



City of Pittsburgh

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

Text File

Introduced: 5/28/2002

Bill No: 2002-0587, **Version:** 1

Committee: Committee on Finance & Budget

Status: Read, Received and Filed

Presented by Mr. Udin

Travel Request approval for Melissa Swauger, a non-City employee, to attend the Grantee Symposium, "Approaches to Skill Shortage In The 21st Century". The meeting will take place in Washington, D.C. on May 7, 2002-May 9, 2002. Interim Approval was received.

May 14, 2002

President and Members
of City Council
City-County Building
Pittsburgh, PA 15219

Dear Council Members:

This letter is to request approval for Melissa Swauger, a non-City employee, to attend the Grantee Symposium, "Approaches to Skill Shortage In The 21st Century". The meeting will take place in Washington, D.C. on May 7, 2002-May 9, 2002. A copy of Interim Approval is attached.

The purpose of this meeting is to provide a common understanding of how to identify local area skill shortages and skill reductions, and to offer technical assistance to improve workforce systems. The City will draw down funds from the Grant.

I am requesting approval for reimbursement for this travel.

The total cost of attending this conference will not exceed the amount of \$1,083.12, chargeable to and payable from WIA/JTPA-1 Trust Fund, Index Code 260307, Account 566000, Fund 2300, Organization 109600, Sub-Class 600, Budget Year 2001. There will be no charge to the City's tax-based funding, all travel costs will be charged to the Grant.

Thank you for your attention to this matter.

Sincerely,

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Barbara M. Parees
Director

BMP/tmh
Attachments

cc: Dana Deresh