



380 New York Street  
Redlands, CA-92373  
Phone: (909) 733-2853

Invoice : 94715336  
Order : 4636254  
Customer : 558144  
Customer PO : CC Bailey  
P.O. Date : 04/10/2024  
End User : 558144  
Project :

Document date : 04/30/2024  
Delivery :  
Attendee : Melissa Bailey

City of Florence

**'Invoice'**

Page : 1  
Ship to:

Esri User Conference  
2024 Esri Planning Directors Summit  
380 New York St  
Redlands CA 92373-8118

Bill to:  
Melissa Bailey  
City of Florence  
Gas Dept  
650 Rickwood Rd  
Florence AL 35630-1323

For questions regarding this document, please contact Customer Service at 888-377-4575.

Terms of payment: Prepaid

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If you have any questions, please contact the Esri Event Registration Team, [confregis@esri.com](mailto:confregis@esri.com) 1-888-377-4576

Item	Qty	Material Number	Price
100	1	189950 Planning Directors Summit 2024 Registration	299.00
		Start Date: 11/06/2024 End Date: 11/07/2024	
		Item Subtotal	299.00
		Amt. Prepaid	299.00-
		<b>Total:</b>	<b>USD 0.00</b>

FEIN: 95-2775732  
DUNS/CEC: 06-313-4175 CAGE: 0AMS3  
Please detach lower portion and return with remittance



Melissa Bailey  
City of Florence  
Gas Dept  
650 Rickwood Rd  
Florence AL 35630-1323

Remit Payment to:  
Environmental Systems Research Institute, Inc.  
By Check: P.O. Box 741076 Los Angeles CA 90074-1076  
Electronic Instructions: Bank: Bank of America Acct#: 1496150335  
Wire ABA: 026009593  
ACH ABA: 121000358

Invoice: 94715336 Document Date: 04/30/2024  
Order: 4636254  
Payer: 558144 Total: USD 0.00





# Agenda

November 6-7, 2024

Esri Planning Directors Summit



Wed 6 Nov



## Wednesday

7:30 a.m.

### Continental Breakfast

7:30 a.m. – 8:30 a.m. [View All](#)

3 Hilton West Palm Beach - Coral Foyer

Conference Activity

### Registration

7:30 a.m. – 5:00 p.m. [View All](#)

3 Hilton West Palm Beach - Coral Foyer

Conference Activity

8:30 a.m.

### Welcome and Opening Remarks

8:30 a.m. – 8:45 a.m.

3 Hilton West Palm Beach - Coral ABC

General Session

Keith Cooke, Director of Planning and Community Development Markets at Esri will welcome attendees and kick-start the first annual Esri Planning Directors Summit.

[Keith Cooke - Esri](#)

8:45 a.m.

### The Future of Planning: Insights from the CEO of the American Planning Association

8:45 a.m. – 9:30 a.m.

3 Hilton West Palm Beach - Coral ABC

General Session

Joel Albizo, CEO, American Planning Association (APA) will provide insight into the future of planning and the work APA is doing to support planning professionals.

[Joel Albizo - American Planning Association](#)

9:30 a.m.

### A Dialog with the CEO

9:30 a.m. – 9:45 a.m.

Hilton West Palm Beach - Coral ABC

Panel Discussion

Keith Cooke will sit down with Joel Albizo, CEO of APA to answer the questions you've always wanted to ask APA.

[Joel Albizo - American Planning Association](#) [Keith Cooke - Esri](#)

9:45 a.m.

### Measuring the Fiscal Viability of Proposed Development

9:45 a.m. – 10:15 a.m.

Hilton West Palm Beach - Coral ABC

General Session

Ryan Wells, Planning Director, City of Fate, Texas will show the city is using GIS to ensure proposed developments are fiscally viable.

[Ryan Wells - City of Fate, TX](#)

10:15 a.m.

### Networking Break

10:15 a.m. – 10:30 a.m.

Hilton West Palm Beach - Coral Foyer

Conference Activity

10:30 a.m.

### Featured Presentation

10:30 a.m. – 11:00 a.m.

Hilton West Palm Beach - Coral ABC

General Session

Featured presentation to be announced.

11:00 a.m.

### Panel with Morning Speakers

11:00 a.m. – 11:30 a.m.

Hilton West Palm Beach - Coral ABC

Panel Discussion

Panel discussion to be announced.

11:30 a.m.

### Featured Session

11:30 a.m. – 12:00 p.m.

Hilton West Palm Beach - Coral ABC

General Session

Featured presentation to be announced.



12:00 p.m.

### Hosted Lunch

12:00 p.m. – 1:30 p.m. [View All](#)

📍 Hilton West Palm Beach - Coral DE

1:30 p.m.

### Featured Presentation

1:30 p.m. – 2:00 p.m.

📍 Hilton West Palm Beach - Coral ABC

General Session

Featured presentation to be announced.

2:00 p.m.

### Implementing Feasible Affordable Housing Policy

2:00 p.m. – 2:30 p.m.

📍 Hilton West Palm Beach - Coral ABC

General Session

JoSeth Bocook, Planning Administrator, City of Rocky Mount, North Carolina will showcase how the city is using GIS to meet city-mandated affordable housing goals.

[JoSeth Bocook - City of Rocky Mount, NC](#)

2:30 p.m.

### What Foresight Means for Planning Directors

2:30 p.m. – 3:00 p.m.

📍 Hilton West Palm Beach - Coral ABC

General Session

Zhenia Dulko, Foresight Manager, American Planning Association (APA) will discuss the Foresight program and how it is addressing modern challenges such as artificial intelligence (AI).

[Zhenia Dulko - American Planning Association](#)

3:00 p.m.

### Networking Break

3:00 p.m. – 3:15 p.m.

📍 Hilton West Palm Beach - Coral Foyer

Conference Activity

3:15 p.m.

### Remediating Neighborhood Blight

3:15 p.m. – 3:45 p.m.

📍 Hilton West Palm Beach - Coral ABC

General Session

Seth Stark, Chief Data Officer, City of Decatur, Illinois will highlight how the city used GIS to manage federal funding to address neighborhood blight.

[Seth Stark - City of Decatur, IL](#)



3:45 p.m.

### Leveraging GIS for Climate Resilience

3:45 p.m. – 4:15 p.m.

📍 Hilton West Palm Beach - Coral ABC

General Session

Alan Clinton, Chief Data Officer, County of Kaua'i, Hawaii will discuss how GIS is at the center of climate resilience initiatives, including sea-level rise.

[Alan Clinton - County of Kaua'i, HI](#)

4:15 p.m.

### Increasing Affordable Housing with Corridor Planning and Redevelopment

4:15 p.m. – 4:45 p.m.

📍 Hilton West Palm Beach - Coral ABC

General Session

Heba ElGawish, Senior Cross-Systems Planner, Washington, District of Columbia will highlight two historic district plans focusing on adding affordable housing.

[Heba ElGawish - Washington, DC](#)

4:45 p.m.

### Closing

4:45 p.m. – 5:00 p.m.

📍 Hilton West Palm Beach - Coral ABC

Closing Session

[Eva Kennedy - Esri](#)

5:00 p.m.

### Networking Reception

5:00 p.m. – 7:00 p.m.

📍 Hilton West Palm Beach - Manor

Social Activity

Agenda is subject to change

Request to attend this invitation-only event

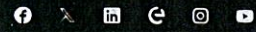
[Get registration details](#)

Justify your attendance

[Download a customizable letter](#)



# Esri Planning Directors Summit



## EVENT DATES AND LOCATION

November 6-7, 2024  
Hilton West Palm Beach  
600 Okeechobee Blvd | West Palm Beach, FL 33401

## RESOURCES

[Code of Conduct](#)  
[Health and safety protocols](#)

## EVENT HELP

1-888-377-4576  
[confreg@esri.com](mailto:confreg@esri.com)



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Simply scan the below reservation QR code or your Spot Club QR code found in your Parking Spot App, at entry and exit.

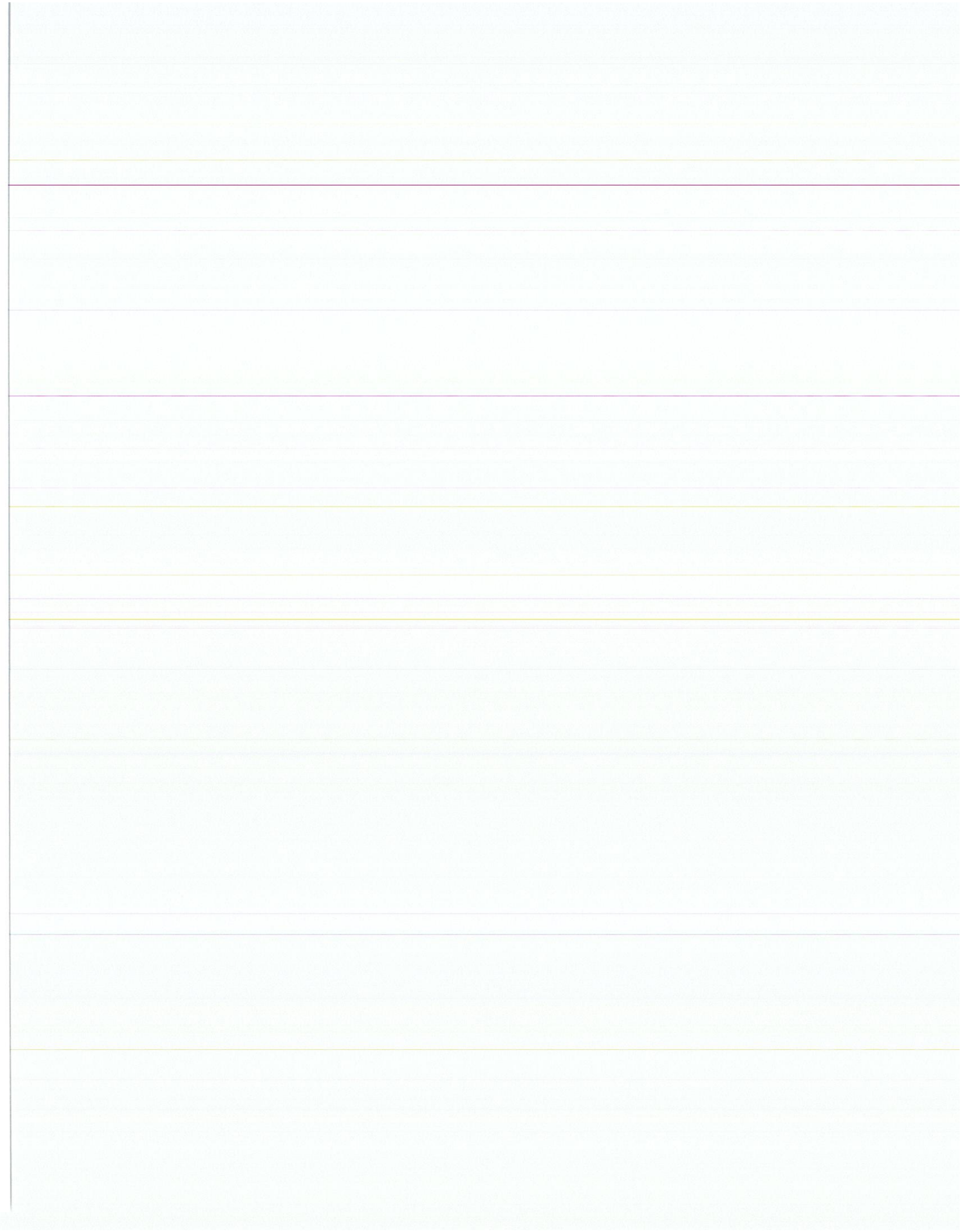
**Failure to use either QR code will result in additional charges, removal of any discounts, and a higher parking rate than what has been quoted on this reservation.**

<b>RESERVATION NUMBER</b>	<b>SPOT CLUB NUMBER</b>
#119203947	6220260009160391244
<b>UNCOVERED VALET PARKING</b>	
<b>ARRIVAL</b>	<b>RETURN</b>
November 5 07:00 AM	November 7 07:00 PM
<b>The Parking Spot</b>	
560 Donelson Pike Nashville, Tennessee 37214 615.883.9196	
<b>CONTACT INFORMATION</b>	
	
<b>PAID NOW</b>	
Uncovered valet parking	\$77.25
<b>50Fall4-5B231EA2 Discount</b>	<b>-\$38.63</b>
<b>Reservation Fee Waived</b>	<b>\$0.00</b>
<b>Subtotal</b> (3 days @ \$12.87/day)	<b>\$38.62</b>
Sales Tax	\$3.57
Airport Use Recovery Fee	\$2.55
<b>Taxes and Fees</b>	<b>\$6.12</b>
<b>Total Paid</b>	<b>\$44.74</b>
<b>PAYMENTS</b>	
	\$44.74
<b>Total Paid</b>	<b>\$44.74</b>

\*\* If any information about your stay differs from what you provided, your charges may vary upon exit. Any discount quoted in your reservation is not valid for any parking type other than the one noted above. Additional charges may be incurred at the rates applicable at the facility or due to changes to local taxes or fees.

\*\* Additional discounts cannot be applied to reservations.

\*\* Oversize vehicles will incur a surcharge if purchasing car care services.





# Thanks for flying with us!

## Trip summary

### ✈ Flight



NOV 5 - 8  
BNA ✈ PBI

FLIGHT TOTAL  
**\$635.96**

## 11/5 - West Palm Beach

NOV 5 - 8  
Nashville, TN to West Palm Beach, FL

Confirmation # 4KKAO4

PASSENGERS	EST. POINTS	EXTRAS	FARE
Melissa [Redacted] Bailey	+ 6,550 <sup>PTS</sup>	—	Business Select

Departing 11/5/24 Tuesday




Business Select  
(Passenger x 1) \$221.75

✈ DEPARTS 8:25 AM

**BNA**  
Nashville TN - BNA

FLIGHT  
**523**   
SCHEDULED AIRCRAFT  
Boeing 737 MAX8  
Subject to change



ARRIVES	10:35 AM	<b>ATL</b> Atlanta, GA - ATL	TRAVEL TIME <b>1hr 10min</b>	
stop 1: Atlanta, GA - ATL				
DEPARTS	11:20 AM	<b>ATL</b> Atlanta, GA - ATL	FLIGHT <b>2164</b>  	
			SCHEDULED AIRCRAFT Boeing 737-700 Subject to change	
 ARRIVES	1:10 PM	<b>PBI</b> West Palm Beach, FL - PBI	TRAVEL TIME <b>1hr 50min</b>	SUBTOTAL <b>\$221.75</b>

**Returning** 11/8/24 Friday **Business Select** **\$324.07**  
*(Passenger x 1)*

 DEPARTS	12:30 PM	<b>PBI</b> West Palm Beach, FL - PBI	FLIGHT <b>3108</b>  	
			SCHEDULED AIRCRAFT Boeing 737 MAX8 Subject to change	
ARRIVES	3:00 PM	<b>BWI</b> Baltimore/Washington, MD - BWI	TRAVEL TIME <b>2hr 30min</b>	
stop 1: Baltimore/Washington, MD - BWI				
DEPARTS	5:30 PM	<b>BWI</b> Baltimore/Washington, MD - BWI	FLIGHT <b>3053</b>  	
			SCHEDULED AIRCRAFT Boeing 737-700 Subject to change	
 ARRIVES	6:30 PM	<b>BNA</b> Nashville, TN - BNA	TRAVEL TIME <b>2hr 0min</b>	SUBTOTAL <b>\$324.07</b>

Taxes & fees **\$90.14**

**Flight total \$635.96**

**Icon legend**

 WiFi available |  Live TV available |  Change planes

**Helpful Information:**



- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations, the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.
- **REAL ID Requirement:** Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport) to fly within the United States. Visit [www.tsa.gov](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding REAL ID requirement.

## Payment summary

PAYMENT INFORMATION

AMOUNT PAID

**\$635.96**

### Total charged

SUBTOTAL	<b>\$545.82</b>
TAXES & FEES	<b>\$90.14</b>
<b>TOTAL DOLLARS</b>	<b>\$635.96</b>

[Show price breakdown](#)





### Change flight: Step 5 of 5



✔ Your change is complete! No need to call to confirm.

We're sending you a confirmation email to the address below. If the email hasn't arrived in 2 minutes, check your junk or spam folder.

[Redacted]

#### Trip summary

##### ✈ Flight

[Redacted]

DEPART  
**11/5** **BNA** ✈ **PBI**  
 Tuesday 8:25 AM 1:10 PM

RETURN  
**11/7** **PBI** ✈ **BNA**  
 Thursday 10:05 AM 6:10 PM

PASSENGERS  
**Melissa** [Redacted] **Bailey**  
 See more passenger details >

AMOUNT PAID  
**\$56.01**

[Go to My Account](#)

\$ **0**

There was no fee to change your flight today.

It's our way of saying thank you...today, and everyday.

## 11/7 - West Palm Beach

NOV 7  
**Nashville, TN to West Palm Beach, FL**

Confirmation # [Redacted]

PASSENGERS	EXTRAS	FARE
<b>Melissa</b> [Redacted] <b>Bailey</b> [Redacted]	—	Business Select








#### Icon legend

WiFi available | Live TV available | Change planes












### Departing 11/5/24 Tuesday

Business Select  
(Passenger x1)

	DEPARTS	<b>8:25 AM</b>	<b>BNA</b> Nashville, TN - BNA	FLIGHT <b>523</b>  
	ARRIVES	<b>10:35 AM</b>	<b>ATL</b> Atlanta, GA - ATL	TRAVEL TIME <b>1hr 10min</b>
	stop 1: Atlanta, GA - ATL 			
	DEPARTS	<b>11:20 AM</b>	<b>ATL</b> Atlanta, GA - ATL	FLIGHT <b>2164</b>  
	ARRIVES	<b>1:10 PM</b>	<b>PBI</b> West Palm Beach, FL - PBI	TRAVEL TIME <b>1hr 50min</b>

### Returning 11/7/24 Thursday

Business Select  
(Passenger x1)

	DEPARTS	<b>10:05 AM</b>	<b>PBI</b> West Palm Beach, FL - PBI	FLIGHT <b>1947</b>  
	ARRIVES	<b>12:30 PM</b>	<b>BWI</b> Baltimore/Washington, MD - BWI	TRAVEL TIME <b>2hr 25min</b>
	stop 1: Baltimore/Washington, MD - BWI 			
	DEPARTS	<b>3:10 PM</b>	<b>BWI</b> Baltimore/Washington, MD - BWI	FLIGHT <b>3598</b>  
	ARRIVES	<b>5:00 PM</b>	<b>SAV</b> Savannah/Hilton Head, GA - SAV	TRAVEL TIME <b>1hr 50min</b>
	stop 2: Savannah/Hilton Head, GA - SAV <i>no plane change</i>			
	DEPARTS	<b>5:35 PM</b>	<b>SAV</b> Savannah/Hilton Head, GA - SAV	FLIGHT <b>3598</b>  
	ARRIVES	<b>6:10 PM</b>	<b>BNA</b> Nashville, TN - BNA	TRAVEL TIME <b>1hr 35min</b>

#### Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points) if you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations, the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.
- REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding REAL ID requirement.



## Pricing & funds summary

	<b>\$56.01</b>
<b>TOTAL PAID</b>	<b>\$56.01</b>
	<small>Government taxes &amp; fees included.</small>





# TRAVEL VOUCHER REQUISITION

DATE: November 22, 2024 VOUCHER No. 494

- 1) ADVANCE EXPENSE REQUEST AMOUNT REQUESTED \$200.00
- 2) REIMBURSEMENT REQUEST CHARGE TO ACCT. No. \_\_\_\_\_
- 3) PRE-PAID EXPENSES (registration, airline, etc.)

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the estimated amount of: \$ 200.00 2) to employee for future reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.

to Mary McDuffa as travel expense for the following purpose: Travel to Decatur, AL to Attend Utility Meeting.

on the dates of: November 22, 2024

## ESTIMATED EXPENSES

Gasoline	_____
Registration Fee	_____
_____ Miles @ IRS Rate	<u>100.00</u>
Airline Ticket(s)	_____
Lodging	_____
Meals & Tips	<u>50.00</u>
Taxi Fares	_____
Miscellaneous: <u>Parking</u>	<u>50.00</u>
_____	_____
Estimated Cost of Trip	<u>\$200.00</u>

SIGNED: Mary McDuffa  
 PERSON AUTHORIZED TO MAKE TRIP

ALL ADVANCES MUST BE APPROVED BY CITY COUNCIL RESOLUTION PRIOR TO BEING ISSUED. ADVANCEMENT VOUCHERS SHOULD BE SUBMITTED TO THE MAYOR'S OFFICE NO LATER THAN NOON, THURSDAY, PRIOR TO THE COUNCIL MEETING. REIMBURSEMENT REQUESTS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT AND A COMPLETED TRAVEL EXPENSE REPORT SHOULD BE TURNED IN TO THE ACCOUNTING OFFICE WITHIN FIVE DAYS OF YOUR RETURN FROM THE TRIP. FAILURE TO FOLLOW CITY REIMBURSEMENT POLICY MAY RESULT IN AN EMPLOYEE BEARING THE COST OF THEIR TRIP. FOR MORE INFORMATION ON EXPENSE REIMBURSEMENT REVIEW THE CITY'S TRAVEL EXPENSE REPORT

## APPROVAL

Dept. Head Mary McDuffa Council Member: \_\_\_\_\_  
 Mayor \_\_\_\_\_ Council Member: \_\_\_\_\_  
 OR  
 Resolution Adopted On: \_\_\_\_\_





# TRAVEL VOUCHER REQUISITION

DATE: 11/25/2024

VOUCHER NO. POL - 25-00011

- CHECK ONE:
- 1) ADVANCE EXPENSE REQUEST
  - 2) REIMBURSEMENT REQUEST
  - 3) PRE-PAID EXPENSES (registration, airline, etc.)
  - 4) PURCHASE CARD REQUEST

AMOUNT REQUESTED \$2,500.00  
 CHARGE TO ACCT. NO. 284-42100

Authorization is requested to advance the amount of: \$ \_\_\_\_\_ 1) to employee  
 OR approve the amount of: \$ \_\_\_\_\_ 2) to employee for reimbursement  
 OR to disburse the amount of: \$ \_\_\_\_\_ 3) for registration, airline ticket, etc.  
 OR approve the amount of: \$ 2,500.00 4) for purchase card

To Ira Davis as travel expense for the following purpose: \_\_\_\_\_  
For lodging, meals and expenses to attend the FBI National Academy in Quantico, Virginia  
 on the dates of January 4 - March 13, 2025

SIGNED: \_\_\_\_\_  
 PERSON AUTHORIZED TO MAKE TRIP

DEPT. HEAD [Signature]  
 MAYOR \_\_\_\_\_

**APPROVAL**  
 COUNCIL MEMBER \_\_\_\_\_  
 COUNCIL MEMBER \_\_\_\_\_  
 OR  
 RESOLUTION ADOPTED ON \_\_\_\_\_

### ESTIMATED TRIP EXPENSES

	Regular Expenses	Expenses paid w/ Purchase Card
Gasoline _____	_____	_____
Registration Fee _____ Miles @ rate approved by the IRS	_____	_____
Airline Ticket(s) _____	_____	_____
Lodging _____	_____	_____
Meals and Tips _____	_____	280.00
Taxi Fares _____	_____	1,720.00
Miscellaneous: _____	_____	500.00
<b>TOTAL COST OF TRIP</b>	_____	<u>2500.00</u>
Total Advanced _____	_____	_____
Less Cost of Trip _____	_____	_____
Rebate Due City or Balance Due Employee _____	_____	_____

SIGNED: \_\_\_\_\_  
 PERSON AUTHORIZED TO MAKE TRIP

I hereby certify that the above amount(s) are true and correct.

ALL ADVANCES MUST BE APPROVED BY CITY COUNCIL RESOLUTION PRIOR TO BEING ISSUED. ADVANCEMENT VOUCHERS SHOULD BE SUBMITTED TO THE MAYORS OFFICE NO LATER THAN NOON, THURSDAY, PRIOR TO THE COUNCIL MEETING. REIMBURSEMENT REQUEST VOUCHERS ARE TO BE APPROVED BEFORE THE TRIP IS MADE. RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT AND MUST BE TURNED IN TO THE APPROPRIATE ACCOUNTING DEPARTMENT WITHIN FIVE (5) WORKING DAYS OF RETURNING FROM THE TRIP. FAILURE TO COMPLY WITH THIS POLICY MAY RESULT IN THE EMPLOYEE BEARING THE COST OF THE TRIP.




Ira Davis

From: Home2 Suites by Hilton Confirmed <noreply@h6.hilton.com>  
Sent: Friday, November 22, 2024 12:54 PM  
To: Ira Davis  
Subject: Your Jan-03-2025 Confirmation #52020752

Caution: This is an external email from outside of the City of Florence Organization. Please take care when interacting with this email. If you are in doubt please contact the IT Department.




Hi Ira   
50,439 Points / Silver


See you soon, Ira Davis

Your reservation for Jan-03-2025 has been confirmed.  
Confirmation #52020752



**Home2 Suites Roanoke Airport**

 4830 Valley View Blvd NW  
Roanoke VA 24012 US  
[Maps & Directions>>](#)

 +15405811000

**3** FRI  
JAN  
Check In: 3:00 PM

  
**1 Night**

**4** SAT  
JAN  
Check Out: 11:00 AM

 [Add to Calendar](#)





U.S. Department of Justice  
Federal Bureau of Investigation

---

FBI National Academy  
Quantico, VA 22135

November 21, 2024

To the NA 293 Session:

Congratulations! You have been officially accepted into the 293rd Session of the FBI National Academy. On behalf of everyone at the FBI's Training Division and the National Academy Unit, welcome to the National Academy! You were selected based on your leadership, outstanding job performance, and your dedication to service in your community. During the 10 weeks you are at the FBI Academy you will be challenged with academics and physical training and will have the opportunity to network with some of the finest law enforcement officers from the United States and around the world.

Please bring this letter and a valid ID when you initially report to the FBI Academy, which is located on the Marine Corps Base in Quantico, Virginia. Students selected to attend FBI NA Session 293 who are traveling internationally, are from the mid-West or West Coast of the U.S., or who are selected for the International Partnership Program, are encouraged to arrive by 4:00pm on Friday, January 3<sup>rd</sup>, 2025. Students traveling from the mid-East or East Coast of the U.S. are encouraged to arrive by 4:00pm on Saturday, January 4<sup>th</sup>, 2025. Regardless of your locality, all students must have arrived at the FBI Academy by Saturday, January 4<sup>th</sup>, as we are looking forward to your attendance on Sunday, January 5<sup>th</sup> at our mandatory meet and greet in the Auditorium at 9:00am to begin orientation. Upon successful completion of FBI NA Session 293, students are projected to graduate on Thursday, March 13<sup>th</sup>, 2025.

We are excited to welcome you as a NA 293 student and look forward to making this a memorable and life changing experience.

Respectfully,

A handwritten signature in blue ink that reads "Kimberly J. Castillo".

Kimberly J. Castillo  
Unit Chief  
Training Division  
National Academy Unit



## Your Room Information

**Guest Name:** Ira Davis  
**Guests:** 1 Adult  
**Rooms:** 1  
**Room Plan:** 1 KING SUITE NONSMOKING

**Your Rate Information** GOVT ON BUSINESS

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**Rate per night**  
03-Jan-2025 - 04-Jan-2025 119.00 USD

**Total for Stay per Room Rate** 119.00 USD

**Taxes** 15.83 USD

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**Total price for Stay** 134.83 USD

 [Modify Your Reservation >>](#)

## Plan Ahead With These Tips:

USE THE HILTON HONORS APP

### Get Contactless Arrival

With the Hilton Honors app, you can skip the front desk, go straight to your selected room, and unlock your door - with just your phone.

[Learn More](#)

