

ATTACHEMENT VI- TRAVEL EXPENSES (MEMORANDUM SENT TO AFO)

To: Mr. James Hurley
Agency Fiscal Officer

Ms. Brenda Roy
Agency Financial Manager

From: Ms. Tatiana Torres
Chief of Staff
Mayor's Office of Legal Counsel (MOLC)

Date: November 10, 2015

Subject: Reprogramming of PS to NPS Funds for travel purposes

This is to provide written request for a reprogram of local funds transfer within the Mayor's Office of Legal Counsel's FY16 budget. We would like to reprogram approximately \$1,674.70 from our PS to the NPS budget. The need for the reprogramming is necessary for the Council on Governmental Ethics Law Conference (COGEL) in Boston this coming December 6-8, 2015 (<http://www.cogel.org/page/2015ConferenceHome>).

Director Tuohey and I received a request from Melissa Tucker, MOLC Associate Directors, asking to attend COGEL. She oversees all FOIA appeals district wide and works closely many district agencies on various issues. As an attendee, she would have the opportunity to participate in training sessions on Open government and FOIA with colleagues who work in the same field nationwide.

Below is the cost breakdown for her attendance:

- Flight: \$156.20 (as of today: DCA – BOS, R/T)
 - Hotel: \$396.00 (\$198/night)
 - COGEL Conference fee \$940.00
 - FY 16 M&IE expenses would be:
 - 12/6-- \$51.75
 - 12/7--\$69.00
 - 12/8-- 51.75
 - \$10.00 roundtrip shuttle ride to and from airport
- Total: \$1,674.70

The funds would be placed in object class CSG 40 (Other Charges). The funds from PS are currently available because there are three positions pending hiring action which we will not take place January thru March 2016.