



# CITY OF PITTSBURGH

“America’s Most Livable City”

## Commission on Human Relations

*William Peduto, Mayor*

*Megan Stanley, Interim Director*

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*Rabbi Sharyn Henry*

*Eric L. Holmes*

*Eric Horwith*

*Gabriel McMorland*

*Wasiullah Mohamed*

July 18, 2019

President & Members of Council  
City of Pittsburgh, Council Chambers  
520 City-County Building  
Pittsburgh, PA 15219

### RE: Travel Authorization

Dear President and Members of Council:

Authorization is respectfully requested for Commissioner Wasiullah Mohamed to attend the 2019 International Association of Official Human Rights Agencies (IAOHRA) Annual Conference in Orlando, Florida on August 18 – 22, 2019.

The Commission is a long-standing member of IAOHRA and annual membership dues are funded by the U.S. Dept. of Housing & Urban Development. The annual conference is a HUD-approved training and a member of the Commission is strongly encouraged to attend.

Anticipated costs for all travelers will not exceed \$2,168.65 and is payable from the HUD Trust Fund. J D EDWARDS account information is as follows:  
**11101.1050263000.53.53301.2019**

A travel Cost Calculation sheet is attached for your information. Please let us know if you need anything else.

Sincerely,

**Megan Stanley**  
*Executive Director*

**TRAVEL COST CALCULATION**

NAME OF EMPLOYEE Commissioner Wasiullah Mohamed

PURPOSE, ORGANIZATION, CONFERENCE, ETC. International Association of Human Rights Organizations

DESTINATION (CITY AND STATE) Orlando, FL

DURATION OF TRIP DEPART PITTSBURGH August 18, 2019

RETURN PITTSBURGH August 22, 2019

LINK TO ADDITIONAL INFORMATION <https://www.iaohra.org/2019-conference>

<b>1) REGISTRATION</b>									
	\$ 595.00	X		1				=	\$ 595.00
	Fee			# of Attendees					
<b>2) LODGING COST</b>									
	4	X	\$ 119.00		1	+	\$ 59.50	=	\$ 535.50
	# of Days		Daily Rate		# of Travelers		Tax 12.5%		
<b>3) TRANSPORTATION</b>									
<b>A) FLIGHT</b>									
	\$ 400.00	X		1				=	\$ 400.00
	Round-Trip			# of Travelers					
<b>B) AIRPORT GROUND TRANSPORTATION - Receipts Required</b>									
	\$ 50.00					+	\$ 60.00	=	\$ 110.00
	Cab, rideshare, or public transportation fare to and from airport, parking		Pittsburgh				Destination		
<b>C) OTHER GROUND TRANSPORTATION - Receipts Required</b>									
	\$ 100.00							=	\$ 100.00
	Cab, rideshare, or public transportation fare to and from training site, hotel parking, tolls								
<b>D) PERSONAL AUTOMOBILE</b>									
						X	0.545	=	\$ -
	Requires map with mileage from City-County Building				Round Trip Mileage 2018 GSA rate, per mile				
<b>E) MOTOR POOL VEHICLE - Receipts Required</b>									
								=	\$ -
<b>F) OTHER - Description and Receipts Required</b>									
								=	\$ -
	Type description here.								
<b>4) MEALS</b>									
	Travel Day		2		X	\$ 49.50		=	\$ 99.00
	Training Day		2		X	\$ 66.00		=	\$ 132.00
<b>5) GRATUITY</b>									
	(included in Meals)		0		X	\$ 5.00 per day		=	\$ -
								<b>Sub-Total</b>	\$ 1,971.50
<b>6) CONTINGENCY</b>									
			10% of Sub-Total					=	\$ 197.15
								<b>TOTAL</b>	\$ 2,168.65