



Legislation Details (With Text)

**File #:** 2010-0637    **Version:** 1  
**Type:** Communication    **Status:** Approved  
**File created:** 6/22/2010    **In control:** Committee on Human Resources  
**On agenda:**    **Final action:** 6/22/2010  
**Enactment date:**    **Enactment #:**  
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**Title:** Authorization is hereby requested for Adelaide Smith, Chairperson of the Pittsburgh Commission on Human Relations, and Winford Craig, Chair of the Commission's Housing Committee, to attend the 2010 National Fair Housing Policy Conference in New Orleans, LA, July 19 -23, 2010. Both individuals are non-City employees, but active on the Commission. Cost not to exceed \$3,200.00.

**Sponsors:**

**Indexes:** COMMUNICATION

**Code sections:**

**Attachments:** 1. 2010-0637.doc

Date	Ver.	Action By	Action	Result
6/30/2010	1	Standing Committee	AFFIRMATIVELY RECOMMENDED	Pass
6/22/2010	1	City Council	Read and referred	Pass

Presented by Mr. Burgess

June 15, 2010

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

**RE: Travel Authorization for Non-City Employees**

Dear President and Members of Council:  
Presented by Mr. Burgess

Authorization is hereby requested for Adelaide Smith, Chairperson of the Pittsburgh Commission on Human Relations, and Winford Craig, Chair of the Commission's Housing Committee, to attend to attend the 2010 National Fair Housing Policy Conference in New Orleans, LA, July 19 -23, 2010. Both individuals are non-City employees, but active on the Commission. Cost not to exceed \$3,200.00.

This conference is sponsored by the U.S. Dept. of Housing & Urban Development, and is required for all FHAPs receiving funds from HUD. In order to maintain our current level of funding, HUD has specifically

requested that Commissioners attend, if possible.

Combined anticipated costs for these travelers will not exceed \$3,200.00 and is payable from the HUD Trust Fund. PEOPLESOFT account information is as follows:

Org.	105230
Fund	2630
Sub-Class	600
Account	564100
Budget year	2010

Copies of registrations for the conference, hotel, air travel and Travel Cost Calculations sheet are attached for your information. Please note that in order to take advantage of additional cost savings, the travelers may be departing or returning on different dates.

Sincerely,

**Charles F. Morrison**  
*Director*

PITTSBURGH COMMISSION ON HUMAN RELATIONS  
**Travel Cost Calculation**

Names of Travelers: Adelaide Smith, Commission Chairperson  
Winford Craig, Housing Committee Chair

Trip Destination/Purpose HUD National Policy Conference  
City/State/Organization New Orleans, LA- sponsored by US Dept. of HUD

Duration of Trip: Depart Pgh: July 18, 2010 *(actual dates may vary)*

Return Pgh: July 24, 2010

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A. Total estimated cost of Travel: \$3,200.00

B. 1) Registration \$ n/a = \$ n/a  
Fee # Attendees

2. Lodging Cost

$\frac{6}{\text{\# of days}} \times \frac{\$104}{\text{Daily rate}} \times \frac{2}{\text{\# travelers}} (= \$1,248) \times \frac{14.5\%}{\text{Tax}} (= \$181) =$  \$1,469.00  
 (plus \$20.00 occupancy tax & fees)

3) Transportation

a/1 Air: \$  $\frac{350.00}{\text{Roundtrip}} \times \frac{2}{\text{\# Travelers}}$  Airfare = \$ 700.00

a/2 Airport ground transportation  
 (\$ 30 x 2) + (\$ 20 x 2) = x 2 persons = \$ 200.00  
 Pgh. Destination

a. Other ground transportation  
 (parking, tolls, car rental, taxi, etc.) = \$ 100.00

b. Personal automobile  
 $\frac{50}{\text{R/t mileage}} \times \frac{.50.5 \times 2}{\text{reimb/mile}} \text{ travelers} =$  \$ -0-

c. Motorpool vehicle  
 Gasoline -  $(\frac{n/a}{\text{R/t mileage}} / 11.5) \times \$3.89 =$  \$ n/a  
 /avg MPG / fuel cost

4. Meals Breakfast 7 x \$6.00 x 2 = \$ 84.00

Lunch 7 x \$9.00 x 2 = \$ 126.00

Dinner 7 x \$20.00 x 2 = \$ 280.00

Sub-total \$ 2,959.00

5. Contingency - 5% of sub-total \$ 148.00

**TOTAL \$ 3,107.00**