



## MEMORANDUM

**TO:** AAA Directors                      **NOTICE #:** 112002-1-I-OS  
**FROM:** Susan M. Tucker, Deputy Secretary  
**DATE:** November 19, 2002  
**SUBJECT:** Notice of Instruction: Training for AAA

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**JEB BUSH**  
GOVERNOR

**TERRY F. WHITE**  
SECRETARY

As you know, the Department of Elder Affairs is conducting Contract Management and Case Management Training to be held on December 10 and 11, 2002, at the Radisson Hotel and Conference Center, 12600 Roosevelt Boulevard, in St. Petersburg, FL, 33716.

As this meeting is the official business of the State, conducted by the Department, you are hereby authorized to secure the State rate for airfare using AirTran Airways, wherever the contracted rate is available, and to use the State's rental car contract with Avis.

If you have elected to use the hotel the Department selected for this trip, Radisson Hotel and Conference Center, be certain to identify yourself with the group as a DOEA or Department of Elder Affairs authorized traveler. A block of rooms has been reserved for December 9-10, 2002. Reservations must be made by November 25, 2002 in order to take advantage of this special rate. The phone number for the hotel is 727-572-7800.

If there are any questions prior to the trip, contact Sammie Reimers or Peggy Ball at 850-414-2000.

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