



Where Florida Begins

Change Requests in Visit Jacksonville Travel Schedule:

2017-18

Visit Jacksonville had some changes to travel within the 2017-18 year that were not brought before TDC for preapproval prior to changing the trip. In order to have these old travel receipts Visit Jacksonville has already reimbursed employees for paid by TDC, we need them approved by TDC.

The following trips were taken that were not on the approved travel list as originally submitted for 2017-18:

Location:	Dates:	Event:	Reason for Change:
Philadelphia, PA	2/27-2/29/18	HMCC	This was approved by Monica Smith as an additional educational certification for our Sales Manager that handles the Medical Meeting sector of conventions. The certification allows her to be more qualified when planning medical group needs in the City.
Reno, NV	4/16-4/17/18	AAOHN	This was a pre-promote trip actually offered in the prior year 2016-17 as a concession to a group that signed to come to Jacksonville. The trip was offered prior to the new contract and was inadvertently omitted from the travel plan for 2017-18 as a result.
Myrtle Beach, SC	4/21-25/18	Southeast Tourism Society	Professional Development added by Monica Smith. She presented at a session and was on the board.
Washington, DC	7/18-19/18	Southeast Tourism Society	Professional Development added by Monica Smith.
Washington, DC	7/18-7/22/18	RHMP Summer Camp	The sponsorship of this by Visit Jacksonville was a planned approved component of the sponsorship line item budget. The sponsorship included a free registration at the event. Monica Smith determined that since the registration was included the Sales Manager responsible for these accounts should attend.

Tallahassee, FL	7/22-7/25/18	XSITE	This event was rescheduled from September 2017 (prior budget year). It was canceled in the prior year due to the hurricane; however, we had already paid for the registration, so it was determined that the Sales Manager should still attend the rescheduled date so as not to lose the registration fee.
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The above trips were included in the financial statements Budget to Actual Expense Summary within the travel line items, none of which exceeded budgets by more than 10%. One show was canceled resulting in approximately \$5,000 towards the above travel.

2018-19 Travel Change Requests:

1. **FSAE Luncheon** in Tallahassee, FL in January 2019. Total estimated cost for mileage and hotel \$400. Funds available as a result of 2 trips already taken coming in slightly under budget.
2. **Convention, Sports & Entertainment Conference** in San Diego, CA in May 2019. We would like to reallocate funding and not attend the Southeast Tourism Society Connections Society meeting in Daytona Beach, previously budgeted at \$1,345 to attend.
3. **Social Media Day**- This is a local conference within the Marketing local meetings budget costing \$175 in June 2019. We generally do not detail the local meetings; however, since this is a conference, we did not want to have issues with reimbursement requests if the conference was not specifically listed in the travel schedule and we request approval for attendance by our Marketing Manager.