

Authorization Form

(Lodging and/or Meals)

For your convenience and savings, Florida Legal Services, Inc. (FLS) has requested that the hotel directly bill us in order to save costs and administrative time. FLS will, in turn, bill your program for cost of lodging and/or meals.

LODGING: FLS has reserved a block of rooms for Monday, March 5, 2007 – Tuesday, March 6, 2007. The “Preserving Affordable Housing” training will be held March 6-7, 2007. Lodging cost are \$95.00/per night for a deluxe room.

MEALS: We have organized two (2) group meals for this event. Cost approximately \$19.95/per meal.

Staff Name(s):

- I SUPPORT and acknowledge the participation of the above staff person/employee (participant) of my organization.
- I APPROVE the costs listed in this application for the March 6-7, 2007 Training Event, “Preserving Affordable Housing”
- I will reimburse FLS, Inc. for the costs incurred on behalf of the listed participant(s). This cost may include lodging and meals or meals only.
- I acknowledged that should a late cancellation result in FLS being accessed a first night’s rooming charge, that cost will be billed to my organization. **Cancellations must be received by February 23, 2007.**

Director’s Signature: _____

Date _____

Please Fax signed and completed form to:
Sharon Ferguson, Coordinator,
Statewide Training
(904) 768-9461