



**2018- 2019 ELECTED OFFICIALS’ TRAVEL BOE MINUTES
ROI #21-0008-I
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2018 - 2019

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System</u>			
1. Joan M. Pratt	Government Finance Officers Association 112 th Annual Conference St. Louis, MO May 3 - 9, 2018 (Reg. Fee \$1,020.00)	Special Funds - ERS	\$2,997.15

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 National St. Louis, MO April 18 - 23, 2018 (Reg. Fee \$626.00)	The Wallace Foundation	\$ 0.00
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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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 & Exhibition New York, NY May 13, 17, 2018 (Reg. Fee. \$800.00)	Special Funds - Fire & Police	\$2,895.72
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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 water CIO Forum Los Angeles, CA April 29 - May 3, 2018 (Reg. Fee \$0.00)	General Funds	\$1,793.42
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The subsistence rate for this location is \$237.00 per day. The

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>City Council - cont'd</u>			
3. Sharon Middleton	National Association of Counties Annual Conference and Exposition Nashville, TN July 12 - 17, 2018 (Reg. Fee \$490.00)	Elected Official Expense Account	\$ 2,255.76

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 Jacia Smith Njukang Asong	Society For Human Resource Management Conference and Exposition June 16 - 21, 2018 Chicago, IL (Reg. Fee. \$1,095.00 each)	DHR Appro- privation	\$13,066.05
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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 Conference 2018 Indianapolis, IN April 30 - May 3, 2018	Elected Official Expense	\$ 380.65
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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 Official Expense Account	\$ 296.96
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Mr. Pinkett traveled to Milwaukee, Wisconsin on June 5 - 7, 2018 for the Trail Nation Summit.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			

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 City-issued 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)
<u>38.96</u>	- 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 pre-approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED 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**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System - cont'd</u>			

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 Designing Cities 2018 Los Angeles, CA Oct. 1 - 7, 2018 (Reg. Fee \$595.00)	Elected Official Expense Account	\$ 1,896.71
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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 Phoenix 2018 Phoenix, AZ Sept. 30 - Oct. 3, 2018 (Reg. Fee \$0.00)	General Fund	\$ 989.77
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MINUTES

TRAVEL REQUESTS

ERS - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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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 Conference of Shopping Centers RECon 2019 Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$610.00)	Execu- tive Official Expense Account	\$3,342.06
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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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 Conference of Shopping Centers RECon 2019 Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$660.00)	Execu- tive Official Expense Account	\$3,439.06
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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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.

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|----|---------------------|---|--|------------|
| 5. | Edward L. Reisinger | International
Conference of
Shopping Centers
RECon 2019
Las Vegas, NV
May 18 - 23, 2019
(Reg. Fee \$710.00) | Execu-
tive
Official
Expense
Account | \$3,489.06 |
|----|---------------------|---|--|------------|

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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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 Conference of Shopping Centers RECon 2019 Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$610.00)	General Funds	\$3,312.06
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the City Council</u>			
5. Sharon Middleton	NACo Legislative Conference Washington, DC Mar. 02 - 06, 2019 (Reg. Fee \$490.00)	Elected Official Expense Account	\$1,984.12

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 World Conference 2019 Las Vegas, NV April 28 - May 3, 2019 (Reg. Fee \$2,095.00)	General Funds	\$3,291.71
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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 City-issued credit card assigned to Ms. Charmane Baker. Therefore, the disbursement to Mr. Washington is \$260.00.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - President's Office</u>			
1. Bernard Young	International Council of Shopping Centers RECon 2019 Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$610.00)	Elected Official Expense Account	\$3,312.06

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 Conference of Shopping Centers RECon 2019 Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$610.00)	General Funds	\$3,342.05
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
Employees' Retirement System (ERS)			
6. Joan Pratt	113 th Government Finance Officers Association Annual (GFOA) Conference and Pre-Conference Seminars Los Angeles, CA May 17, - 18, 2019 Pre-Conference (Seminar Fees \$640.00) May 19 - 22, 2019 Annual Conference (Reg. Fee \$420.00)	Special Funds-ERS	\$3,611.36

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>City Council President's Office</u>			
1. Bernard C. "Jack" Young	National Elected Organization of Black County Officials Detroit, MI May 1 - 5, 2019 (Reg. Fee \$250.00)	Official Expense Account	\$1,467.36

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 Middleton	National Organization of Black County Officials Detroit, MI May 1 - 5, 2019 (Reg. Fee \$250.00)	Elected Official Expense Account	\$1,467.36
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MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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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 Organization of Black County Officials Detroit, MI May 1 - 5, 2019 (Reg. Fee \$250.00)	Elected Official Expense Account	\$1,467.36
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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**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u>			
1. Eric Costello	MML Summer Conference Ocean City, MD June 23 - 26, 2019 (Reg. Fee \$525.00)	Execu- tive Official Expense Account	\$1,242.40

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 Darrilyn Tyson	Crimes Against Children Conference Dallas, TX Aug. 11 - 15, 2019 (Reg. Fee \$530.00 each)	SORU Fund	\$3,121.32
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MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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" Young Maryland Association of Counties Annual Summer Conference August 14 - 17, 2019 Ocean City, MD (Reg. Fee \$325.00) Elected Official Expense Account **\$1,463.87**

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office - cont'd</u>			

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 Association of Counties Annual Summer Conference Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$325.00)	General Funds	\$1,463.87
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
Department of Recreation and Parks - cont'd			
4. Scott Myers	ISA Annual International Conference and Trade Show Knoxville, TN Aug. 11 - 14, 2019 (Reg. Fee \$0.00)	General Funds	\$ 474.86

The subsistence rate for this location is \$153.00 per night. The hotel cost is \$135.00 per night plus total hotel taxes of \$69.86. Mr. Myers is only requesting hotel costs. Therefore, Mr. Myers will be disbursed \$474.86.

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.

Baltimore City Council

5. John Bullock	Maryland Association of Counties Annual Summer Conference 2019 Aug. 14 - 17, 2019 Ocean City, MD (Reg. Fee \$325.00)	Elected Official Expense Account	\$1,412.55
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MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			

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

6. Steven Sharkey	Maryland Association of Counties Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$375.00)	General Funds	\$1,480.84
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System</u>			
1. Joan M. Pratt	16 th Annual Public Pension Financial Forum (P2F2) Conference Salt Lake City, UT October 19 - 23, 2019 (Reg. Fee \$425.00)	Special Funds-ERS	\$2,435.00

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 Invasive Species Management Association - New York Invasive Species Research Saratoga Springs, NY Sept. 29 - Oct. 3, 2019 (Reg. Fee \$0.00)	General Funds	\$ 776.48
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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 Democracy Local Progress New City Councilmember Training Minneapolis, MN Dec. 15, 2017 (Reg. Fee \$0.00)	\$ 0.00
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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 Board Retreat Los Angeles, CA January 18 - 19, 2018 (Reg. Fee \$0.00)	\$371.60
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			

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 Background Investigation Team Interviews Fort Worth, TX Dec. 9 - 11, 2018	Elected Official Account	\$ 732.20
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
Office of the President			
11. Robert Stokes	Police Commissioner's Background Investigation Team Interviews Fort Worth, TX Dec. 9 - 11, 2018	Elected Official Account	\$ 727.24

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
Office of the President			
12. Brandon Scott	Police Commissioner's Background Investigation Team Interviews Fort Worth, TX Dec. 9 - 11, 2018	Elected Official Account	\$ 754.60

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**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Small, Minority & Women Business</u>			
5. Myra Blanchard	ICCC National Capital Conference Nov. 12 - 13, 2018 Boston, MA (Reg. Fee \$0.00)	General Funds	\$ 691.17

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 2017 Conference Minneapolis, MN July 12 - 14, 2018 (Reg. Fee \$.00)	General Funds	\$ 320.51
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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 for Commuter Transportation Conference Anaheim, CA Jul. 27 - Aug. 1, 2018 (Reg. Fee \$980.00)	State Grants	\$ 3,039.22
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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 Conference 2018 Indianapolis, IN April 30 - May 3, 2018	Elected Official Expense	\$ 380.65
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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

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

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 ($\$179.00 \div 2 = \$89.50 + \$6.15 + \$5.62 =$
 $\$101.27 \times 3$)
 86.77 - Meals and incidentals
\$583.98 - Total Reimbursement

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Small, Minority & Women Business</u>			
5. Myra Blanchard	ICCC National Capital Conference Nov. 12 - 13, 2018 Boston, MA (Reg. Fee \$0.00)	General Funds	\$ 691.17

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 2017 Conference Minneapolis, MN July 12 - 14, 2018 (Reg. Fee \$.00)	General Funds	\$ 320.51
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			

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 Official Expense Account	\$ 296.96
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Mr. Pinkett traveled to Milwaukee, Wisconsin on June 5 - 7, 2018 for the Trail Nation Summit.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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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 City-issued 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)
<u>38.96</u>	- 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 pre-approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
1. Bernard "Jack" Young	Charting the Course MACo Winter Conference Cambridge, MD Jan. 2 - 4, 2018 (Reg. Fee \$290.00)	Elected Official Expense	\$ 740.08

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 Michael Huber	Charting the Course MACo Winter Conference Cambridge, MD Jan. 2 - 4, 2018 (Reg. Fee \$290.00 ea.)	General Funds	\$1,570.92
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
3. Kenneth Parker	Charting the Course MACo Winter Conference Cambridge, MD Jan. 2 - 4, 2019 (Reg. Fee \$290.00)	General Funds	\$ 690.08

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Board of Elections - cont'd</u>			
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 Fund	\$ 383.72

The registration fee was prepaid by EA No. EA 000324396. Therefore, Ms. MacNeille will be disbursed \$193.72.

RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENTPresident's Office

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
19. William Henry	Local Progress Board Meeting Washington, DC Jan. 29 - 30, 2019 (Reg. Fee \$0.00)	General Elected Expense Account	\$ 239.13

MINUTES

RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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President's Office - cont'd

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
<u>24.00 - Transportation</u>
\$239.13

Baltimore City Office of Information and Technology

20. Donnell Frederick	Vidsys 2019 Level II Admin Training Vienna, VA February 4 - 8, 2019 (Reg. Fee \$0.00)	General Funds	\$946.92
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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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Office of Information and Technology - cont'd</u>			

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of City Council President</u>			
1. Bill Henry	Local Progress National Convening 2019 Detroit, MI July 26 - 27, 2019 (Reg. Fee \$60.00)	Elected Officials Expense Account	\$ 353.78

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:

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of City Council President</u>			

TRAVEL REIMBURSEMENT

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED 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**.