



# CITY OF PITTSBURGH

“America’s Most Livable City”

## Commission on Human Relations

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July 26, 2019

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

### RE: Amended Travel Authorization

Dear President and Members of Council:

Authorization is requested for Commission Representatives Rita Porterfield and Chris Soult, as well as our housing solicitor Jeffrey Ruder, to attend the John Marshall Law School Fair Housing Training Conference from September 4-6, 2019. The U.S. Department of Housing and Urban Development (HUD) recommends this training for all fair housing assistance program (FHAP) staff. The Pittsburgh Commission on Human Relations is currently the only FHAP in Pennsylvania. The staff to attend are new to the Commission and have not received this formal fair housing training. The solicitor is to participate in updated trainings, and has not received updated fair housing training since 2017.

Anticipated cost for these travelers will not exceed \$6,921.27 and is payable from the HUD Trust Fund. J D EDWARDS account information is as follows:

**11101.1050263000.53.53101.2019**

The required Travel Cost Calculation sheets are attached for your information. Please be advised that per our contract with HUD the hotel, flight and per diem rates listed on the travel cost calculation sheet reflect the amounts provided by the U.S. General Services Administration (GSA). All expenses for this travel request will be reimbursed by HUD; no part of the training will be paid using City Operating Funds.

Sincerely,

**Megan Stanley, Executive Director**

**TRAVEL COST CALCULATION**NAME OF EMPLOYEE Jeffrey Ruder, Housing SolicitorPURPOSE, ORGANIZATION, CONFERENCE, ETC. John Marshall Law School Fair Housing TrainingDESTINATION (CITY AND STATE) Chicago, ILDURATION OF TRIP DEPART PITTSBURGH September 4, 2019RETURN PITTSBURGH September 6, 2019LINK TO ADDITIONAL INFORMATION <https://www.eventbrite.com/e/fair-housing-2019-new-challenges-or-more-of-the-same-tickets-625327>**1) REGISTRATION**

\$	<u>450.00</u>	X	<u>1</u>		=	\$	<u>450.00</u>
	Fee		# of Attendees				

**2) LODGING COST**

<u>3</u>	X	\$	<u>223.00</u>	X	<u>1</u>	+	\$	<u>100.35</u>	=	\$	<u>769.35</u>
# of Days			Daily Rate		# of Travelers			Tax			
								(If unknown, use 15%)			

**3) TRANSPORTATION**

<b>A) FLIGHT</b>	\$	<u>462.00</u>	X	<u>1</u>		=	\$	<u>462.00</u>
		Round-Trip		# of Travelers				

<b>B) AIRPORT GROUND TRANSPORTATION - Receipts Required</b>	\$	<u>50.00</u>	+	\$	<u>50.00</u>	=	\$	<u>100.00</u>
Cab, rideshare, or public transportation fare to and from airport, parking		Pittsburgh			Destination			

<b>C) OTHER GROUND TRANSPORTATION - Receipts Required</b>	\$	<u>50.00</u>	=	\$	<u>50.00</u>
Cab, rideshare, or public transportation fare to and from training site, hotel parking, tolls					

<b>D) PERSONAL AUTOMOBILE</b>			X	<u>0.58</u>	=	\$	<u>-</u>
Requires map with mileage from City-County Building				2019 GSA rate, per mile			
				Round Trip Mileage			

<b>E) MOTOR POOL VEHICLE - Receipts Required</b>					=	\$	<u>-</u>
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<b>F) OTHER - Description and Receipts Required</b>					=	\$	<u>-</u>
Type description here.							

**4) MEALS**

Travel Day	<u>2</u>	X	\$	<u>57.00</u>	=	\$	<u>114.00</u>
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Conference	<u>2</u>	X	\$	<u>76.00</u>	=	\$	<u>152.00</u>
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<b>Sub-Total</b>	\$	<u>2,097.35</u>
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<b>6) CONTINGENCY</b>	10% of Sub-Total	=	\$	<u>209.74</u>
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<b>TOTAL</b>	\$	<u>2,307.09</u>
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