GOVERNMENT OF THE DISTRICT OF COLUMBIA
PUBLIC EMPLOYEE RELATIONS BOARD

MEMORANDUM

TO: Paul Blake
Agency Fiscal Officer
Office of the Chief Financial Officer, Government Operations Cluster

FROM: Royale Simms Royale Simms (Apr 4, 2024 11:34 EDT)
Acting Executive Director, Public Employee Relations Board

DATE: Thursday, April 4, 2024

SUBJECT: Travel Request for Isaac Katz to the Association of Labor Relations Agencies Annual Conference

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This is a request for approval for Attorney Advisor Issac Katz to travel to Detroit, Michigan, July 27 – 30, 2024, to attend the Association of Labor Relations Agencies Annual Conference.

The purpose of the trip is to meet with members and staff of labor relations and mediation agencies to discuss US labor law frameworks and provide an opportunity to learn the "best practices" in various jurisdictions relating to mediation and adjudication of labor disputes.

The conference highlights the system approach to mediation, bargaining, hearings, decisions and rulings, and roundtable discussions with delegates. The conference's goal is intensified dialogue, greater knowledge exchange, and broader lasting and reciprocal relationships between international decision-makers, industry, and US and Federal government agencies.

The estimated upfront cost of the trip attributable to the District is approximately $1,688.17, which includes $293.20 for airfare, $620.97 for lodging, $550 for conference registration, and $224 per diem (at the GSA rate).

GOVERNMENT OF THE DISTRICT OF COLUMBIA
TR-1TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

I. Training/Travel Request Summary

1. Name of Traveler	2. Employee ID:	3.. Agency/Department (Including Budget Code)
Isaac Katz	00121881	CG0

4. Position Title	5. Training or Conference Dates: From:	To:
Attorney Advisor	7/27/2024	7/30/2024

6. Description of Travel/Training	7. Travel Origin	Destination	8. Total Cost (Travel,Training, or Conferencet)
The 72nd Annual Conference of the Association of Labor Relations Agencies	Arlington, VA 22202	Detroit, MI 48226	$1,688.17

9. Training, Conference or Seminar Event Location Address	10. Training or Conference Vendor Name and Address (as it must appear on check)
Hollywood Casino at Greektown 1200 Saint Antoine, Detroit, MI 48226	

11. Sponsor (if applicable)	12. Donation Application Request No.	13. Sponsor's Donation Amount
N/A	N/A	N/A

II. Transportation

14. Mode of Transportation: Airline ☑ Train ☐ Other Private Vehicle ☐

15. Method of Payment: ☑ Advance ☑ Travel Card ☐ Other

	16. Point of Departure	17. Travel Date	18. Carrier Name	19. Flight or Train IDs	20. Departure Time	21. Arrival Time
Transportation to Destination Delta	DCA	7/27/2024	Delta	1558	10:00 a.m.	11:36 a.m.
	22. Point of Departure	**23. Travel Date**	**24. Carrier Name**	**25. Flight or Train IDs**	**26. Departure Time**	**27. Arrival Time**
Transportation to Return American Airlines	DTW	7/30/2024	AA	547	5:26 p.m.	6:59 p.m.

III. Lodging

28. Hotel Name and Address	29. Hotel Phone	30. Lodging Dates	31. Length of Stay(Nights)
Hollywood Casino at Greektown 1200 Saint Antoine, Detroit, MI 48226	877-424-5554	7/27/2024 7/30/2024	3

IV. Total Cost

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)	R/T	$244.65	$244.65	$48.55	$293.20	$293.20	$293.20	$0.00
Lodging (Government Rate)	3	$179.99	$539.97	$81.00	$620.97	$620.97	$620.97	$0.00
Per Diem	2	$64.00	$128.00	$0.00	$0.00	$128.00	$0.00	$128.00
Per Diem (First and Last Day of Travel)	2	$48.00	$96.00	$0.00	$0.00	$96.00	$0.00	$96.00
Car Rental (Only If Approved)	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Training/Registration Fees/Tuition	1	$550.00	$550.00	$0.00	$0.00	$550.00	$550.00	$0.00
Books/Materials	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Expenses (Ground Travel including shuttles, Taxis, Car Rental, Parking Fees / Baggage fees)	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
							$1,464.17	$224.00

V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)

Fund	Agency	Program	Cost Center	Account	Project	Award	Task
1010001	CG0	100092	50279	7131009	202361	1000696	

VI. Traveler Signature

I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by 6-B DCMR Chapter 40 or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature	Date

VII. Authorizations

Administration Representative	Crystal Davis	Operations Manager	Signature Crystal Davis	Date 4/4/24
AFO or Budget Analyst	Paul Blake	Agency Fiscal Officer	Signature	Date
Agency Director or Designee	Royale Simms	Acting Executive Director	Signature Royale Simms Royale Simms (Apr 4, 2024 11:34 EDT)	Date Apr 4, 2024

The 72nd Annual Conference of the Association of Labor Relations Agencies will be held in Detroit, Michigan on July 27-30.

Join us this year in Detroit!

The Greektown Casino Hotel has a block of rooms is reserved for $180 USD/night for ALRA conference delegates.

Registration: $550 Full / $295 Single Day

Program agenda and more registration details coming soon!

Detroit Skyline, PC Charles Falsetti

The 71st Annual Conference was held in Vancouver, British Columbia

Aerial view of the city of Vancouver, British Columbia, Canada

Available conference materials can be accessed by logging into the Members webpage.

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Thanks Gertie, here is an email confirmation of your payment.

Payment Info

Total Amount: $550.00
Invoice Number: 02
Customer#:
Payment Info: Mastercard **** 6170 (07/2024)
Transaction ID: 594440351566

Billing Info

Public Employee Relations Board
Gertie Elam
1100 4th Street SW, Ste 630
Washington DC 20024
US
gertie.elam@dc.gov

Expedia

Receipt

Expedia itinerary: 72796911158417

Purchase date: Apr 3, 2024

Booking details

Flights

Washington (DCA) to Detroit (DTW)

Delta 1558

Economy / Coach (L)

Depart: Jul 27, 2024

Arrive: Jul 27, 2024

Detroit (DTW) to Washington (DCA)

American Airlines 5407

Economy / Coach (B)

Depart: Jul 30, 2024

Arrive: Jul 30, 2024

Traveler 1: Adult

Elizabeth Slover

Ticket Number: 0067031969375

Traveler 2: Adult

Isaac Katz

Ticket Number: 0067031969376

Traveler 3: Adult

Ruth Solomon

Ticket Number: 0067031969374

Payment details

Flight 1 price: DCA to DTW	
Traveler 1: Adult	$175.81
Taxes and fees	$28.29
Traveler 2: Adult	$175.81
Taxes and fees	$28.29
Traveler 3: Adult	$175.81
Taxes and fees	$28.29
Expedia booking fee	$14.68
Flight 2 price: DTW to DCA	
Traveler 1: Adult	$68.84
Taxes and fees	$20.26
Traveler 2: Adult	$68.84
Taxes and fees	$20.26
Traveler 3: Adult	$68.84
Taxes and fees	$20.26
Total	**$894.28**
Paid	$894.28 [MasterCard 6170]

HOLLYWOOD Casino AT GREEKTOWN

CONFIRMATION - RESERVATION CONFIRMED

Jul 27, 2024 - Jul 30, 2024

Deluxe King

Confirmation Number: **KKCWD89NW**
Offer Name: **Alra 72nd Annual Meeting And Conference**
Primary Guest: Mr. Isaac Katz

Cancellation Due Date: **07/25/2024**

RATE BREAKDOWN

Date	Room Rate
07/27/2024	$179.99
07/28/2024	$179.99
07/29/2024	$179.99
Total	$539.97

Room Total: $539.97

Room Total Tax: $81.00

Total: $620.97
(*Inclusive of taxes)
Cancellation Amount: $179.99
Charged when canceled on/after due date

Hollywood Casino at Greektown
1200 Saint Antoine
Detroit, MI
48226
Phone:
877-424-5554

U.S. General Services Administration

FY 2024 Per Diem Rates for ZIP Code 48226

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Detroit	Wayne	$64	$14	$16	$29	$5	$48.00

I. Katz - Travel Justification Packet

Final Audit Report 2024-04-04

Created:	2024-04-04
By:	Crystal Davis (crystal.davis2@dc.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8lWSowl9e7crW2guC56cTq3LcHXzuXr8

"I. Katz - Travel Justification Packet" History

Document created by Crystal Davis (crystal.davis2@dc.gov)
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Agreement completed.
2024-04-04 - 3:34:48 PM GMT

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