## 2018-2019

## Elected Officials' Travel BOE Minutes Citing AM 240-3

## MINUTES

## TRAVEL REQUESTS

## Name

To Attend
Fund Source

Amount

## Employees' Retirement System

1. Joan M. Pratt

Government Finance
Officers
Association 112th
Special \$2,997.15
Funds ERS
Annual Conference
St. Louis, MO
May 3 - 9, 2018
(Reg. Fee $\$ 1,020.00$ )
The subsistence rate for this location is $\$ 184.00$ per night. The cost of the hotel is $\$ 189.00$ per night plus taxes of $\$ 33.52$ per night. The Employees' Retirement System is requesting additional subsistence of $\$ 5.00$ per day to cover the cost of the hotel and $\$ 40.00$ per day for meals and incidentals.

## Baltimore City Council

2. Kristerfer Burnett Ready By 21

The Wallace \$ 0.00
National
Foundation
St. Louis, MO
April 18 - 23, 2018
(Reg. Fee \$626.00)
The airfare costs of $\$ 379.96$, hotel costs of $\$ 546.92$, and registration costs $\$ 626.19$ were all prepaid using Mr. Burnett's personal credit card for the total amount of $\$ 1,553.07$. The sponsor, the Wallace Foundation will reimburse Mr. Burnett for the conference up to $\$ 2,000.00$. Mr. Burnett is responsible for submitting all necessary forms and documents for reimbursement. City funds will not be expended.

Mr. Burnett will finish the conference on April 20, 2018; he will be away from his office through April 23, 2018, at his own expense.

## MINUTES

## TRAVEL REQUESTS

| Name | To Attend | Fund <br> Baltimore City Council- cont'd |
| :--- | ---: | :--- |

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Fire and Police Employees' Retirement System
3. Joe Wade

| Annual Conference | Special <br> \& Exhibition | $\$ 2,895.72$ |
| :--- | :--- | :--- |
| Funds - |  |  |
| New York, NY | Fire \& |  |
| May 13, 17, 2018 | Police |  |
| (Reg. Fee. \$800.00) |  |  |

The subsistence rate for this location is $\$ 327.00$ per day. The hotel cost is $\$ 369.00$ per night, plus hotel taxes in the amount of $\$ 57.93$ per night. The Fire and Police Employees' Retirement System is requesting additional subsistence of $\$ 42.00$ per day to cover the cost of hotel and $\$ 40.00$ per day for meals and incidentals. The registration fee of $\$ 800.00$ was prepaid by check by the Fire and Police Retirement System.

Department of Public Works
4. Yugandhar Narala Water and Waste

General \$1,793.42
water CIO Forum Funds
Los Angeles, CA
April 29 - May 3,
2018
(Reg. Fee \$0.00)
The subsistence rate for this location is $\$ 237.00$ per day. The

## MINUTES

TRAVEL REQUESTS
Name
City Council - cont'd
3. Sharon Middleton

Fund
Source
Amount

Elected \$ 2,255.76
Official
Expense
Account

| National | Elected |
| :--- | :--- |
| Association of | Official |
| Counties Annual | Expense |
| Conference and | Account |

Exposition
Nashville, TN
July 12 - 17, 2018
(Reg. Fee \$490.00)
The subsistence rate for this location is $\$ 221.00$ per night. The cost of the hotel is $\$ 184.00$ per night, plus room tax cost of $\$ 28.06$ per night, a resort fee of $\$ 10.00$ per night, and a city tax in the amount of $\$ 2.50$ per night. The Office is requesting additional subsistence of $\$ 3.00$ per day for meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will involve one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Department of Human Resources
4. Mary H. Talley Society For Human DHR \$13,066.05

Jacia Smith
Njukang Asong

Resource Management Appro-
Conference and privation
Exposition
June 16-21, 2018
Chicago, IL
(Reg. Fee. \$1,095.00
each)

The subsistence rate for this location is $\$ 289.00$ per day for each attendee. The hotel cost is $\$ 429.00$ per night plus hotel taxes in the amount of $\$ 74.65$ per night for each attendee.

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Name $\quad$ To Attend $\quad$ Fund $\quad$ Amount

## MOHS - cont'd

The retroactive travel approval and reimbursement is late because of delays at the administrative level.

## APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

## Baltimore City Council

9. Leon Pinkett

| Places for Bikes | Elected \$ 380.65 |  |
| :--- | :--- | :--- |
| Conference 2018 | Official |  |
| Indianapolis, IN | Expense |  |
| April 30-May 3, |  |  |
| 2018 |  |  |

Mr. Pinkett traveled to Indianapolis, IN on April 30 - May 3, 2018 for the Place for Bikes Conference 2018.

The subsistence rate for this location is $\$ 173.00$ per night. The cost of the hotel was $\$ 169.00$ per night. The hotel tax was $\$ 28.73$ per night. The conference host paid $\$ 500.00$ towards the cost of the hotel.

The airfare cost in the amount of $\$ 266.60$ and hotel cost in the amount of $\$ 507.00$, plus hotel taxes of $\$ 86.19$ were prepaid on a City-issued procurement card assigned to Hosea Chew.

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| Name | Fund |
| :--- | :--- | :--- |
| To Attend | Source Amount |

Baltimore City Council - cont'd
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

## TRAVEL REIMBURSEMENT

\$ 20.86 - Meals and Incidentals
\$ 20.86 - Reimbursement

The retroactive travel approval is late because approval of the reimbursement from Places for Bikes was not granted in time for Board approval prior to travel.

APPROVED FOR FUNDS BY FINANCE
AUDITS REVIEWED AND HAD NO OBJECTION.
10. Leon Pinkett

Trail Nation
Summit
Milwaukee, WI
Jun. 5-7, 2018
(Reg. Fee $\$ 0.00$ )

Elected \$ 296.96
Official
Expense
Account

Mr. Pinkett traveled to Milwaukee, Wisconsin on June 5 - 7, 2018 for the Trail Nation Summit.

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Name $\quad$ To Attend $\quad$ Fund $\quad$ Source Amount

## Baltimore City Council - cont'd

The subsistence rate for this location was $\$ 184.00$ per day. The hotel rate was $\$ 129.00$ per night, plus $\$ 19.48$ per night for hotel taxes.

The airfare in the amount of $\$ 369.60$ was prepaid on a Cityissued credit card assigned to Mr. Hosea Chew. As Mr. Pinkett was a panelist, the airfare was reimbursed to the City by the sponsor, Rails to Trails Conservatory. The costs incurred was for the hotel and the hotel taxes. Therefore, the total reimbursement is $\$ 296.96$.

## TRAVEL REIMBURSEMENT+

\$258.00 - Hotel (@ \$129.00 x 2)
38.96 - Hotel Taxes (@ $\$ 19.48 \times 2$ )
\$296.96 - Total Reimbursement

The retroactive travel approval and reimbursement is late because the reimbursement amount was not clearly explained by the sponsor in time for submission to the Board for preapproval.

## APPROVED FOR FUNDS BY FINANCE

AUDITS REVIENED AND HAD NO OBJECTION.

## MINUTES

## TRAVEL REQUESTS/RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, the Retroactive Travel Requests, and the Travel Reimbursements. The President ABSTAINED on item nos. 9 and 10 .

## MINUTES

## TRAVEL REQUESTS

## Name

To Attend

Fund
Source Amount

Fire and Police Employees' Retirement System - cont'd
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Council
19. Ryan Dorsey

| NACTO Los Angeles | Elected \$ 1,896.71 |
| :--- | :--- |
| Designing Cities | Official |
| 2018 | Expense |
| Los Angeles, CA | Account |

Oct. 1 - 7, 2018
(Reg. Fee \$595.00)
The subsistence rate for this location is $\$ 237.00$ per night. The cost of the hotel is $\$ 189.00$ per night, plus hotel taxes of $\$ 30.25$ per night, and a $\$ 10.00$ per night hotel service fee. Mr. Dorsey will remain in Los Angeles, California from October 4 - 7, 2018 at his own expense.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Office of Information Technology

20. Martin Okumu |  | Mitel Next | General |
| :--- | :--- | :--- |
|  | Phoenix 2018 | Fund |

## MINUTES

## TRAVEL REQUESTS

ERS - cont'd

Name $\quad$ To Attend $\quad$| Fund |
| :--- |
| Source Amount |

The subsistence rate for this location is $\$ 246.00$ per night. The hotel rate is $\$ 218.00$ per night, plus hotel taxes in the amount of $\$ 34.226$ per night. The registration fee in the amount of $\$ 420.00$ was paid directly to GFOA by ERS. The ERS is requesting additional subsistence in the amount of $\$ 12.00$ per day for meals and incidentals. The conference ends on May 21, 2019. Ms. Stidham will be staying at her own expense from 5/22/2019 through 5/25/2019.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

## Baltimore City Council

3. Sharon Middleton

| International | Execu- | $\$ 3,342.06$ |
| :--- | :--- | :--- |
| Conference of | tive |  |
| Shopping Centers | Official |  |
| RECon 2019 | Expense |  |
| Las Vegas, NV | Account |  |
| May 18-23, 2019 |  |  |
| (Reg. Fee $\$ 610.00$ ) |  |  |

The subsistence rate for this location is $\$ 163.00$ per night. The cost of the hotel is $\$ 309.00$ per night, plus a hotel tax of $\$ 41.34$ per day, a resort fee of $\$ 35.00$ per day, and a resort fee tax of $\$ 4.68$ per day.

## MINUTES

## TRAVEL REQUESTS

Baltimore City Council - cont'd

Name $\quad$ To Attend $\quad$| Fund |
| :--- |
| Source Amount |

The airfare in the amount of $\$ 521.96$, hotel costs, and the registration fee were prepaid by a City-issued credit card assigned to Ms. Middleton. Ms. Middleton is requesting additional subsistence in the amount of $\$ 146.00$ per day for the hotel and $\$ 40.00$ per day for meals and incidentals. Ms. Middleton will leave the day before the conference and return the day after the conference due to the conference location and flight times. Therefore, Ms. Middleton will be disbursed \$260.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.
4.

| Eric Costello | International | Execu- | $\$ 3,439.06$ |
| :--- | :--- | :--- | :--- |
|  | Conference of | tive |  |
|  | Shopping Centers | Official |  |
|  | RECon 2019 | Expense |  |
|  | Las Vegas, NV | Account |  |
|  | May $18-23,2019$ |  |  |
|  | (Reg. Fee $\$ 660.00)$ |  |  |

The subsistence rate for this location is $\$ 163.00$ per night. The cost of the hotel is $\$ 309.00$ per night, plus a hotel tax of $\$ 41.34$ per day, a resort fee of $\$ 35.00$ per day, and a resort fee tax of $\$ 4.68$ per day.

## MINUTES

## TRAVEL REQUESTS

Baltimore City Council - cont'd
Name $\underline{\text { To Attend }}$ Source Amount
The airfare in the amount of $\$ 568.96$, hotel costs, and the registration fee were prepaid by a City-issued credit card assigned to Mr. Hosea Chew. Mr. Costello is requesting additional subsistence in the amount of $\$ 146.00$ per day for the hotel and $\$ 40.00$ per day for meals and incidentals. Mr. Costello will leave the day before the conference and return the day after the conference due to the conference location and flight times. Therefore, Mr. Costello will be disbursed $\$ 260.00$.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.
5. Edward L. Reisinger International Execu- \$3,489.06

Conference of tive
Shopping Centers Official
RECon 2019
Expense
Las Vegas, NV Account
May 18 - 23, 2019
(Reg. Fee \$710.00)
The subsistence rate for this location is $\$ 163.00$ per night. The cost of the hotel is $\$ 309.00$ per night, plus a hotel tax of $\$ 41.34$ per day, a resort fee of $\$ 35.00$ per day, and a resort fee tax of $\$ 4.68$ per day.

## MINUTES

## TRAVEL REQUESTS

Baltimore City Council - cont'd
Name $\quad$ To Attend Source Amount

The airfare in the amount of $\$ 568.96$, hotel costs, and the registration fee were prepaid by a City-issued credit card assigned to Mr. Hosea Chew. Mr. Reisinger is requesting additional subsistence in the amount of $\$ 146.00$ per day for the hotel and $\$ 40.00$ per day for meals and incidentals. Mr. Reisinger will leave the day before the conference and return the day after the conference due to the conference location and flight times. Therefore, Mr. Reisinger will be disbursed \$260.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.
6. Kenneth Parker International General \$3,312.06

Conference of Funds
Shopping Centers
RECon 2019
Las Vegas, NV
May 18 - 23, 2019
(Reg. Fee \$610.00)
The subsistence rate for this location is $\$ 163.00$ per night. The cost of the hotel is $\$ 309.00$ per night, plus a hotel tax of $\$ 41.34$ per day, a resort fee of $\$ 35.00$ per day, and a resort fee tax of $\$ 4.68$ per day.

## MINUTES

## TRAVEL REQUESTS

| Name | To Attend | Fund <br> Source |
| :--- | :--- | :--- |
| Office of the City Council |  |  |$\quad$| Amount |
| :--- | :--- |

(Reg. Fee \$490.00)
The subsistence rate for this location is $\$ 327.00$. The hotel cost is $\$ 255.00$ per night, plus hotel taxes in the amount of \$38.1225 per night.

The hotel costs and the registration fee in the amount of $\$ 490.00$ were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Ms. Middleton will be disbursed \$321.64.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

## Baltimore City Office of Information Technology

6. Theodore Washington Dell Technologies General \$3,291.71 World Conference Funds 2019
Las Vegas, NV
April 28 - May 3, 2019
(Reg. Fee $\$ 2,095.00$ )

The Department is requesting only the cost of the hotel which is $\$ 77.00$ and $\$ 40.00$ for meals and incidentals which is less than $\$ 163.00$, the allowed subsistence rate.

The transportation cost of $\$ 301.78$, the hotel costs of 634.93 and registration costs of $\$ 2,095.00$ were prepaid using a Cityissued credit card assigned to Ms. Charmane Baker. Therefore, the disbursement to Mr. Washington is \$260.00.

## MINUTES

TRAVEL REQUESTS


The subsistence rate for this location is $\$ 163.00$ per night. The cost of a hotel is $\$ 309.00$ per night plus taxes of $\$ 41.34$ per night, a resort fee of $\$ 35.00$ per night, and resort fee tax of $\$ 4.68$ per night. The Department is requesting additional subsistence of $\$ 146.00$ per day to cover the cost of the hotel and $\$ 40.00$ per day for meals and incidentals.

The hotel cost of $\$ 1,950.10$, registration costs of $\$ 610.00$ and transportation cost of $\$ 491.96$ were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Young is $\$ 260.00$.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Council

| 2. Carolyn Mozell | International | General |
| :--- | :--- | :--- |
|  | Conference of | Funds |
|  | Shopping Centers |  |
|  | RECon 2019.05 |  |
|  | Las Vegas, NV |  |
|  | May 18 $-23,2019$ |  |
|  | (Reg. Fee $\$ 610.00)$ |  |

## MINUTES

## TRAVEL REQUESTS

| Name | To Attend |  | Fund <br> Source |
| :--- | :--- | :--- | :--- |

The subsistence rate for this location is $\$ 246.00$ per night. The hotel rate is $\$ 269.00$ per night, plus hotel taxes in the amount of $\$ 42.23$ per night. The ERS is requesting additional subsistence in the amount of $\$ 23.00$ per day for hotel costs and $\$ 40.00$ per day for meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request, if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

The Board, UPON MOTION duly made and seconded, approved the Travel Requests and Retroactive Travel Approvals and Reimbursements. The Mayor ABSTAINED on item nos. 3, 4, and 5. The Comptroller ABSTAINED on item no. 6.

## MINUTES

## TRAVEL REQUESTS

Name $\quad$ To Attend | Fund |
| :--- |
| Source Amount |

## City Council President's Office



The airfare cost of $\$ 265.96$ and hotel cost of $\$ 159.00$ per night, plus taxes of $\$ 23.85$ per night, and registration fee of $\$ 250.00$ were prepaid on a City-issued procurement card assigned to Hosea Chew. The Office of the President is requesting additional subsistence of $\$ 12.00$ per day for meals and incidentals. Therefore, Mr. Young will be disbursed \$220.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

## City Council

| 2. Sharon Green | National | Elected |
| :--- | :--- | :--- |
| Middleton | Organization of | Official |
|  | Black County | Expense |
|  | Officials | Account |
|  | Detroit, MI |  |
|  | May $-5,2019$ |  |
|  | (Reg. Fee $\$ 250.00)$ |  |

## MINUTES

## TRAVEL REQUESTS

Name
To Attend

Fund
Source

Amount

## City Council - cont'd

The airfare cost of $\$ 265.96$ and hotel cost of $\$ 159.00$ per night, plus taxes of $\$ 23.85$ per night, and registration fee of $\$ 250.00$ were prepaid on a City-issued procurement card assigned to Hosea Chew. The Office is requesting additional subsistence of $\$ 12.00$ per day for meals and incidentals. Therefore, Ms. Sharon Green Middleton will be disbursed \$220.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.
3. Kenneth Parker

| National | Elected |
| :--- | :--- |
| Organization of | Official |
| Black County | Expense |
| Officials | Account |

Detroit, MI
May 1 - 5, 2019
(Reg. Fee \$250.00)
The airfare cost of $\$ 265.96$ and hotel cost of $\$ 159.00$ per night, plus taxes of $\$ 23.85$ per night, and registration fee of $\$ 250.00$ were prepaid on a City-issued procurement card assigned to Hosea Chew. The Department is requesting additional subsistence of $\$ 12.00$ per day for meals and incidentals. Therefore, Mr. Parker will be disbursed $\$ 220.00$.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

## MINUTES

TRAVEL REQUESTS
Name
Baltimore City Council

1. Eric Costello

MML Summer
Conference
Ocean City, MD
June 23 - 26, 2019
(Reg. Fee $\$ 525.00$ )

Fund
Source Amount

Execu- \$1,242.40
tive
Official
Expense
Account

The subsistence rate for this location is $\$ 172.00$ per night. The cost of the hotel is $\$ 179.00$ per night, plus hotel taxes of $\$ 18.80$ per night. The Department is requesting additional subsistence of $\$ 7.00$ per day to cover hotel costs and $\$ 40.00$ per day for meals and incidentals. The hotel cost of $\$ 179.00$ per night and registration fee of $\$ 525.00$ were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Costello will be disbursed \$124.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore Police Department

| 2. Misty Goines | Crimes Against | SORU |
| :--- | :--- | :--- |$\quad$ \$3, 121.32

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

```
Name
To Attend
```

Fund
Source Amount

```
Department of Public Works - cont'd
TRAVEL REIMBURSEMENT
```

```
$ 522.00 - Hotel ($174.00 x 3)
    78.81 - Hotel Taxes ($26.27 x 3)
    32.00 - Airport Parking
$ 632.81 - Total Reimbursement
```

This request is late because of administrative delays.

## TRAVEL REQUESTS

Mayor's Office

| 7. Bernard C. "Jack" | Maryland Association |  |
| :---: | :--- | :--- |
| Young | of Counties Annual | Elected $\$ 1,463.87$ |
|  | Summer Conference | Expense |
|  | August 14-17, 2019 | Account |
|  | Ocean City, MD |  |
|  | (Reg. Fee $\$ 325.00)$ |  |

The subsistence rate for this location is $\$ 311.00$ per night.
The cost of the hotel for August 14, 2019 is $\$ 299.00$, plus hotel tax of $\$ 32.89$. The Mayor's Office is requesting additional subsistence on August 14, 2019 of $\$ 28.00$ for meals and incidentals.

The cost of the hotel for August 15, 2019 is $\$ 299.00$, plus hotel tax of $\$ 32.89$. The Mayor's Office is requesting additional subsistence on August 15, 2019 of $\$ 28.00$ for meals and incidentals.

The cost of the hotel for August 16, 2019 is $\$ 320.00$, plus hotel tax of $\$ 35.09$. The Mayor's Office is requesting additional subsistence on August 16, 2019 of $\$ 9.00$ to cover the cost of the hotel and $\$ 40.00$ for meals and incidentals.

## MINUTES

## TRAVEL REQUESTS

Fund
Source

Amount
Mayor's Office - cont'd
The hotel cost of $\$ 918.00$, total hotel tax of $\$ 100.87$ and registration fee of $\$ 325.00$ were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Young is $\$ 120.00$.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.
8. Kenneth Parker Maryland Associa- General \$1,463.87
tion of Counties Funds
Annual Summer
Conference
Ocean City, MD
Aug. 14-17, 2019
(Reg. Fee \$325.00)
The subsistence rate for this location is $\$ 311.00$ per night. The cost of the hotel for August 14 - 15, 2019 is $\$ 299.00$ per night. The Mayor's Office is requesting additional subsistence on August 14 and 15, 2019 of $\$ 28.99$ per day for meals and incidentals. The hotel cost is $\$ 320.00$ for August 16, 2019, plus hotel taxes of $\$ 10.05$ per day, and a safe fee of $\$ 1.49$ per day. The Mayor's Office is also requesting additional subsistence in the amount of $\$ 9.00$ for the hotel for August 16, 2019 and $\$ 40.00$ for meals and incidentals.

The hotel charges, the hotel taxes and the registration fee in the amount of $\$ 325.00$ were prepaid on a City-issued credit card assigned to Mr. Hosea Chew. Therefore, Mr. Parker will be disbursed \$120.00.

## MINUTES

## TRAVEL REQUESTS



## Baltimore City Council

5. John Bullock Maryland Association Elected \$1,412.55
of Counties Annual
Summer Conference 2019

Official
Expense
Account
Aug. 14-17, 2019
Ocean City, MD
(Reg. Fee \$325.00)

## MINUTES

TRAVEL REQUESTS
Name To Attend

Fund
Source Amount

Baltimore City Council - cont'd
The subsistence rate for this location is $\$ 311.00$ per night. The cost of the hotel is $\$ 299.00$ per night for August 14 - 15, 2019 and $\$ 320.00$ for August 16, 2019, plus hotel taxes of $\$ 41.32$ per night and the room safe fee of $\$ 1.49$ per night. Mr.

Bullock is requesting additional subsistence in the amount of $\$ 9.00$ for August 16, 2019 for the hotel, $\$ 28.00$ per day for August 14, 2019 and August 15, 2019 for meals and incidentals, $\$ 40.00$ for August 16, 2019 for meals and incidentals and $\$ 4.00$ for tolls. Mr. Bullock will travel using a City-issued vehicle.

Mr. Bullock personally incurred the hotel costs and registration fee. Therefore, Mr. Bullock will be disbursed \$1,412.55.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

## Department of Transportation

$\begin{array}{cll}\text { 6. Steven Sharkey } & \text { Maryland Association } & \text { General \$1,480.84 } \\ & \text { of Counties } & \text { Funds }\end{array}$
The subsistence rate for this location is $\$ 311.00$ per day. The hotel rate is $\$ 242.10$ each night for August 14 and 15, 2019, and $\$ 341.10$ for August 16, 2019 plus a 10.5\% hotel tax.

## MINUTES

## TRAVEL REQUESTS

| Name | To Attend |  | Fund <br> Source |
| :--- | :--- | :--- | :--- |

(Reg. Fee \$425.00)
The subsistence rate for this location is $\$ 181.00$ per day. The hotel cost is $\$ 199.00$ per night. The Employees' Retirement System is requesting additional subsistence of $\$ 18.00$ per day, totaling $\$ 72.00$ to cover the hotel costs and $\$ 40.00$ per day, totaling $\$ 160.00$ to cover meals and incidental expenses. The additional $\$ 232.00$ has been added to the total.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or if it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Department of Recreation and Parks
2. Ashley Bowers 2019 North American General \$776.48

Invasive Species Funds
Management
Association - New York
Invasive Species
Research
Saratoga Springs, NY
Sept. 29 - Oct. 3, 2019
(Reg. Fee \$0.00)

## 2018-2019

## Elected Officials’ Travel

using City Funds Less than $\$ 800$

Requesting BOE Approval

## MINUTES

## City Council

## RETROACTIVE TRAVEL APPROVAL

14. Kristerfer Burnett The Center for Popular \$ 0.00 Democracy Local
Progress New
City Councilmember
Training
Minneapolis, MN
Dec. 15, 2017
(Reg. Fee \$0.00)

On December 15, 2017, Mr. Burnett traveled to Minneapolis, Minnesota to attend the Local Progress New City Councilmember Training. Local Progress paid the cost of airfare and hotel accommodations. Mr. Burnett is not seeking reimbursement for any meals/incidentals. City funds were not expended.

This request is late because Mr. Burnett was not provided the cost of the hotel booking until the conclusion of the travel. The Department requests retroactive travel approval.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, Retroactive Travel Approvals, and Travel Reimbursements. The President ABSTAINED on item nos. 5 and
14. The Comptroller ABSTAINED on item nos. 3, 4, and 7.

## MINUTES

TRAVEL REQUESTS
Fund
Source Amount
Dept. of Planning - cont'd
of $\$ 31.32$ per night. The Department is requesting $\$ 62.65$ to cover the cost of the hotel taxes and $\$ 40.00$ per day for meals and incidentals. Therefore, the disbursement to George J. LaNoue is \$1,133.61

Office of the President

## RETROACTIVE TRAVEL APPROVAL

5. William Henry

Local Progress
\$371. 60
Board Retreat
Los Angeles, CA
January 18 - 19, 2018
(Reg. Fee \$0.00)
On January 18 - 19, 2018, Mr. Henry traveled to Los Angeles, California to attend the Local Progress Board Retreat. The total costs of the hotel in the amount of $\$ 906.30$ were paid by the retreat host.

This request is late because Mr. Henry's travel details were not available in time for submission. The Office of the President requests retroactive travel approval. The requested travel reimbursement is as follows:

## TRAVEL REIMBURSEMENT

$\$ 277.96$ - Transportation
93.64 - Meals \& Incidentals
$\$ 371.60$

## MINUTES

## RETROACTIVE TRAVEL REQUESTS \& REIMBURSEMENT

Name $\quad$ To Attend | Fund |
| :--- |
| Source Amount |

Department of Recreation and Parks
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Office of the President
9. Bernard C. "Jack" Young
Police Commissioner's Elected \$ 732.20
Background Investiga- Official
tion Team Interviews Account
Fort Worth, TX
Dec. $9-11,2018$

The Board is requested to retroactively approve a travel request for Mr . Young, Council President, who traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was $\$ 129.00$ per night plus taxes of $\$ 22.31$ per day. The hotel room in the amount of $\$ 258.00$, flight in the amount of $\$ 381.60$, and meals in the amount of $\$ 47.98$ were paid using Hosea T. Chew's City-issued Credit card. The Board is requested to approve a reimbursement in the amount of $\$ 29.86$ for meals that were not pre-paid.

## MINUTES

## RETROACTIVE TRAVEL REQUESTS \& REIMBURSEMENT

| Name | To Attend | Fund Source | Amount |
| :---: | :---: | :---: | :---: |
| Office of the President |  |  |  |
| 10. Sharon Middleton | Police Commissioner's Background Investigation Team Interviews Fort Worth, TX Dec. 9-11, 2018 | Elected Official Account | \$ 639.77 |

The Board is requested to retroactively approve a travel request for Ms. Middleton Young. Ms. Middleton traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was $\$ 129.00$ per night plus taxes of $\$ 22.31$ per day. The hotel room in the amount of $\$ 258.00$, flight in the amount of $\$ 204.80$, and meals in the amount of $\$ 67.35$ were paid using Hosea T. Chew's City-issued Credit card. Ms. Middleton is seeking reimbursement for a Southwest Air flight change in the amount of $\$ 38.00$, a shuttle in the amount of $\$ 65.00$ and meals and incidental expenses in the amount of $\$ 53.22$ that were not pre-paid. Therefore, the Board is requested to approve a reimbursement for the total amount of \$156.22.

## MINUTES

## RETROACTIVE TRAVEL REQUESTS \& REIMBURSEMENT

| Name | To Attend | Fund Source | Amount |
| :---: | :---: | :---: | :---: |
| Office of the President |  |  |  |
| 11. Robert Stokes | Police Commissioner's <br> Background Investiga- <br> tion Team Interviews <br> Fort Worth, TX <br> Dec. 9-11, 2018 | Elected Official Account |  |

The Board is requested to retroactively approve a travel request for Mr. Robert Stokes. Mr. Stokes traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was $\$ 129.00$ per night plus taxes of $\$ 22.31$ per day. The hotel room in the amount of $\$ 258.00$, flight in the amount of $\$ 381.60$, and meals in the amount of $\$ 43.02$ were paid using Hosea T. Chew's City-issued Credit card. The Board is requested to approve a reimbursement in the amount of $\$ 25.98$ for meals that were not pre-paid.

## MINUTES

## RETROACTIVE TRAVEL REQUESTS

| Name | To Attend | Fund <br> Office of the President |
| :--- | :--- | :--- |
| 12. Brandon Scott | Police Commissioner's Elected <br> Background Investiga- Official <br> tion Team Interviews Account <br> Fort Worth, TX |  |
|  |  |  |

The Board is requested to retroactively approve a travel request for Mr. Scott. Mr. Scott traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was $\$ 129.00$ per night plus taxes of $\$ 22.31$ per day. The hotel room in the amount of $\$ 258.00$, flight in the amount of $\$ 381.60$, and meals in the amount of $\$ 43.02$ were paid using Hosea T. Chew's City-issued Credit card. Mr. Scott is not seeking reimbursement.

## MINUTES

## TRAVEL REQUESTS

Name
To Attend
Fund
Source
Amount
Mayor's Office of Small, Minority \& Women Business
5. Myra Blanchard ICCC National General \$ 691.17

Capital Conference Funds
Nov. 12 - 13, 2018
Boston, MA
(Reg. Fee \$0.00)
The airfare cost of $\$ 231.96$, hotel cost of $\$ 299.00$ plus hotel taxes of $\$ 43.21$ have been prepaid on a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Ms. Blanchard is \$117.00.

Office of Council President

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

6. John Bullock Local Progress General \$ 320.51

2017 Conference Funds
Minneapolis, MN
July 12 - 14, 2018
(Reg. Fee \$.00)
On July 12 - 14, 2018, Mr. John Bullock traveled to Minneapolis, MN to attend the Local Progress 2017 Conference.

This request is late because the Mr. Bullock was not certain of all charges due to the event host providing financial aid. The host covered the hotel cost and $\$ 200.00$ of the transportation cost.

The Department requests retroactive travel approval. The requested reimbursement to John Bullock is $\$ 320.51$ as follows:

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| Name | To Attend | Fund <br> Source |
| :---: | :---: | :---: |
| $\underline{\text { Office of Council President }}$ - cont'd |  |  |

\$263.79 - Transportation
14.40 - Shuttle
42.32 - Food
$\$ 320.51$
Department of Transportation
7. Tamarisk Walters 2018 Association State \$3,039.22
for Commuter Trans- Grants
portation Conference
Anaheim, CA
Jul. 27 - Aug. 1, 2018
(Reg. Fee \$980.00)
Ms. Walters traveled to Anaheim, California on July 27 through August 1, 2018 for the Association for Commuter Transportation Conference. Ms. Walters extended her stay in California from August 1 - 3, 2018 at her own expense.

The subsistence rate for this location was $\$ 237.00$ per day. The hotel rate was $\$ 233.00$ per night, plus hotel taxes of $\$ 34.95$ per night, a tourism fee of $\$ 4.66$ per day, and a resort fee of $\$ 1.29$ per day.

The airfare in the amount of $\$ 547.96$ and the registration fee in the amount of $\$ 980.00$ were prepaid on a City-issued credit card assigned to Dhirendra Sinha. Ms. Walters personally incurred the total costs of the hotel, the hotel taxes, meals and incidentals, and ground transportation. Therefore, Ms. Walters will be reimbursed $\$ 1,511.26$.

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Name To Attend Source Amount

## MOHS - cont'd

The retroactive travel approval and reimbursement is late because of delays at the administrative level.

## APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

## Baltimore City Council

9. Leon Pinkett

| Places for Bikes | Elected $\$ 380.65$ |
| :--- | :--- |
| Conference 2018 | Official |
| Indianapolis, IN | Expense |
| April 30-May 3, |  |
| 2018 |  |

Mr. Pinkett traveled to Indianapolis, IN on April 30 - May 3, 2018 for the Place for Bikes Conference 2018.

The subsistence rate for this location is $\$ 173.00$ per night. The cost of the hotel was $\$ 169.00$ per night. The hotel tax was $\$ 28.73$ per night. The conference host paid $\$ 500.00$ towards the cost of the hotel.

The airfare cost in the amount of $\$ 266.60$ and hotel cost in the amount of $\$ 507.00$, plus hotel taxes of $\$ 86.19$ were prepaid on a City-issued procurement card assigned to Hosea Chew.

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| Name | To Attend | Fund Source | Amount |
| :---: | :---: | :---: | :---: |
| Baltimore City Council |  |  |  |
| 5. Kristerfer Burnett | Local Progress 2018 | Elected | \$ 583.98 |
|  | National Convening | Officials |  |
|  | Minneapolis, MN | Expense |  |
|  | Jul. 12 - 14, 2018 | Account |  |
|  | (Reg. Fee \$0.00) |  |  |

Mr. Burnett traveled to Minneapolis, Minnesota to attend the Local Progress 2018 Annual Conference.

The subsistence rate for this location was $\$ 213.00$ per day. The hotel rate was $\$ 179.00$ per night, plus $\$ 6.15$ per night for State occupancy taxes, and $\$ 5.62$ per night for City occupancy taxes. Local Progress, the conference organizer, provided financial aid to cover half of the hotel daily rate and taxes. Mr. Burnett was responsible for the remaining half.

Local Progress also provided $\$ 200.00$ towards the cost of the $\$ 393.40$ airfare. Mr. Burnett personally incurred half of the hotel costs in the amount of $\$ 303.81$, the remainder of the airfare in the amount of $\$ 193.40$, and meals and incidentals. Therefore, Mr . Burnett requests reimbursement in the amount of \$583.98.

TRAVEL REIMBURSEMENT

```
$193.40 - Airfare ($393.40 - $200.00)
    303.81 - Hotel ($179.00 \div 2 = $89.50 + $6.15 + $5.62 =
                        $101.27 x 3)
    86.77 - Meals and incidentals
$583.98 - Total Reimbursement
```


## MINUTES

## TRAVEL REQUESTS

Name
To Attend
Fund
Source
Amount
Mayor's Office of Small, Minority \& Women Business
5. Myra Blanchard ICCC National General \$ 691.17

Capital Conference Funds
Nov. 12 - 13, 2018
Boston, MA
(Reg. Fee \$0.00)
The airfare cost of $\$ 231.96$, hotel cost of $\$ 299.00$ plus hotel taxes of $\$ 43.21$ have been prepaid on a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Ms. Blanchard is \$117.00.

Office of Council President

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

6. John Bullock Local Progress General \$ 320.51

2017 Conference Funds
Minneapolis, MN
July 12 - 14, 2018
(Reg. Fee \$.00)
On July 12 - 14, 2018, Mr. John Bullock traveled to Minneapolis, MN to attend the Local Progress 2017 Conference.

This request is late because the Mr. Bullock was not certain of all charges due to the event host providing financial aid. The host covered the hotel cost and $\$ 200.00$ of the transportation cost.

The Department requests retroactive travel approval. The requested reimbursement to John Bullock is $\$ 320.51$ as follows:

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Name
To Attend

Fund
Source Amount

## Baltimore City Council - cont'd

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

TRAVEL REIMBURSEMENT
\$ 20.86 - Meals and Incidentals
\$ 20.86 - Reimbursement
The retroactive travel approval is late because approval of the reimbursement from Places for Bikes was not granted in time for Board approval prior to travel.

## APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.
10. Leon Pinkett

Trail Nation
Summit
Milwaukee, WI
Jun. 5-7, 2018
(Reg. Fee \$0.00)

Elected \$ 296.96
Official
Expense
Account

Mr. Pinkett traveled to Milwaukee, Wisconsin on June 5 - 7, 2018 for the Trail Nation Summit.

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| Name | Fund |
| :--- | :--- | :--- |
| To Attend | Source Amount |

Baltimore City Council - cont'd
The subsistence rate for this location was $\$ 184.00$ per day. The hotel rate was $\$ 129.00$ per night, plus $\$ 19.48$ per night for hotel taxes.

The airfare in the amount of $\$ 369.60$ was prepaid on a Cityissued credit card assigned to Mr. Hosea Chew. As Mr. Pinkett was a panelist, the airfare was reimbursed to the City by the sponsor, Rails to Trails Conservatory. The costs incurred was for the hotel and the hotel taxes. Therefore, the total reimbursement is $\$ 296.96$.

## TRAVEL REIMBURSEMENT+

```
$258.00 - Hotel (@ $129.00 x 2)
    38.96 - Hotel Taxes (@ $19.48 x 2)
$296.96 - Total Reimbursement
```

The retroactive travel approval and reimbursement is late because the reimbursement amount was not clearly explained by the sponsor in time for submission to the Board for preapproval.

## APPROVED FOR FUNDS BY FINANCE

## AUDITS REVIEWED AND HAD NO OBJECTION.

## MINUTES

## TRAVEL REQUESTS

| Name | To Attend |  | Fund <br> Office of the President | Source |
| :--- | :--- | :--- | :--- | :--- | Amount

The subsistence rate for this location is $\$ 179.00$ per night. The cost of the hotel is $\$ 141.00$ per night, plus hotel taxes of $\$ 19.04$ per night. The Department is requesting additional subsistence of $\$ 2.00$ per day for meals and incidentals. The registration fee of $\$ 290.00$, and hotel cost of $\$ 282.00$ were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Young will be disbursed \$130.00.
2. Carolyn Mozell Charting the General \$1,570.92 Michael Huber

Course MACo
Funds
Winter Conference
Cambridge, MD
Jan. 2 - 4, 2018
(Reg. Fee \$290.00 ea.)
The subsistence rate for this location is $\$ 179.00$ per night. The cost of the hotel is $\$ 141.00$ per night, plus hotel taxes of $\$ 19.04$ per night. The Department is requesting additional subsistence of $\$ 2.00$ per day for each attendee for meals and incidentals. The registration fee of $\$ 290.00$, and hotel cost of $\$ 282.00$ were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Ms. Mozell and Mr. Huber will be disbursed $\$ 175.38$ each.

## MINUTES

## TRAVEL REQUESTS

| Name | To Attend | Fund Source | Amount |  |
| :---: | :---: | :---: | :---: | :---: |
| Office of the President |  |  |  |  |
| 3. Kenneth Parker | Charting the | General | \$ | 690.08 |
|  | Course MACo | Funds |  |  |
|  | Winter Conference |  |  |  |
|  | Cambridge, MD |  |  |  |
|  | $\text { Jan. } 2-4,2019$ |  |  |  |

The subsistence rate for this location is $\$ 179.00$ per night. The cost of the hotel is $\$ 141.00$ per night plus taxes of $\$ 19.04$ per night. The registration cost of $\$ 290.00$ and the hotel cost of $\$ 282.00$ per night was prepaid using a City-issued credit card assigned to Mr. Hosea Chew. The Department is requesting additional subsistence of $\$ 2.00$ per day for meals and incidentals. Therefore, Mr. Parker will be disbursed \$80.00.

## Baltimore City Council

4. Sharon Middleton

Charting the General \$ 785.46
Course MACo Funds
Winter Conference
Cambridge, MD
Jan. 2 - 4, 2019
(Reg. Fee \$290.00)

The subsistence rate for this location is $\$ 179.00$ per night. The cost of the hotel is $\$ 141.00$ per night plus taxes of $\$ 19.04$ per night. The Department is requesting additional subsistence of $\$ 2.00$ per day for meals and incidentals. Ms. Middleton personally incurred the registration cost of $\$ 290.00$ and the first night hotel stay in the amount of $\$ 141.00$. Therefore, Ms. Middleton will be disbursed \$625.42.

## MINUTES

## TRAVEL REQUESTS

| Name | To Attend | Fund <br> Source |  | mount |
| :---: | :---: | :---: | :---: | :---: |
| Board of Elections - cont'd |  |  |  |  |
| The registration fee for each attendee was prepaid by EA No. 000324396 . Therefore, each attendee in item nos. 12 and 13 will be disbursed \$752.26. |  |  |  |  |
| 18. Ann MacNeille | Maryland Assoc. of Election Officials Annual Conference May 22, 2019 Ocean City, MD (Reg. Fee. \$190.00) | General <br> Fund | \$ | $383$ |
| The registrat Therefore, Ms. | ee was prepaid by ille will be disbur | $\begin{aligned} & \text { No. EA } \\ & \$ 193.72 . \end{aligned}$ |  | $0324$ |
| RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT |  |  |  |  |
| President's Office |  |  |  |  |

Fund
Source Amount
General \$ 239.13
Elected
Expense
Account
(Reg. Fee \$0.00)

## MINUTES

## RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT

| Name | To Attend |
| :---: | :---: |
| President's Office - cont'd | Fund <br> Source |

On January 29, 2019, Mr. Henry traveled to Washington, DC, to attend the Local Progress Board Meeting. The subsistence rate for this location was $\$ 257.00$ per day. The hotel rate was $\$ 169.00$ per night, plus hotel taxes of $\$ 25.27$ per day.

The request is late because the attendee was not notified of the amount of financial aid available in advance of the submission deadline.

## TRAVEL REIMBURSEMENT

$\$ 169.00$ - Hotel
25.27 - Taxes
20.86 - Meals and Incidentals
24.00 - Transportation
$\$ 239.13$
Baltimore City Office of Information and Technology
20. Donnell Frederick Vidsys 2019 General \$946.92

Level II
Funds
Admin Training
Vienna, VA
February 4-8, 2019
(Reg. Fee \$0.00)
On February 4 - 8, 2019, Mr. Frederick traveled to Vienna, VA to attend the Vidsys 2019 Level II Admin Training. The allowed subsistence rate for this location is $\$ 257.00$ per day. The

## MINUTES

## RETROACTIVE TRAVEL APPROVAL

| NameFund <br> Baltimore City Office of Information and Technology - cont'd |
| :--- |
| hotel rate was $\$ 181.00$ per night. The taxes were $\$ 21.72$ per |
| night. The total hotel cost of $\$ 810.88$ were prepaid using a |
| City-issued credit card assigned to Ms. Charmane Baker. |
| Therefore, the reimbursement to Mr. Frederick is $\$ 136.04$. |
| This request is late because Mr. Frederick's attendance to |
| the event was not confirmed until the last minute. The |
| Department requests retroactive travel approval. The |
| requested travel reimbursement is as follows: |

## TRAVEL REIMBURSEMENT

\$ 53.19 - Transportation
40.00 - Parking
42.85 - Meals
\$136.04
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

## RETROACTIVE TRAVEL APPROVAL

President's Office
21. William Henry

| Safe Streets | Elected | $\$ 228.82$ |
| :--- | :--- | :--- |
| Tour | Official |  |
| New York, NY | Expense |  |
| April 1, 2019 | Account |  |
| (Reg. Fee \$0.00) |  |  |

On April 1, 2019, Mr. Henry traveled to New York, NY to attend the Safe Streets Tour. The allowed subsistence rate for this location is $\$ 329.00$ per day.

## MINUTES

## RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Name
To Attend
Fund
Source Amount

## Office of City Council President

| 1. Bill Henry | Local Progress National <br>  <br>  <br>  <br>  <br>  <br> Detroit, MI | Elected <br> Officials |
| :--- | :--- | :--- |
|  | July $26-27,2019$ | Expense |
|  | (Reg. Fee $\$ 60.00)$ | Account |

On July 25, Mr. Henry traveled to Detroit, MI to attend the Local Progress 2019 National Convening. The subsistence rate for this location was $\$ 187.00$ per day. The cost of the hotel was $\$ 189.00$ per night, plus an occupancy tax of $\$ 17.01$ per night. The Department is requesting additional subsistence of $\$ 2.00$ per night to cover the cost of the hotel.

Local Progress reimbursed Mr. Henry $\$ 200.00$ for the airfare cost of $\$ 197.96$, plus hotel cost of $\$ 189.00$ for one night and occupancy tax of $\$ 17.01$ for one night. Mr. Henry personally incurred $\$ 353.78$ on his personal credit card. Therefore, the reimbursement to Mr. Henry is $\$ 353.78$.

This request is late because of the travel arrangements were not able to be completed in time for prior Board approval. The Department requests retroactive travel approval and reimbursement. The requested travel reimbursement is as follows:

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

| Name $\quad$ To Attend | Fund <br> Source | Amount |
| :--- | :--- | :--- |
| Office of City Council President |  |  |

\$ 60.00 - Registration
189.00 - Hotel
17.01 - Occupancy Tax
34.03 - Transportation 53.74 - Meals
$\$ 353.78$

## APPROVED FOR FUNDS BY FINANCE <br> AUDITS REVIENED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the foregoing retroactive travel approval and the travel reimbursement for Mr. Bill Henry. The Mayor ABSTAINED. The President ABSTAINED.

