 0%

Selling 35.9900 GBP you get 60.2289 USD  
 Buying 35.9900 GBP you pay 60.2937 USD

### Rate Details

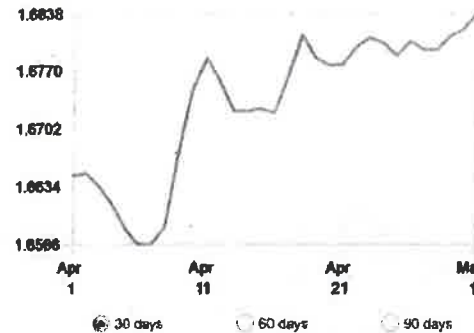
GBP/USD for the 24-hour period ending Saturday, Mar 1, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.67314	1.67392
AVG	1.67349	1.67529
MAX	1.67492	1.67558

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

GBP/USD average daily bid prices



INTERACTIVE GRAPH

Like R+1

TRY ALSO...

[Mobile Currency Apps](#)

[Exchange Rate Feed/API](#)

## Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world.

Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*)
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. [\(Find out more about interbank rates.\)](#)

[Looking for the old fxConverter?](#)

Lufthansa.com  
 Your ticket details & travel information (04 March 2014) Reservation code: 8G38C2  
 4 February 2014 12:14

JTB Berlin #31A

If you cannot read this travel information or can only read part of it, please open the attached PDF version. Please do not reply to this e-mail. Direct replies to the sender cannot be processed. To contact Lufthansa, please access the Help & Contact section on



Reservation code:  
 8G38C2



**Ticket details & travel information**

Travel dates for: MCKEE / DAVID MR  
 Ticket number:  
 Form of Payment: XXXXXXXXXXXX7656

\* You have access to the passenger receipt by clicking the ticket number up to 30 days after commencement of travel.

Flight	Date	from	to	Departure	Arrival	Reservation
LH 2501 operated by: LUFTHANSA	04 March	MANCHESTER GB MANCHESTER AIRPORT TERMINAL: 1	MUNICH INTERNATIONAL L TERMINAL: 2	10:55 h	13:55 h	ECONOMY (Q) confirmed seat: 07A *
LH 2040 operated by: LUFTHANSA	04 March	MUNICH DE MUNICH INTERNATIONAL TERMINAL: 2	BERLIN DE TEGEL L	14:35 h	15:50 h	ECONOMY (Q) confirmed seat: 14A *
LH 171 operated by: LUFTHANSA	08 March	BERLIN DE TEGEL	FRANKFURT DE FRANKFURT INTL L TERMINAL: 1	08:00 h	07:15 h	ECONOMY (L) confirmed
LH 840 operated by: LUFTHANSA	08 March	FRANKFURT DE FRANKFURT INTL TERMINAL: 1	MANCHESTER GB MANCHESTER AIRPORT L TERMINAL: 1	08:05 h	08:50 h	ECONOMY (L) confirmed

Total Price of your Ticket	Taxes & Carrier Imposed Fees	Passengers	Total
Price		1 Adult =	GBP 272.86
04.00	178.86	OPC =	GBP 4.50
Total Price for all passengers =			GBP 277.36

454.23 USD

**Other information**

An electronic ticket has been issued for you. Your boarding pass will be available at from 23 hours prior to departure. For identification please have your booking reference and your Miles & More Credit Card or the credit card which has been used at the time of booking ready. Alternatively you can also use the check in terminals at the airport to print your boarding pass. In case you should travel with an airline other than Lufthansa please check or contact the respective carrier for the applicable check-in conditions.

As the airfare you have chosen may be a special fare, please note that restrictions may apply regarding rebooking and cancellation. If the fare conditions allow for a rebooking

Please take note of the current included in your ticket price and the applicable prior to your departure. If you are planning to take with you, different conditions may apply.

Lufthansa flight bookings do not require a reconfirmation after ticket purchase.

Please check the applicable health, entry and visa requirements, and ensure that you obtain the necessary visa according to your itinerary because it contains at least a double transfer within Germany/Europe.

Your Itinerary has changed? Most bookings can be done



ENGLISH

# Currency Converter

Currency Converter    Historical Exchange Rates    Live Exchange Rates

Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

277.36

AMOUNT:

454.227

INTERBANK +/- 0%

DATE: Feb 4, 2014

HELP

Rate Details

Traveler's Cheatsheet

## GBP/USD Details

GBP/USD for the 24-hour period ending Monday, Feb 3, 2014 22:00 UTC

Selling 277.360 GBP

Buying 277.360 GBP

you pay 454.305 USD

### Rate Details

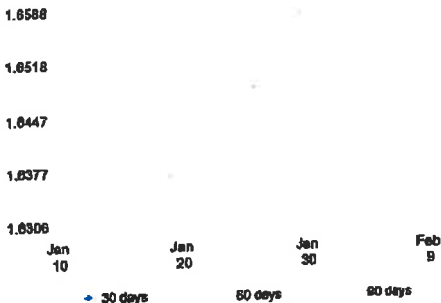
GBP/USD for the 24-hour period ending Monday, Feb 3, 2014 22:00 UTC

	Bid	Ask
MIN	1.62894	1.62912
AVG		1.63796
MAX	1.64390	1.64494

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

GBP/USD average for the last 90 days



INTERACTIVE GRAPH

TRY ALSO...

Mobile Currency Apps

Exchange Rate Feed/API

Safari Power Saver  
Click to Start Flash  
Plug-in



BOOK NOW

## Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms, and individuals around the world.

Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*).
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. (Find out more about interbank rates.)

Looking for the old hConverter?

30

# MEMORANDUM

**To:** Space Coast Office of Tourism

**From:** David McKee Ignite UK

**Date:** 01 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee

**Destination** ITB Berlin

**Dates of Travel** 4 through 8 March 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

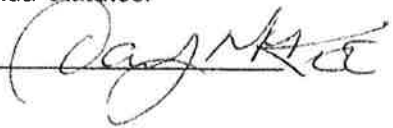
**Tolls** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Taxi/Trains**

**Boarding Pass** No boarding pass for flights as not aware I had to supply boarding passes, this was a new finance initiative post ITB Berlin travel.

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

Signature of Traveler 

DAVID MCKEE

1/ July 2014

17A

Taxibetrieb Uwe Schütz



- Taxivorbereitung
- Behindertenbeförderung
- Stammkundenservice
- Rollstuhlfahrer geeignet

Brutto-Fahrpreis € 25 ct. 00  
 im Bruttopreis sind 7 % MwSt. bis 50 km enthalten.  
 im Bruttopreis sind 19 % MwSt. ab 50 km enthalten.

Art u. Umfang der Leistung bzw. Fahrstrecke von / nach

4.3.16  
 Datum, Unterschrift des Fahrers

Taxibetrieb Uwe Schütz



48 48 000

Taxibetrieb Schütz  
 Ravensstr. 7, 13347 Berlin  
 Steuer-Nr. 23/522/60196

4633 4223  
 Konzessionsnr. Jahr Ifd. Nummer

Name, Anschrift des Rechnungspflichtigen

Taxibetrieb Uwe Schütz

27B



## Currency Converter

EUR/USD for the 24-hour period ending **Tuesday, Mar 4, 2014 22:00 UTC** @ +/- 0%

Currency I Have:  
**25. EUR**

Currency I Want:  
**34.3568 USD**

### EUR/USD Details

EUR/USD for the 24-hour period ending **Tuesday, Mar 4, 2014 22:00 UTC** @ +/- 0%

Selling 25.0000 EUR → you get 34.3568 USD  
 Buying 25.0000 EUR → you pay 34.3598 USD

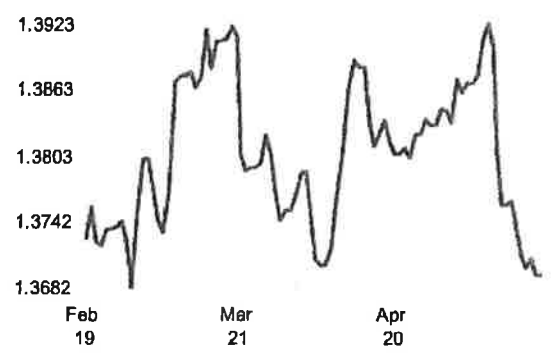
### Rate Details

EUR/USD for the 24-hour period ending **Tuesday, Mar 4, 2014 22:00 UTC**

	<b>Bid</b>	<b>Ask</b>
	Sell 1 EUR	Buy 1 EUR
<b>MIN</b>	1.37159	1.37219
<b>AVG</b>	<b>1.37427</b>	1.37439
<b>MAX</b>	1.37812	1.37828

### Recent Trends

EUR/USD average daily bid prices  
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Mar 5, 2014						Mar 5, 2014					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.37	15	20.61	45	61.84	1	0.73	15	10.91	45	32.74
2	2.75	20	27.49	50	68.71	2	1.46	20	14.55	50	36.38
3	4.12	25	34.36	100	137.43	3	2.18	25	18.19	100	72.76
4	5.50	30	41.23	250	343.57	4	2.91	30	21.83	250	181.90
5	6.87	35	48.10	500	687.14	5	3.64	35	25.47	500	363.80
10	13.74	40	54.97	1,000	1,374.27	10	7.28	40	29.10	1,000	727.60

#9A

Gültig ab Entwertung bis  
zum Folgetag 3.00 Uhr  
Please validate your ticket

10 Mi 10

 Tageskarte  
Regeltarif

Berlin AB  
B1T **\*\*\*6,70 EUR**

Gemeinsamer Tarif der im Verkehrsverbund Berlin-Brandenburg (VBB) zusammenwirkenden Verkehrsunternehmen.  
Gültig nach den geltenden Beförderungsbedingungen.



B89354			1/1
140305	09:57	51	38655753

#9B



## Currency Converter

EUR/USD for the 24-hour period ending **Wednesday, Mar 5, 2014 22:00 UTC** @ +/- 0%

Currency I Have:

**6.70** EUR

Currency I Want:

**9.20017** USD

### EUR/USD Details

EUR/USD for the 24-hour period ending **Wednesday, Mar 5, 2014 22:00 UTC** @ +/- 0%

Selling 6.70000 EUR → you get 9.20017 USD

Buying 6.70000 EUR → you pay 9.20098 USD

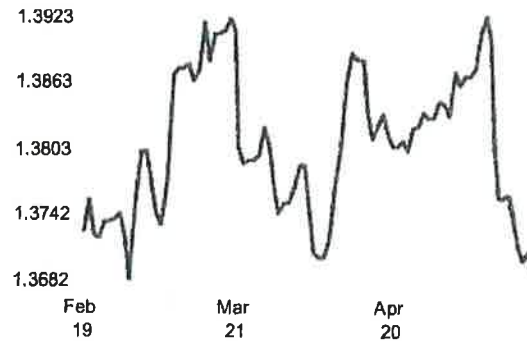
### Rate Details

EUR/USD for the 24-hour period ending **Wednesday, Mar 5, 2014 22:00 UTC**

	<b>Bid</b>	<b>Ask</b>
	Sell 1 EUR	Buy 1 EUR
<b>MIN</b>	1.37068	1.37079
<b>AVG</b>	<b>1.37316</b>	1.37328
<b>MAX</b>	1.37481	1.37509

### Recent Trends

EUR/USD average daily bid prices  
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Mar 6, 2014						Mar 6, 2014					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.37	15	20.60	45	61.79	1	0.73	15	10.92	45	32.77
2	2.75	20	27.46	50	68.66	2	1.46	20	14.56	50	36.41
3	4.12	25	34.33	100	137.32	3	2.18	25	18.20	100	72.82
4	5.49	30	41.19	250	343.29	4	2.91	30	21.85	250	182.05
5	6.87	35	48.06	500	686.58	5	3.64	35	25.49	500	364.09
10	13.73	40	54.93	1,000	1,373.16	10	7.28	40	29.13	1,000	728.18

#11 & 13

# MEMORANDUM

**To:** Space Coast Office of Tourism  
**From:** David McKee Ignite UK  
**Date:** 01 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee  
**Destination** ITB Berlin  
**Dates of Travel** 4 through 8 March 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

**Tolls** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Taxi/Trains** Return Train Fare to ITB Berlin on 6 & 7 March 2014 Euro 6.70 x 2 = Euro 13.40 = US Dollars as per Oanda calculation = \$18.42 as at 6/7 March 2014

**Boarding Pass** \_\_\_\_\_

**Misc.**

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

Signature of Traveler 

DAVID MCKEE

1/July 2014

#11



## Currency Converter

EUR/USD for the 24-hour period ending **Thursday, Mar 6, 2014 22:00 UTC** @ +/- 0%

Currency I Have:

**6.70 EUR**

Currency I Want:

**9.22436 USD**

### EUR/USD Details

EUR/USD for the 24-hour period ending **Thursday, Mar 6, 2014 22:00 UTC** @ +/- 0%

Selling 6.70000 EUR → you get 9.22436 USD

Buying 6.70000 EUR → you pay 9.22523 USD

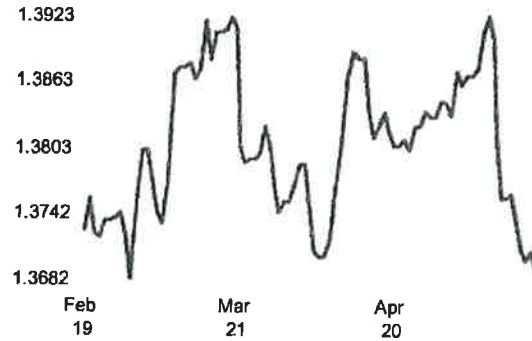
### Rate Details

EUR/USD for the 24-hour period ending **Thursday, Mar 6, 2014 22:00 UTC**

	<b>Bid</b>	<b>Ask</b>
	Sell 1 EUR	Buy 1 EUR
<b>MIN</b>	1.37167	1.37220
<b>AVG</b>	1.37677	1.37690
<b>MAX</b>	1.38724	1.38739

### Recent Trends

EUR/USD average daily bid prices  
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Mar 7, 2014						Mar 7, 2014					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.38	15	20.65	45	61.95	1	0.73	15	10.89	45	32.68
2	2.75	20	27.54	50	68.84	2	1.45	20	14.53	50	36.31
3	4.13	25	34.42	100	137.68	3	2.18	25	18.16	100	72.63
4	5.51	30	41.30	250	344.19	4	2.91	30	21.79	250	181.57
5	6.88	35	48.19	500	688.39	5	3.63	35	25.42	500	363.14
10	13.77	40	55.07	1,000	1,376.77	10	7.26	40	29.05	1,000	726.27

743



## Currency Converter

EUR/USD for the 24-hour period ending **Friday, Mar 7, 2014 22:00 UTC** @ +/- 0%

Currency I Have:

**6.70 EUR**

Currency I Want:

**9.29243 USD**

### EUR/USD Details

EUR/USD for the 24-hour period ending **Friday, Mar 7, 2014 22:00 UTC** @ +/- 0%

Selling 6.70000 EUR → you get 9.29243 USD

Buying 6.70000 EUR → you pay 9.29330 USD

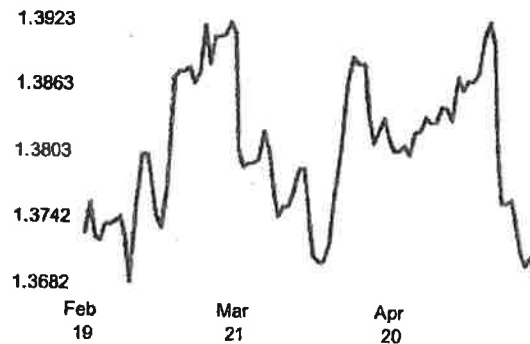
### Rate Details

EUR/USD for the 24-hour period ending **Friday, Mar 7, 2014 22:00 UTC**

	<b>Bid</b> Sell 1 EUR	<b>Ask</b> Buy 1 EUR
<b>MIN</b>	1.38513	1.38529
<b>AVG</b>	<b>1.38693</b>	1.38706
<b>MAX</b>	1.39147	1.39160

### Recent Trends

EUR/USD average daily bid prices  
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Mar 8, 2014						Mar 8, 2014					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.39	15	20.80	45	62.41	1	0.72	15	10.81	45	32.44
2	2.77	20	27.74	50	69.35	2	1.44	20	14.42	50	36.05
3	4.16	25	34.67	100	138.69	3	2.16	25	18.02	100	72.09
4	5.55	30	41.61	250	346.73	4	2.88	30	21.63	250	180.24
5	6.93	35	48.54	500	693.47	5	3.60	35	25.23	500	360.48
10	13.87	40	55.48	1,000	1,386.93	10	7.21	40	28.84	1,000	720.95

For Reference:  
in email



Per Diem Memo  
pertains to  
Invoices  
632  
644  
656

# Ignite

Pd. 9/18/14  
ck # 95946  
DATE: 15<sup>th</sup> August 2014

INVOICE # Perdiem632644656

## SALES & MARKETING

Thames Court, 1 Victoria Street  
Windsor, Berkshire SL4 1YB  
United Kingdom

**BILL TO:**  
Space Coast Office of Tourism  
Brevard County TDC  
Suite 150  
430 Brevard Avenue  
Cocoa Village  
Florida FL 32922

Comments or Special Instructions: VAT Number - 718682994

Salesperson	Job	Payment Terms
David McKee	Per Diem Reimbursement for travel to attend Florida Huddle, ITB Berlin, Funway FAM & the UK/Ireland Sales Mission on behalf of the Space Coast Office of Tourism	Due On Receipt

Qty	Description	Unit Price	Line Total
1	Per Diem for Invoice #s: 632, 644, & 656 Per Approved Memo from Brevard County Manager, Stockton Whitton	\$ 1,111.00	\$ 1,111.00

Date 9/4/14 Vendor # 13049  
P.O. # 4500050682  
Document # 5105682091  
Approved by [Signature]  
Req # \_\_\_\_\_

Make all cheques payable to - IGNITE SALES & MARKETING LTD  
If you have any questions concerning this invoice, contact Damian O'Grady on + 44 7711 338026  
ZERO RATED VAT

THANK YOU FOR YOUR BUSINESS

Subtotal	\$ 1,111.00
Sales Tax	
Total	\$ 1,111.00



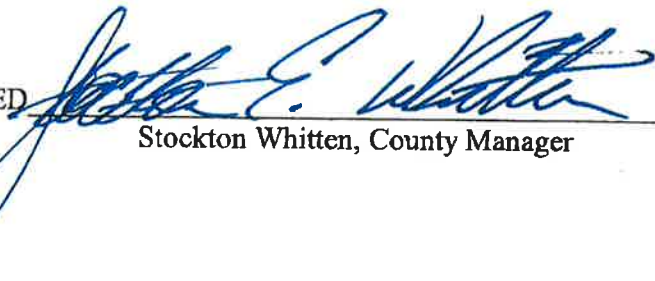
ORLANDO'S CLOSEST BEACHES  
www.visitSpaceCoast.com

INVOICE #  
Per diem 632644656

# MEMORANDUM

**DATE:** August 15, 2014  
**TO:** Stockton Whitten  
County Manager  
**FROM:** Nola Copeland  
**Subject:** Approval for David McKee per diem

Please find attached the requested memo from David McKee; Ignite Sales and Marketing requesting approval in the amount of \$1111.00 to be reimbursed for travel to attend Florida Huddle, ITB Berlin, Funway FAM and the UK/Ireland sales Mission on behalf of the Space Coast Office of Tourism.

APPROVED   
Stockton Whitten, County Manager

DATE 8/19/14

BREVARD  
TDC  
8/20/14  
RECEIVED

RECEIVED  
AUG 16 2014  
County Manager's Office

# Ignite

SALES & MARKETING

15 August 2014

Mr. Stockton Whitten:

Funway # 644  
UK/Ireland # 625

# 632 # FL Huddle  
&

ITB Berlin

Dear Sir,

For the past three years in partnership with Kennedy Space Center Visitor Complex, Ignite Sales and Marketing have been contracted to further develop the European market for the County. Our contract includes a quarterly retainer fee and reimbursement for pre-approved out-of-pocket expenses, including training for front line travel sales consultants for wholesalers and travel agents of Europe, meetings with the tour producers of wholesalers to engage them and their customers in making a visit to Space Coast for their vacation, plus a consumer toll free number to fulfil Space Coast collateral for consumers and the European travel industry and general out of pocket travel expenses.

As requested by the TDO, I, David McKee from Ignite Sales & Marketing attended:

- 1/Florida Huddle, an international tour operator trade show in January 2014
- 2/ITB an international wholesaler, travel agent and consumer travel show in Berlin Germany in March 2014
- 3/ escorted a fam trip for 10 front of line travel sales agents with Funway Travel UK a wholesaler to promote Space Coast and KSCVC in March 2014
- 4/organized and participated in the UK/Ireland sales mission in June 2014.

In the past, Ignite has been reimbursed for meals with submitted receipts and also reimbursed per diem expenses for shows, exhibitions and events; these expenses have been in line with the County guidelines and direction from my TDC colleagues.

Unfortunately and due to the fact that I was under the impression, as I claimed per diem, I did not require receipts for the above named events and now 8 months later I do not have the meal receipts for these events, although I do have documentation of attendance from hotel receipts and at all of these events I was accompanied by at least one senior member of the TDO team. I'm therefore requesting per diem reimbursement for Florida Huddle

\$181.00, ITB Berlin \$287.00, Funway Fam \$49.00 and the UK/Ireland sales mission \$594.00.

I would be grateful if you will consider reinstating the above expenses that are now past due date by 8 months and clarifying the rules of engagement as we move forward?

Your consideration is greatly appreciated.

Yours sincerely

David J McKee  
European Account Director  
Ignite Sales & Marketing  
Thames Court  
1 Victoria Street  
Windsor  
Berkshire  
SI 4 1YB United Kingdom

- Take per diem out of invoices & use memo as backup. (SD)

Inv. 632

Inv 644

Inv. 656

No. 959400

Payment Date: 18.09.2014  
Vendor No.: 13049

Page: 1 of 1

Reference Number	Invoice	Net Amount
4500080682	PERDIEM632644656	1,111.00
4500080682	661	1,344.70
<b>Check Total.....</b>		<b>\$ 2,455.70</b>



DETACH FROM CHECK AND KEEP FOR YOUR RECORDS



### Board of County Commissioners

BREVARD COUNTY  
 P.O. BOX 1498  
 TITUSVILLE, FL 32761-1498  
 321-637-2002

VOID AFTER 90 DAYS

WARRANT

64-79  
611

## No. 959400

18.09.2014

\$2,455.70

\*\*\* TWO THOUSAND FOUR HUNDRED FIFTY-FIVE and 76/100 \*\*\*

SUNTRUST BANK, CENTRAL FLORIDA, N.A.  
CONSOLIDATED FUND

PAY TO THE  
ORDER OF

IGNITE SALES AND MARKETING  
 THAMES COURT 1 VICTORIA STREET  
 WINDSOR  
 Berkshire  
 SL4 7YB  
 UNITED KINGDOM

*Scott Ellis*  
*Mary Bolin Lewis*

⑈959400⑈ ⑆061100790⑆6990215042838⑈

# Ignite

SALES & MARKETING

## INVOICE

Thames Court, 1 Victoria Street  
Windsor, Berkshire SL4 1YB  
United Kingdom

DATE: Aug. 11, 2014  
INVOICE # 656 revised

**Bill To:**  
Space Coast Office of Tourism  
Brevard County TDC  
Suite 150  
430 Brevard Avenue  
Cocoa Village  
Florida FL 32922  
**Comments or Special Instructions:** VAT Number - 718682994

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
					Due on receipt
QUANTITY	DESCRIPTION			UNIT PRICE	AMOUNT
One	BH&P Direct Mailing March to April 2014 - EXPENSE				\$415.95
One	David McKee TER June 2014 TRAVEL (DAVID)				\$113.46
One	David McKee TER UK Sales Mission June 2014 TRAVEL (DAVID)				1,282.52
One	David McKee TER Visit Florida & Tropical Places June 2014 TRAVEL (DAVID)				\$853.95
SUBTOTAL					\$ 2,664.98
TAX RATE					
VAT					
SHIPPING & HANDLING					
TOTAL					\$ 2,664.98

A  
B  
C  
D

Make all cheques payable to - IGNITE SALES & MARKETING LTD  
If you have any questions concerning this invoice, contact Damian O'Grady on + 44 7711 338026  
ZERO RATED VAT

THANK YOU FOR YOUR BUSINESS

TRAVEL - \$2,249.03  
EXPENSES \$415.95

# INVOICE

VAT Registration No: 528 5135 44

**BH&P**  
Direct Mail  
Limited

Unit 26, The io Centre, Salbrook Road, Salfords, Redhill, Surrey, RH1 5GJ, Great Britain  
Tel: 01293 785 625 Fax: 01293 785 685 Email: admin@bhpdirectmail.com

*1 me 'A' on invoice #1656*

Ignite Sales & Marketing Ltd  
Thames Court  
1 Victoria Street  
WINDSOR  
Berkshire  
SL4 1YB

Invoice Date: 20-Jun-14  
Tax point: 20-Jun-14  
Our Ref: 6428/0535/18  
Your Ref: Damian O'Grady  
Payment Date: 20-Jul-14

Thank you for your order.  
Your instructions have been carried out in accordance with your requirements.

	£	p	VAT Rate	VAT	
				£	p
<u>Florida's Space Coast fulfilment for 3 months - March, April &amp; May 2014</u>					
Rental and admin of telephone line and equipment (3 Months - 50% shared)	35	25			
Storage of pallets	0	00			
To fulfilling telephone requests (shared cost) 0 @ £0.54 each	0	00			
To fulfilling e-mails/FLA coupons (shared cost) 38 @ £0.42 each	15	96			
To selecting & making up parcels 10 @ £2.35 each	23	50			
To delivery of bulk requests (as FedEx report attached)	99	18			
Sub total	173	89	20%	34	78
Postage as dockets attached £11.10 plus individually metered post (50% share) £18.72	29	82	20%	5	96
Terms: 30 days from invoice date	203	71		40	74
<b>TOTAL DUE INCLUDING VAT</b>				<b>244</b>	<b>45</b>

**Remittance Advice**

From Ignite Sales & Marketing Ltd Invoice Reference 6428/0535/18 Date 20-Jun-14

**TOTAL DUE INCLUDING VAT** 244.45

Please arrange payment by BACS or  
Please detach and return with your cheque to BH&P Direct Mail Ltd, Unit 26, io Centre, Salbrook Road, Redhill, RH1 5GJ Great Britain

1-8



## Currency Converter

GBP/USD for the 24-hour period ending **Thursday, Jun 19, 2014 22:00 UTC** @ +/- 0%

Currency I Have:

**244.45** GBP

Currency I Want:

**415.949** USD

### GBP/USD Details

GBP/USD for the 24-hour period ending **Thursday, Jun 19, 2014 22:00 UTC** @ +/- 0%

Selling 244.450 GBP → you get 415.949 USD

Buying 244.450 GBP → you pay 415.995 USD

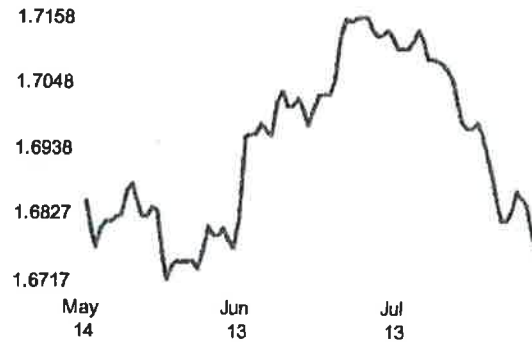
### Rate Details

GBP/USD for the 24-hour period ending **Thursday, Jun 19, 2014 22:00 UTC**

	<b>Bid</b> Sell 1 GBP	<b>Ask</b> Buy 1 GBP
<b>MIN</b>	1.69728	1.69818
<b>AVG</b>	<b>1.70157</b>	1.70176
<b>MAX</b>	1.70619	1.70640

### Recent Trends

GBP/USD average daily bid prices  
Last 90 days



Take trusted OANDA Rates™ with you on your travels

GBP/USD						USD/GBP					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Jun 20, 2014						Jun 20, 2014					
GBP	USD	GBP	USD	GBP	USD	USD	GBP	USD	GBP	USD	GBP
1	1.70	15	25.52	45	76.57	1	0.59	15	8.81	45	26.44
2	3.40	20	34.03	50	85.08	2	1.18	20	11.75	50	29.38
3	5.10	25	42.54	100	170.16	3	1.76	25	14.69	100	58.76
4	6.81	30	51.05	250	425.39	4	2.35	30	17.63	250	146.91
5	8.51	35	59.55	500	850.79	5	2.94	35	20.57	500	293.81
10	17.02	40	68.06	1,000	1,701.57	10	5.88	40	23.51	1,000	587.63



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18

Currency Converter

Currency Tools

Mobile



# Currency Converter

Currency I Have:  
**British Pound**

Currency I Want:  
**US Dollar**

TRY ALSO ..

[Mobile Currency Converter](#)  
[Exchange Rate Forecast](#)

USD 1

GBP 0.63

0% Jun 5, 2014 **HELP**

Rate Details [Traveler's Cheatsheet](#)

## GBP/USD Details

Wednesday, Jun 4, 2014

GBP  
USD

Wednesday, Jun 4, 2014

	Bid	Ask	17034
			16960
			16885
			16811
			16735
			May 31
			Jun 10
			Jun 20
			Jun 30

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources

**INTERACTIVE GRAPH**

**BUDGET 2014**

The Chancellor has revolutionised pensions.

## Currency Converter

OANDA's currency calculator tools use OANDA Rates™, the touchstone foreign exchange rates compiled from leading market data contributors. Our rates are trusted and used by major corporations, tax authorities, auditing firms and individuals around the world

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10


# AA Route Planner



Map Report a map error

from Bond Street, Macclesfield to FY1 1PD, Blackpool  
 Distance: 71.8 miles | Time: 1 hr 24 min

Road	Distance (miles)	Directions	Total (miles)
	0.00	Start out on Bond Street	0.00
	0.19	Turn left onto West Bond Street	0.19
	0.14	Turn right onto Crompton Road	0.33
	0.08	Turn left onto Cottage Street	0.40
<b>B5088</b>	0.09	Turn right onto Oxford Road - B5088	0.49
<b>A537</b>	0.09	At roundabout take the 1st exit onto the A537 <b>Signposted Knutsford, Chester</b>	0.58
	0.49	At roundabout take the 2nd exit onto the A537	1.07
	0.53	At roundabout take the 2nd exit onto the A537 <b>Signposted Chester, Preston</b>	1.60
	3.09	At Monk's Heath, traffic signals continue forward on the A537 <b>Signposted Chester</b>	4.69
	1.65	At roundabout take the 3rd exit onto the A537 <b>Signposted Chester</b>	6.33
	4.06	At roundabout take the 2nd exit onto the A537 <b>Signposted Chester</b>	10.40
<b>A50</b>	0.98	At traffic signals turn right onto the A50 <b>Signposted Warrington, Manchester</b>	11.37
<b>A5033</b>	0.30	At roundabout take the 2nd exit onto the A5033 <b>Signposted M6, Chester</b>	11.67

<b>A556</b>	1.80	At traffic signals turn right onto the A556 <b>Signposted Manchester</b>	13.48	C
<b>M6</b>	0.64	At roundabout take the 1st exit, then join the M6 motorway <b>Signposted Preston</b>	14.12	
	4.15	Lymm Service Area	18.27	
	3.43	Thelwall Viaduct	21.70	
	19.97	Charnock Richard Service Area (WELCOME BREAK)	41.68	
<b>M55</b>	13.74	Leave the M6 at junction 32, then join the M55 motorway <b>Signposted Blackpool</b>	55.42	
<b>A583</b>	11.90	Leave the M55 at junction 4, then at roundabout take the 3rd exit onto the A583 <b>Signposted Blackpool</b>	67.32	
	1.43	Warning: Speed Cameras along the A583  <b>Speed Camera</b>	68.75	
	1.07	At traffic signals turn right onto the A583 <b>Signposted North Shore</b>	69.83	
<b>A583</b>	1.14	At Devonshire Square turn left onto Church Street - A583 <b>Signposted Town Centre</b>	70.96	
<b>A586</b>	0.34	At traffic signals turn right onto the A586 <b>Signposted Through Traffic</b>	71.31	
	0.16	Bear left onto the A586 <b>Signposted Town Centre</b>	71.47	
	0.06	At roundabout take the 1st exit onto the A586 <b>Signposted Town Centre</b>	71.53	
	0.06	At roundabout take the 2nd exit onto the A586 <b>Signposted Town Centre, Lytham St Annes A584</b>	71.60	
	0.10	At traffic signals turn right onto Abingdon Street	71.69	
	0.05	At mini-roundabout turn left onto Queen Street	71.74	
	0.07	Turn right onto The Strand	71.80	
	0.03	Turn right	71.83	
	0.02	Arrive on unnamed road	71.85	
Section time 1:24, Total time 1:24				

00101D CAR PARKING 05 JUN 14 23:59 ON 05 JUN 14 2669273931  
BLACKPOOL NORTH (black hall)  
CAR PARKING  
Number 37300  
Printed 10:27 on 05 JUN 14

2A

7B

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# Currency Converter

Currency I Have:

British Pound

Currency I Want:

US Dollar

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GBP/USD

GBP/USD

0% DATE Jun 5, 2014 HELP

[Rate Details](#) [Traveler's Cheatsheet](#)

## GBP/USD Details

Wednesday, Jun 4, 2014

GBP/USD Bid Ask

Rate Details

Wednesday, Jun 4, 2014

	Bid	Ask	17034
16960			
16885			
16811			
16738			
	May 31	Jun 10	Jun 20 Jun 30

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources

[INTERACTIVE GRAPH](#)

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C

TRAVEL EXPENSE REPORT

NAME: **David McKee**      CUSTOMER CENTER: **BE HEADQUARTERS**

EMPLOYEE #:

INTERNAL ORDER #:

GRANT #:

MEAL STOP #:

PHONE EXT:

DATE	TRAVEL PERFORMED (TRAVEL TO CITY)	PURPOSE OF TRIP (NAME OF CONFERENCE)	UK £'s	Credit Mapquest Receipt Number	US \$'s
07/17/14	Train to Glasgow from Manchester Airport	UK Sales Mission	£71.50	1	\$120.63
07/17/14	Marriott Hotel Glasgow	UK Sales Mission <b>w/ breakfast</b>	£200.00	2	\$337.06
07/17/14	Car Rental Glasgow	UK Sales Mission			\$45.50
07/17/14	Train to Manchester from Glasgow	UK Sales Mission			\$51.94
07/17/14	Marriott Hotel Glasgow	UK Sales Mission			\$44.94
07/17/14	Checked baggage Glasgow to Dublin flight	UK Sales Mission	£38.00	3	\$63.85
07/17/14	Marriott Hotel Dublin	UK Sales Mission			\$44.94
07/17/14	Car Rental Dublin	UK Sales Mission			\$45.50
07/17/14	Taxi Morrison Hotel Dublin to Dublin Airport	UK Sales Mission	EURO30.10	4	\$27.28
07/17/14	Heathrow Express train to Paddington Station	UK Sales Mission	£26.00	5	\$43.60
07/17/14	Per Diem London	UK SALES MISSION			\$47.94
07/17/14	Train to Manchester Airport from London Euston	UK Sales Mission	£55.00	6	\$92.77
07/17/14	Car Parking Manchester Airport	UK Sales Mission	£69.99	7	\$117.13
07/17/14	Marriott Hotel London	UK Sales Mission <b>w/ breakfast</b>	£285.60	8	\$480.81
					<b>\$4876.52</b>
					<b>1282.52</b>

*per diem pd per memo memo attached.*

- Please note expenses being deducted from travel expense report for verification by indicating proper number next to expense listed:
1. Received an advance and needs to be deducted from report
  2. Charged on purchasing card and needs to be deducted from total
  3. Class C meals are paid through payroll and needs to be deducted from total

PREPARED FOR: **SEMPURUS-AM NE HEADQUARTERS**

PREPARED BY: *David McKee*  
 TITLE: **VEHICULAR SERVICES UK SLA YTB**

DATE: *30/07/14*

**TRAVEL EXPENSE REPORT**

FUND \_\_\_\_\_ COST CENTER \_\_\_\_\_ GLACCOUNT \_\_\_\_\_

INTERNAL ORDER # \_\_\_\_\_ GRANT # \_\_\_\_\_

(If Applicable)

David McKee

MAIL STOP # \_\_\_\_\_ PHONE EXT. \_\_\_\_\_

DATE	TRAVEL PERFORMED (FROM CITY TO CITY)	PURPOSE OR REASON (NAME OF CONFERENCE)	UK £'s	Oanda Map quest Receipt Number	US \$'s
6/6/14	Train to Glasgow from Manchester Airport	UK Sales Mission	£71.50	1 ✓	\$120.60
6/6/14	Radisson Hotel Glasgow	UK Sales Mission	£200.00	2 ✓	\$337.06
6/7/14	Per Diem Glasgow D	UK Sales Mission			\$45.00
6/8/14	Per Diem Glasgow B/L/D	UK Sales Mission			\$91.00
6/9/14	Per Diem Glasgow B/L/D	UK Sales Mission			\$91.00
3/10/14	Per Diem Glasgow B/D	UK Sales Mission			\$62.00
3/10/14	Per Diem Glasgow B	UK Sales Mission			\$17.00
3/10/14	Checked baggage Glasgow to Dublin flight	UK Sales Mission	£38.00	3 ✓	\$63.85
3/10/14	Per Diem Dublin L	UK Sales Mission			\$44.00
3/11/14	Per Diem Dublin B/L/D	UK Sales Mission			\$142.00
3/12/14	Per Diem Dublin B	UK Sales Mission			\$27.00
3/12/14	Taxi Morrison Hotel Dublin to Dublin Airport	UK Sales Mission	EURO20.10	4 ✓	\$27.20
3/12/14	Heathrow Express train to Paddington Station	UK Sales Mission	£26.00	5 ✓	\$43.60
3/12/14	Per Diem London L	UK Sales Mission			\$47.00
3/13/14	Per Diem London B	UK Sales Mission			\$28.00
3/13/14	Train to Manchester Airport from London Euston	UK Sales Mission	£55.00	6 ✓	\$92.77
3/13/14	Car Parking Manchester Airport	UK Sales Mission	£69.99	7 ✓	\$117.13
3/13/14	Marriott Hotel London	UK Sales Mission	£285.60	8 ✓	\$480.31
					<b>\$1876.52</b>

Please note expenses being deducted from travel expense report for verification by indicating proper number next to expense listed. \*\*

1 - Received an advance and needs to be deducted from total  
 2 - Charged on purchasing card and needs to be deducted from total  
 3 - Class C meals are paid through payroll and needs to be deducted from total

PREPARED BY \_\_\_\_\_ EXT # \_\_\_\_\_

DATE 3/10/14

need missing receipt memos for 1,6,7,8,2 need receipts need per diem memo - sent to s.wilkinson

Time C - on invoice #656

**OFFICIAL HEADQUARTERS**

Windsor Berkshire UK SL4 4TB

OFFICIAL HEADQUARTERS

DATE 3/10/14

need missing receipt memos for 1,6,7,8,2 need receipts need per diem memo - sent to s.wilkinson

d: Your Booking Confirmation 6NXR5THN

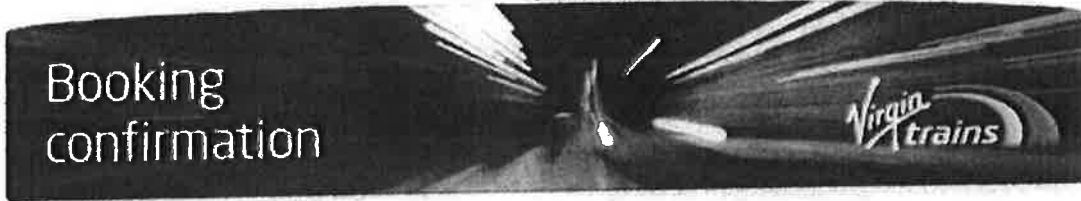
Subject: Fwd: Your Booking Confirmation 6NXR5THN  
From: David McKee <david.mckee22@gmail.com>  
Date: 30/06/2014 14:16  
To: David McKee <david@ignite-uk.com>

----- Original Message -----

Subject: Your Booking Confirmation 6NXR5THN  
Date: Tue, 13 May 2014 16:31:57 +0100  
From: Virgin Trains <salesupport.virgintrains@trainsfares.co.uk>  
Reply-To: Virgin Trains <salesupport.virgintrains@trainsfares.co.uk>  
To: DAVID MCKEE10@BTINTERNET.COM

1A

Details of your booking

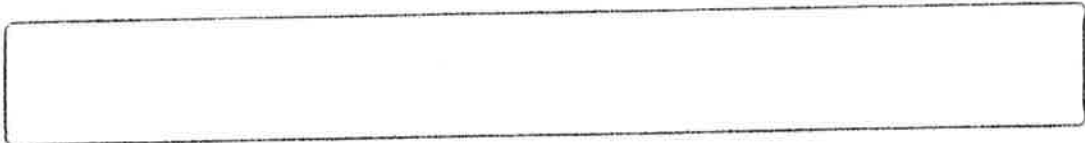


Hello David,

Thank you for buying your train journey at [virgintrains.com](http://virgintrains.com)

Please take a moment to check your booking details below and make sure it's all in order.

Enjoy your journey,  
Virgin Trains



Your booking reference is 2093824355

Your FastTicket Reference is 6NXR5THN

Journey 1: MANCHESTER AIRPORT to GLASGOW CENTRAL

Travel on Friday 06 June 2014

Departs	Arrives	By	Reservations
---------	---------	----	--------------

12:29 - Manchester Airport	13:33 - Preston	TRAIN (Transpennine Express)	Coach: A Seat: 03
13:41 - Preston	16:01 - Glasgow Central	TRAIN (Virgin Trains)	Coach: H Seat: 21

**Ticket details**

Passengers: 1 Adult(s)

Ticket Type: ADVANCE SINGLE

Route: This ticket is only valid for travel on Virgin Trains West Coast services and connections

1/3

**Payment Information**

Transaction Id: 2093824355  
Transaction Date: 13/05/2014  
Card type: AMERICAN EXPRESS  
Card number: \*\*\*\* \* 6203

**Fare details**

Journey 1: Adult Fare GBP 71.50 (1@GBP 71.50)

**Cost breakdown**

Total amount paid: GBP 71.50

Our terms and conditions and the National Conditions of Carriage apply to this booking and are available at [virgintrains.com](http://virgintrains.com)

**FAQs**

- Q: **What happens if I don't have the card I booked with/or a new card?**  
A: You will need to phone our After Sales Support team before arriving at the station on 0844 556 5650 quoting your booking reference.
- Q: **When should I arrive at the station?**  
A: Always allow plenty of time to get to the station, collect your ticket(s), check the platform your train is departing from and board the train. At London Euston the train doors close 2 minutes before departure, so please leave plenty of time to get on the train.
- Q: **Can I change my booking/ticket(s)?**  
A: It depends on the type of ticket you purchased. You can check your ticket type details within the [View Booking Details](#) area of 'My Account'. Or you can call our After Sales Support team on 0844 556 5650 quoting your booking reference 2093824355. If a change of booking/ticket(s) is possible, there is an administration fee of GBP 10.00 and you will need to pay any difference in the new fare.
- Q: **Can I get a refund?**



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## Currency Converter

[Currency Converter](#)

[Historical Exchange Rates](#)

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Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

71.50

AMOUNT:

120.606

INTERBANK +/- 0%

DATE: May 13, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending Monday, May 12, 2014 22:00 UTC @ +/- 0%

Selling 71.5000 GBP  
Buying 71.5000 GBP

you get 120.606 USD  
you pay 120.620 USD

[Rate Details](#)

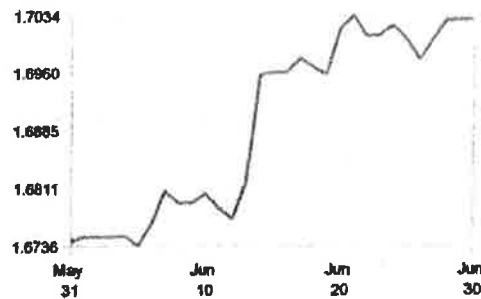
GBP/USD for the 24-hour period ending Monday, May 12, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.68346	1.68485
AVG	1.68680	1.68700
MAX	1.69027	1.69040

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

[Recent Trends](#)

GBP/USD average daily bid prices



30 days 60 days 90 days

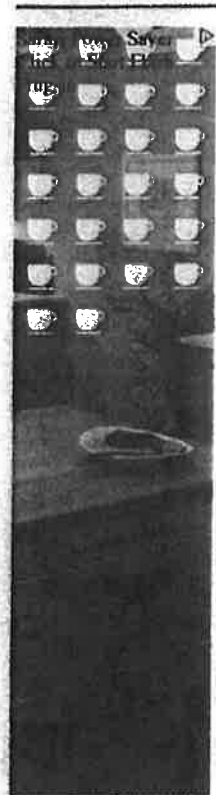
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Live  8x1

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## Currency Converter

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Access currency exchange rates back to January, 1990:

- Type currency names, 3-letter ISO currency symbols, or country names to select your currency. Convert world currencies, precious metals, or obsolete currencies, which are marked with an asterisk (\*)
- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

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10

**MEMORANDUM**

**To:** County Finance  
**From:** David McKee  
**Date:** 21 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee

**Destination** Glasgow for UK Sales Mission

**Dates of Travel** 6 June 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

**Tolls** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Taxi/Trains** \$120.60 (Confirmation Invoice proof of payment attached to TER)

**Hotel** \_\_\_\_\_

**Boarding Pass** \_\_\_\_\_

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

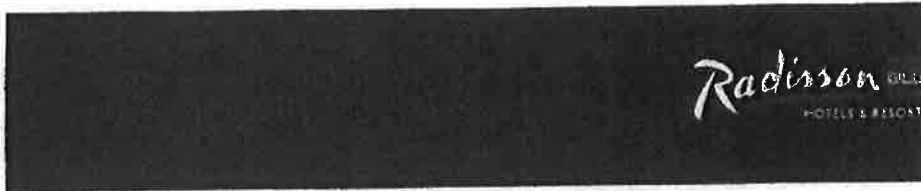
**Signature of Traveler** *David McKee* **Date** 21 July 2014

**Signature of Director** *[Signature]* **Date** 7/25/14

Florida's Space Coast Office Of Tourism  
430 Brevard Ave. • Suite #150 • Cocoa Village • FL 32922  
(321) 433.4470 • Fax: (321) 433.4476 • 1-877-57BEACH

Your Reservation Confirmation (G3PDKT8)

**Subject:** Your Reservation Confirmation (G3PDKT8)  
**From:** Radisson Blu Hotels & Resorts <noreply@radissonblu.com>  
**Date:** 14/05/2014 14:30  
**To:** <DAVID@IGNITE-UK.COM>



This is a post only E-mail, please do not reply

**Your Reservation Confirmation**

2

**Your booking has been confirmed.**

Thank you for making a reservation with Radisson Blu Hotels & Resorts. This email is to confirm your reservation. Below you will find your reservation summary. Please keep this information for your records.

Confirmation number

Your booking

[Make a new Reservation](#)

**G3PDKT8**

[Cancel booking](#)



**Your booking**



**Radisson Blu Hotel, Glasgow**  
301 Argyle Street

G2 8DL Glasgow  
United Kingdom  
T: ++44141-2043333

M: [reservations.glasgow@radissonblu.com](mailto:reservations.glasgow@radissonblu.com)  
[Visit hotel website](#)

**Arrival:**

Fri 06 Jun 2014  
Check in time 15:00\*

Your Reservation Confirmation (G3PDKT8)

Departure:

Sun 08 Jun 2014  
Check out time 12:00\*

\*local time

2B

**Total cost**

<b>Advance Purchase Offer- Standard Room</b>	200.00 GBP
Estimated fees	0.00 GBP
Estimated taxes	0.00 GBP

for 1 room **200.00 GBP**

Additional taxes and surcharges may apply.

**Personal information**

Personal information	Mr
First Name	David
Last Name	McKee
Country	United Kingdom
City	Macclesfield
Zip/Postal Code	SK116RG
Address	228 Bond Street
Phone	7710490054
Your email address	DAVID@IGNITE-UK.COM

**Room Overview**

**Room 1: Advance Purchase Offer-Standard Room**

Adults: 1 Adults 0 Children

First Name	David
Last Name	McKee

**Features**

- Room type / Bed type / Smoking preference are not confirmed
- VAT and applicable taxes included
- Must be booked at least 21 days in advance
- Cannot be combined with any other promotional offer
- For individual bookings only
- **NON-REFUNDABLE CREDIT CARD PRE-PAYMENT REQUIRED AT THE TIME OF BOOKING FOR THE ENTIRE STAY**
- No changes, cancellations, or adjustments to the reservation are permitted
- No refunds for cancellations

**Instructions**

- 1 night minimum stay required. Must book 21 days in advance. Guarantee required. Pre-payment required for the entire stay. Booking must be made in the cardholder's name. Rate subject to availability and change. Available for bookings made from Jan 18 2012

**Review Hotel Policy**

**Room 1**

**Guarantee Policy:**

Advance payment required Credit card payment only accepted Deposit of full stay due 1 day(s) after booking Credit card will be billed by hotel at time of booking



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## Currency Converter

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Currency I Have:

British Pound

GBP

Currency I Want:

US Dollar

USD

AMOUNT:

200.00

AMOUNT:

337.062

INTERBANK +/- 0%

DATE: May 14, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending Tuesday, May 13, 2014 22:00 UTC @ +/- 0%

Selling 200 000 GBP you get 337 062 USD  
 Buying 200 000 GBP you pay 337 100 USD

#### Rate Details

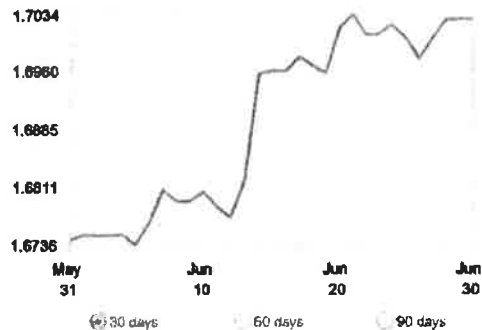
GBP/USD for the 24-hour period ending Tuesday, May 13, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.68181	1.68200
AVG	1.68531	1.68550
MAX	1.68825	1.68849

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

#### Recent Trends

GBP/USD average daily bid prices



INTERACTIVE GRAPH

## Currency Converter

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- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

[Looking for the old fxConverter?](#)



AD

**MEMORANDUM**

**To:** County Finance  
**From:** David McKee  
**Date:** 21 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee

**Destination** Glasgow UK Sales Mission

**Dates of Travel** 6 June 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

**Tolls** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Taxi/Trains** \_\_\_\_\_

**Hotel** \$337.06 (Confirmation Invoice proof of payment attached to TER)


**Boarding Pass** \_\_\_\_\_

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

**Signature of Traveler** [Signature] **Date** 21 July 2014

**Signature of Director** [Signature] **Date** 7/25/14

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Serial <b>Nº 027402</b>	<b>Aer Lingus  Baggage Charge</b>			Issued by <b>GCA</b>
MRR	Bag Type	Flight/Date	Charge	Agent Code <b>10JUN14</b>
PNR <b>2LWZAG</b>	Sport	EI		ROUTE/REMARKS <b>GUADUB</b>
	Bag Charge	EI <b>3223</b>	<b>38</b>	
	USA	EI		
	Kilos	EI		
	Total		<b>138</b>	
Pax Names <b>MICKEE</b>		<b>#3A</b>		
Signature <i>[Signature]</i>				
2330	Cash Cheque Laser Credit Card			

**Express Standard Single**  
Use By **14 JUN 2014** **#5**

Class: Adult, Child, Fare: F 26.00X  
 EXP: 1, 0  
 From: Heathrow Express, Paddington  
 To: 55.888

Thanks For Travelling With Heathrow Express  
 12/06/2014 13:21 0043 US\$26.00

**RECEIPT BELOW**  
 CREDIT/DEBIT CARD PAYMENT RECEIPT  
 Heathrow Express Ltd  
 Sale: £ 26.00X  
 Amount Express: 3771304\*\*\*\*6203  
 Expiry: 01/15  
 Start: 01/15  
 Issue: Skipped  
 Source: 944750928  
 Merchant No.: 34187  
 Transaction No.: 34187

Debit to card account with the total amount  
 Please retain for your records  
 12/06/2014 13:23 0043 JIN509A2

**Taxi Receipt** **#4**

Taxi Licence No 40569  
 Reg/Vin No 08768983  
 Receipt Number 14034  
 Date: 12.06.2014  
 Start time 09:00  
 Fare: 16.10€  
 Extras: 4.00€  
 Total: 20.10€  
 Tips/Discounts/Tolls

Total Paid: 11.4  
 Distance: 01  
 Finish Time: 09:18

THANK YOU  
 SKAN TAXI  
 01 8308817



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# Currency Converter

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3P

Currency I Have:

**British Pound**

GBP

Currency I Want:

**US Dollar**

USD

AMOUNT:

38.00

AMOUNT:

63.8533

INTERBANK +/- 0%

DATE: Jun 10, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

## GBP/USD Details

GBP/USD for the 24-hour period ending Monday, Jun 9, 2014 22:00 UTC @ +/- 0%

Selling 38.0000 GBP  
Buying 38.0000 GBP

you get 63.8533 USD  
you pay 63.8601 USD

[Rate Details](#)

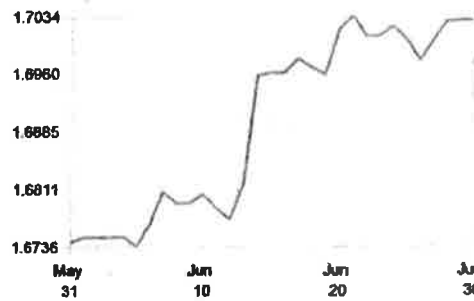
GBP/USD for the 24-hour period ending Monday, Jun 9, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.67832	1.67846
AVG	1.68035	1.68053
MAX	1.68314	1.68329

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

[Recent Trends](#)

GBP/USD average daily bid prices



30 days 60 days 90 days

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- Choose a percentage from the interbank rate list to better approximate the tourist exchange rates actually charged by your financial institution. ([Find out more about interbank rates.](#))

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# Currency Converter

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Currency I Have:

**Euro**

**EUR**

AMOUNT:

**20.10**

Currency I Want:

**US Dollar**

**USD**

AMOUNT:

**27.2058**

INTERBANK +/- 0%

DATE: Jun 12, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

## EUR/USD Details

EUR/USD for the 24-hour period ending **Wednesday, Jun 11, 2014 22:00 UTC @ +/- 0%**

Selling 20 1000 EUR you get 27.2058 USD  
 Buying 20 1000 EUR you pay 27.2080 USD

### Rate Details

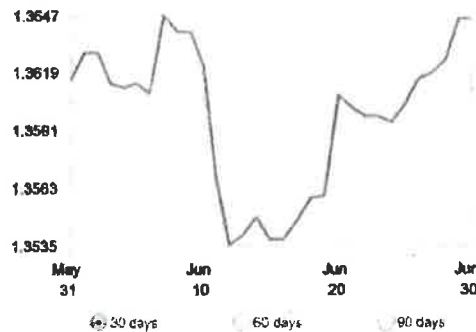
EUR/USD for the 24-hour period ending **Wednesday, Jun 11, 2014 22:00 UTC**

	Bid	Ask
	Sell 1 EUR	Buy 1 EUR
MIN	1.35210	1.35222
AVG	1.35352	1.35363
MAX	1.35565	1.35577

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

EUR/USD average daily bid prices



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Like

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Currency I Have:

British Pound

GBP

AMOUNT:

26.00

Currency I Want:

US Dollar

USD

AMOUNT:

43.6056

INTERBANK +/- 0%

DATE: Jun 12, 2014

[HELP](#)

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### GBP/USD Details

GBP/USD for the 24-hour period ending Wednesday, Jun 11, 2014 22:00 UTC @ +/- 0%

Selling 26.0000 GBP  
Buying 26.0000 GBP

you get 43.6056 USD  
you pay 43.6101 USD

[Rate Details](#)

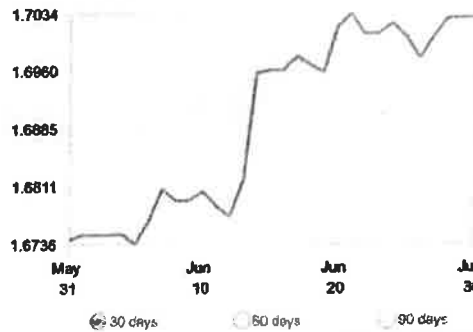
GBP/USD for the 24-hour period ending Wednesday, Jun 11, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.67372	1.67390
AVG	1.67714	1.67731
MAX	1.68100	1.68116

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

[Recent Trends](#)

GBP/USD average daily bid prices



30 days 60 days 90 days

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[Looking for the old fxConverter?](#)

Fwd: Fwd: Your Booking Confirmation 6NXR5THN

**Subject:** Fwd: Fwd: Your Booking Confirmation 6NXR5THN  
**From:** David McKee <david.mckee22@gmail.com>  
**Date:** 30/06/2014 14:32  
**To:** David McKee <david@ignite-uk.com>

----- Original Message -----  
**Subject:** Your Booking Confirmation 6NXR5THN  
**Date:** Tue, 13 May 2014 16:31:57 +0100  
**From:** Virgin Trains <salessupport.virgintrains@trainsfares.co.uk>  
**Reply-To:** Virgin Trains <salessupport.virgintrains@trainsfares.co.uk>  
**To:** DAVID.MCKEE10@BTINTERNET.COM

GA

Details of your booking



Hello David,

Thank you for buying your train journey at [virgintrains.com](http://virgintrains.com)

Please take a moment to check your booking details below and make sure it's all in order.

Enjoy your journey,  
Virgin Trains



Your booking reference is 2365578922

Your FastTicket Reference is 7XF2568W8

**Journey 1: London Euston to Manchester Airport**

**Travel on Friday 06 June 2014**

Departs	Arrives	By	Reservations
11:40 - London Euston	13:10 - Crewe	TRAIN (Virgin Trains)	Coach: H Seat: 08
13:34 - Crewe	14:04 - Manchester Airport	TRAIN (Northern Rail)	No Reservations

**Ticket details**

Passengers: 1 Adult(s)

Ticket Type: ADVANCE SINGLE

Route: This ticket is only valid for travel on Virgin Trains West Coast services and connections

6B

**Payment Information**

Transaction Id: 2365578922  
Transaction Date: 13/05/2014  
Card type: AMERICAN EXPRESS  
Card number: \*\*\*\* \* 6203

**Fare details**

Journey 1: Adult Fare GBP 55.00 (1@GBP 55.00)

**Cost breakdown**

Total amount paid: GBP 55.00

Our terms and conditions and the National Conditions of Carriage apply to this booking and are available at [virgintrains.com](http://virgintrains.com)

**FAQs**

**Q: What happens if I don't have the card I booked with/or a new card?**

A: You will need to phone our After Sales Support team before arriving at the station on 0844 556 5650 quoting your booking reference.

**Q: When should I arrive at the station?**

A: Always allow plenty of time to get to the station, collect your ticket(s), check the platform your train is departing from and board the train. At London Euston the train doors close 2 minutes before departure, so please leave plenty of time to get on the train.

**Q: Can I change my booking/ticket(s)?**

A: It depends on the type of ticket you purchased. You can check your ticket type details within the [View Booking Details](#) area of [My Account](#). Or you can call our After Sales Support team on 0844 556 5650 quoting your booking reference 2093824355. If a change of booking/ticket(s) is possible, there is an administration fee of GBP 10.00 and you will need to pay any difference in the new fare.

**Q: Can I get a refund?**

A: It depends on your ticket type. Certain ticket types are non-refundable, so please check ticket restrictions, which can be found within the [View Booking Details](#) area of [My Account](#). A refund can be requested online by visiting the [My Account](#) section of our website, logging in and clicking on [Request Refund](#). Alternatively you can call our After Sales Support team on 0844 556 5650 quoting



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Currency I Have:

British Pound GBP

AMOUNT:

55.00

Currency I Want:

US Dollar USD

AMOUNT:

92.7740

INTERBANK +/- 0% DATE: May 13, 2014 [HELP](#)

[Rate Details](#)

[Traveler's Checklist](#)

### GBP/USD Details

GBP/USD for the 24-hour period ending Monday, May 12, 2014 22:00 UTC @ +/- 0%

Selling 55.0000 GBP you get 92.7740 USD  
 Buying 55.0000 GBP you pay 92.7850 USD

### Rate Details

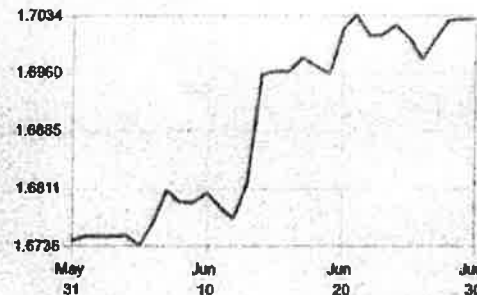
GBP/USD for the 24-hour period ending Monday, May 12, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MH	1.68346	1.68485
AVG	1.68680	1.68700
MAX	1.69027	1.69040

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

### Recent Trends

GBP/USD average daily bid prices



30 days  60 days  90 days

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FLORIDA'S  
SPACE COAST

Orlando's Closest Beaches

602

**MEMORANDUM**

**To:** County Finance  
**From:** David McKee  
**Date:** 21 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee

**Destination** Manchester Airport post UK Sales Mission

**Dates of Travel** 13 June 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

**Tolls** \_\_\_\_\_

**Parking** \_\_\_\_\_

**Taxi/Trains** \$92.77 (Confirmation Invoice proof of payment attached to TER)

**Hotel** \_\_\_\_\_

**Boarding Pass** \_\_\_\_\_

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

**Signature of Traveler** *David McKee* **Date** 21 July 2014

**Signature of Director** *[Signature]* **Date** 7/25/14

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(321) 433.4470 • Fax: (321) 433.4476 • 1-877-57BEACH

Car Park booking confirmation notice from Manchester Airport

Subject: Car Park booking confirmation notice from Manchester Airport  
From: "Manchester Airport" <carparkconfirmation@manairport.co.uk>  
Date: 05/06/2014 18:31  
To: david.mckee10@btinternet.com

Please add carparkconfirmation@manairport.co.uk to your address book or safe list to ensure delivery to your inbox



7A

[Flight Info](#)   [Book Parking](#)   [Escape Lounge](#)   [Manage my Booking](#)

## Booking Confirmation: MW1G3040473

Dear Mr David Mckee,

Thank you for booking with Manchester Airport. This e-mail confirms the booking you made on the 05/06/2014 at 18:30. Please take a minute to check the details below and bring a copy of this confirmation with you when you travel.

### Your Car Park Booking

**Airport:** Manchester  
**Carpark:** Meet & Greet T1  
**Booking Date:** 18:30 - 05/06/2014  
**Entry:** 11:00 - 05/06/2014  
**Exit:** 14:00 - 13/06/2014  
**Car Reg:** MK14XHD  
**Amount Paid:** £69.99

### Your Payment Details

The card used for this booking is -  
**Booking Value:** £58.32  
**VAT(20.0%):** £11.67  
**Total:** £69.99  
This e-mail is your VAT receipt.  
VAT no. 707 7228 31  
Manchester Airport - Car Parks  
Manchester, M90 1QX

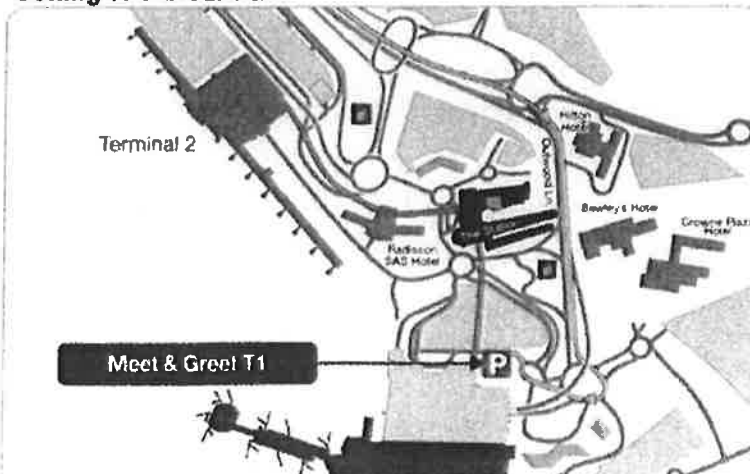
### Manage My Booking

To view, amend or cancel your booking quickly and conveniently\*, please visit [Manage My Booking](#)

or by calling the following number quoting your booking reference -  
**0871 310 2200**

Our cancellation policy and terms and conditions are available on our website.

### Getting to the Car Park





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Currency I Have:

British Pound

GBP

AMOUNT:

69.99

Currency I Want:

US Dollar

USD

AMOUNT:

117.136

INTERBANK +/- 0%

DATE: Jun 5, 2014

[HELP](#)

[Rate Details](#)

[Traveler's Cheatsheet](#)

## GBP/USD Details

GBP/USD for the 24-hour period ending Wednesday, Jun 4, 2014 22:00 UTC @ +/- 0%

Selling 69.9900 GBP you get 117.136 USD  
 Buying 69.9900 GBP you pay 117.149 USD

### Rate Details

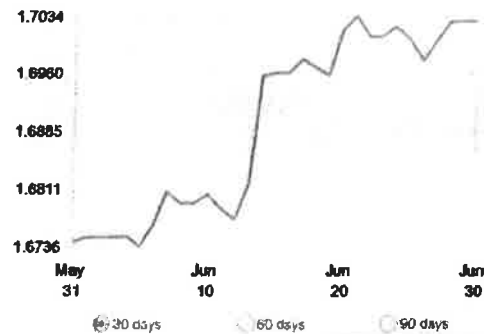
GBP/USD for the 24-hour period ending Wednesday, Jun 4, 2014 22:00 UTC

	Bid	Ask
	Sell 1 GBP	Buy 1 GBP
MIN	1.66973	1.66997
AVG	1.67361	1.67380
MAX	1.67675	1.67690

These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources

### Recent Trends

GBP/USD average daily bid prices



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[Looking for the old fxConverter?](#)



**MEMORANDUM**

7C

**To:** County Finance  
**From:** David McKee  
**Date:** 21 July 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense (s):

**Travelers Name** David McKee

**Destination** Manchester Airport post UK Sales Mission

**Dates of Travel** 13 June 2014

Receipts were not retained by the traveler. Please accept this memo in place of receipts of the following expense(s):

**Tolls** \_\_\_\_\_

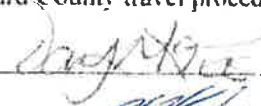
**Parking** \$117.13 (Confirmation Invoice proof of payment attached to TER)

**Taxi/Trains** \_\_\_\_\_

**Hotel** \_\_\_\_\_

**Boarding Pass** \_\_\_\_\_

I hereby certify or affirm that this travel claim is true and correct in every material matter, that the expenses were actually incurred by the undersigned traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Brevard County travel procedures and Chapter 112.061, Florida Statutes.

**Signature of Traveler**  \_\_\_\_\_ **Date** 21 July 2014

**Signature of Director**  \_\_\_\_\_ **Date** 7/25/14

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