



City of Pittsburgh

510 City-County Building
414 Grant Street
Pittsburgh, PA 15219

Text File

Introduced: 6/22/2010

Bill No: 2010-0637, **Version:** 1

Committee: Committee on Human Resources

Status: Approved

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

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

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

2. Lodging Cost
6 x \$104 x 2 (= \$1,248) x 14.5% (= \$181) = \$1,469.00
of days Daily rate # travelers Tax
(plus \$20.00 occupancy tax & fees)

3) Transportation
a/1 Air: \$ 350.00 x 2 \$ 700.00

	Roundtrip # Travelers	
	Airfare	
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	
	50 x .50.5 x 2 travelers =	\$ -0-
	R/t mileage reimb/mile	
c.	Motorpool vehicle	
	Gasoline - (n/a / 11.5) x \$3.89 =	\$ n/a
	R/t mileage /avg MPG / fuel cost	
4.	Meals	
	Breakfast <u>7</u> x \$6.00 x 2 =	\$ 84.00
	Lunch <u>7</u> x \$9.00 x 2 =	\$ 126.00
	Dinner <u>7</u> x \$20.00 x 2 =	\$ <u>280.00</u>
	Sub-total	\$ 2,959.00
5.	Contingency - 5% of sub-total	\$ <u>148.00</u>
	TOTAL	\$ 3,107.00