



TO: UFF Senators
UFF Steering Committee
UFF Council of Presidents

FROM: Tom Auxter, President
Ed Mitchell, Executive Director

DATE: January 11, 2012

RE: **UFF Steering Committee/Council of Presidents Meeting –February 18**
UFF Senate Meeting – February 18-19, 2012
Wyndham Tampa Westshore, Tampa, FL

**All meetings will be held at the Wyndham Tampa Westshore, 700 N. Westshore Blvd, Tampa, FL.
Phone: (813) 289-8200. See attached directions.**

The Saturday meetings will include:

- 12:00 p.m. – 3:00 p.m. - Registration
- 12:00 p.m. – 1:00 p.m. - Lunch - **(Steering Committee & Council of Presidents ONLY)**
- 1:15 p.m. – 3:00 p.m. - Steering Committee & Council of Presidents meeting
- 3:15 p.m. – 5:00 p.m. - UFF Senate
- 5:00 p.m. – 6:00 p.m. - Bargaining Council meetings
- 6:00 p.m. – 7:00 p.m. - Group Dinner
- 7:00 p.m. – 10:00 p.m. - Bargaining Council meetings
- 10:00 p.m. – until? – Hospitality

The Sunday morning meeting will begin with breakfast from 7:30 a.m. to 9:00 a.m. and the UFF Senate meeting will begin at 9:00 a.m.

The group rate at the Wyndham is \$99 per room, plus 12% tax, single or double. You will be responsible for paying all incidental charges at checkout. If you wish to share a room with another member, please list the member on your attendance notice. If you do not indicate a roommate preference, we'll assign you a roommate. Any Senator requesting a "single" room (not sharing with another UFF member) will be responsible for paying one-half of the cost of the room and tax at check out. Senators will pay for travel and other necessary expenses and will be reimbursed according to the attached UFF Travel Reimbursement Policy.

Enclosures:

- Registration instructions
- Proxy Form
- UFF Travel Reimbursement Policy
- Directions

To register for the February 2012 Steering Committee/Council of Presidents & Senate meeting. Click or copy and paste the below URL in your web browser and fill in the attendance form.

<http://tinyurl.com/682ec2t>

IF YOU ARE HAVING PROBLEMS ACCESSING THIS INFORMATION PLEASE CONTACT
pam.butler@floridaea.org

DEADLINE: February 1, 2012

United Faculty of Florida

DESIGNATION OF PROXY

I, _____, a Senator from the _____
Chapter of the United Faculty of Florida, designate Senator _____
as my proxy at the September 16-18, 2011 Senate meeting and authorize him/her to cast my vote.

(UFF Bylaws: Article VI. UFF Senate, Section 3. Each voting member of the UFF Senate may carry the proxy of up to two other members of the Senate, provided that the members are from the same chapter.)

Signature

Date

UNITED FACULTY OF FLORIDA
TRAVEL REIMBURSEMENT POLICY

Members shall be reimbursed for expenses for authorized union activities upon submission of a UFF-FEA expense form and appropriate receipts. All expenses must be submitted within 60 days from the date of the meeting in order to be reimbursed. The meeting or function attended should be clearly identified.

Expenses of official guests at statewide UFF meetings and committees shall be paid only when they have been authorized in advance by the UFF President or Executive Director.

◆ **LODGING**

Hotel charges are limited to one half the double occupancy room rate and tax. Personal charges for such items as valet service, beverage, and long distance telephone calls are the individual's responsibility and will not be paid by UFF.

◆ **MEALS**

Meals shall be reimbursed for actual expenses up to a maximum of \$6.00 for breakfast, \$7.50 for lunch, and \$17.50 for dinner, based on the duration of travel. When a group meal is provided, no reimbursement will be paid.

◆ **AUTOMOBILE TRAVEL**

Effective July 1, 2011, members who drive shall be paid mileage at the FEA's rate (currently 55.5 cents per mile). Receipted toll charges will be reimbursed. Meeting participants traveling by car from the same geographical area are encouraged to travel together.

◆ **AIR TRAVEL** (FOR TRAVEL OF MORE THAN 250 MILES)

The immediacy of the meeting and the amount of time spent at the meeting in relation to the amount of time necessary for automobile travel shall be taken into consideration when determining travel by air. Meeting participants who fly are urged to make reservations as early as possible in order to take advantage of the lowest rates. Receipted airport parking charges will be reimbursed.

The President of UFF and any member on full release time shall be reimbursed in accordance with the FEA travel reimbursement policies, except when in attendance at official UFF statewide meetings.

Revised and Adopted by UFF Senate 09/18/05

DIRECTIONS

Wyndham Tampa Westshore 700 N. Westshore Blvd, Tampa, FL. Phone: (813) 289-8200

The Wyndham Tampa Westshore is located one block north of I – 275 at the corner of Westshore Boulevard & Cypress Street.

From Tampa International Airport

Take airport exit to Spruce Street East exit. Take Spruce Street to second light (Westshore Boulevard). Turn right. Go to second light (Cypress Street). The Quorum Hotel Tampa is located on right at the corner of Westshore and Cypress Street.

From Downtown Tampa

Take Kennedy Boulevard heading West (about 5 miles) to Westshore Boulevard. Turn right, go about 1 block. The Quorum Hotel Tampa is on the left at the corner of Cypress and Westshore.

From St. Petersburg

Come across the Howard Franklin Bridge/ I – 275 north to the Kennedy Boulevard (39A) exit. Turn left on Westshore Boulevard (5th light). The Quorum Hotel Tampa is located on the left at the corner of Westshore and Cypress Street.

From Clearwater

Come across the Courtney Campbell Causeway (60) east to Spruce Street (589 South). Spruce Street to second light (Westshore Boulevard). Turn right. Go to second light (Cypress Street). The Quorum Hotel Tampa is located on right at the corner of Westshore and Cypress Street.

From Ft. Myers/Sarasota/Naples/Venice/Bradenton/Miami/Key West/

Ft. Lauderdale

Take I – 75 North to I – 275 North. Cross the Howard Franklin Bridge to the Kennedy Boulevard exit (39A). Turn left on Westshore Boulevard (5th light). The Quorum Hotel Tampa is located on the left at the corner of Westshore and Cypress Street.

From Tallahassee

Take 90 east to 10 east to I – 75 South. Take I – 275 South to Westshore Boulevard exit (40A). Take a right. The Quorum Hotel Tampa is about one block north on the corner of Westshore and Cypress Street.

From Orlando/Kissimmee/Melbourne/Daytona

Take I – 4 West to I – 275 South. Exit at Westshore Boulevard (40A). Turn right. The Quorum Hotel Tampa is about one block north on the corner of Westshore and Cypress Street.

From Gainesville/Dade City/Brooksville/Jacksonville/Ocala

Take I – 75 South to I – 275 to the Westshore Boulevard exit (40A). Turn right. The Quorum Hotel Tampa is about one block north on the corner of Westshore and Cypress Street.

From Brandon/Bartow

Take (60) West to I -75 North, to Exit I 4 West Tampa. See Orlando Info.