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OFFICE OF THE CITY CLERK
OAKLAND

2009 SEP 17 PM 6:25

CITY OF OAKLAND

AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Budget Office
DATE: September 29, 2009
RE: **Annual Report on City-Funded Travel Expenditures Incurred During Fiscal Year 2008-2009 and a Revised Travel Policy that Sets Clear Guidelines for City Travel and Requires Accountability from City Officers and Employees**

SUMMARY

Over the past two years, the City Council has adopted and staff has implemented a number of policies and procedures designed to enhance the transparency and accountability of the City of Oakland's governmental operations and expenditures. On July 17, 2007, the City Council adopted Resolution No. 80777 C.M.S. (and Oakland Redevelopment Agency (ORA) Resolution No. 2007-066) which established a requirement to publish an annual report detailing travel expenditures for trips involving airline transportation or lodging paid for by the City of Oakland. The first annual report was provided to the Finance and Management Committee on September 23, 2008. The report at that time was limited to expenses specifically mentioned in the above resolution, i.e. involving airline travel and lodging funded by the City.

In order to provide a comprehensive review of the travel expenditures of City Officials and employees, this report includes expenditures for travel-related registration, transportation, lodging and meals for Fiscal Year (FY) 2008-09, and provides a comparison for those costs from the previous year. A summary of the expenses is provided in the body of the report, and detailed spending by individual departments is presented in *Attachments A - Q*.

FISCAL IMPACT

There is no direct fiscal impact as a result of this informational report. However, it must be noted that as a result of stringent controls over travel put in place in 2008, spending on travel and related activities decreased by nearly \$500,000, or 40 percent. In summary,

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the General Purpose Fund (GPF) and Other City-funded travel decreased substantially while Non-City Funded travel increased.

- In FY 2007-08, travel-related expenses totaled \$1,237,185. This is higher than the \$1,212,481 reflected in the September 23, 2008 report, and includes travel-related registration, transportation, lodging and meals. The reasons for the variance in the FY 2007-08 figure reported in this year's versus last year's report was due to the capture of some prior year (FY 2006-07) travel-related expenses that were actually paid in FY 2007-08.
- During FY 2008-09, travel-related expenditures for City Officials and employees amounted to \$363,963 in the General Purpose Fund (1010), \$108,827 in Other City funds, \$252,910 in Non-City funds (mostly grants) and \$14,559 in Oakland Redevelopment Agency funds (not reflected in Fund 7780) for a total of \$740,258 across all funds. The General Purpose Fund total amount of \$363,963 includes \$136,103 which was reimbursed by outside agencies, such as the Police Officers Standards Training (POST) Program, that support or sponsor the training of city employees. In FY 2007-08, the General Purpose Fund travel amount was \$749,450, which included \$105,147 reimbursed by outside agencies.

BACKGROUND

In both FY 2007-08 and FY 2008-09, the City of Oakland instituted a number of measures to improve its internal systems and to enhance the transparency of government. Specifically, in order to improve the accountability and reporting of travel-related expenditures, in July 2007 the City Council adopted a resolution establishing an annual requirement to publish a report identifying all City-funded travel costs for City officials and employees involving airline transportation or lodging expenditures. The resolution also requires the provision of detailed information including the purpose and dates of the travel, as well as transportation, lodging and meal expenses for each trip. The intent and purpose of this annual report was supported by the implementation of a practice by the City Administrator to review all travel requests and approve them on a case-by-case basis.

Given the significant budget challenges that the City was facing during FY 2008-09 and after a review of the annual informational report for travel-related expenses of FY 2007-08, the Finance & Management Committee recommended and the City Council adopted Resolution 81648 C.M.S. in November 2008. This resolution established a moratorium on travel and identified revised policies for the approval of travel expenditures. Additionally, a series of tighter controls on travel involving airline transportation and lodging expenses were defined and instituted. As a result of these actions, spending on travel and related activities decreased by nearly \$500,000, or 40 percent, during FY 2008-09.

In addition, the Administrative Instruction (AI) on travel has been revised to provide more stringent controls over City-paid travel. The AI will be issued by the end of the month; a draft copy is included as **Attachment R**. Key provisions of the revised AI are as follows:

- All travel must clearly demonstrate that there is a valid City interest to be served or gained through the travel and that there is relevance to City operations, or promotion or development of City programs.
- All travelers must provide written justification of the direct benefit to the City for the trip and verify that all expenses will be incurred only for the purpose of City business prior to any approval, the department head must determine that the education or training is not available locally and consider the cost of replacing the employee or the loss of productivity if the absent employee is not replaced before recommending approval of the travel, and the traveler must provide a report assessing the value of the class or seminar after returning from the trip.
- For out-of-state travel, no more than three employees per department may travel to the same destination for the same purpose without prior approval of the City Administrator.
- The traveler must use applicable federal per diem rates for hotel rates (as delineated in the most currently available Federal Joint Travel Regulations (JTR) for the continental United States (CONUS)) whereby the City reimburses the employee the lesser of the federal rate or actual cost.
- The traveler will be reimbursed for meals based on the current published Federal GSA CONUS standard rates of the travel destination (<http://www.gsa.gov>).
- There is a specified limit on meal reimbursements with no exceptions allowed.
- All travelers must clearly disclose, itemize and account for any group expenses.
- There is a restriction on the type of rental car options allowed for reimbursement.
- There are explicitly defined consequences for violations of the travel policy.

The revised travel AI applies to City employees only. There is currently no policy applicable to the elected officials. Such a policy would require City Council approval.

KEY ISSUES AND IMPACTS

As a consequence of the enhanced controls over travel authorization and spending and the implementation of the moratorium, the City wide travel expenses for trips or training paid for City officials and employees for FY 08-09 was \$496,927 below that of the previous year. The chart in *Attachment 1* (Comparison of Fiscal Year 2007-08 and 2008-09 City Official/Employee Travel Expenditures by Department) outlines the change in expenses by department and by year. It also distinguishes between those costs appropriated to the General Purpose Fund and those associated with special or other

funds. Those funds that are outside the General Purpose Fund are further separated into two types:

- **Other City Funds** - Funds that are derived from City reserves, fees or revenues. This category also includes a fund sub-group comprised of Oakland Redevelopment Agency Funds (9101 – 9580) not included in Fund 7780. The Oakland Redevelopment Agency operates as a separate entity from the City of Oakland.
- **Non-City Funds** – Funds that are generated from grants or other sources over which the City exerts no discretion

The break down of the non-General Purpose funds by the Other City Funds and Non-City Funds is provided in *Attachment 2*.

The following chart provides a comparison of these expenses by category of expenditure for each fiscal year:

**Comparison of Fiscal Year 2007-2008 and 2008-09
 City Official/Employee Travel Expenditures
 by Category and Fund Type**

BY TRAVEL-RELATED COMPONENT						
FISCAL YEAR	Conference Fees	Transportation	Lodging	Meals	Other	TOTALS
General Fund (1010)						
2007-08	\$ 198,024	\$ 157,240	\$ 269,638	\$ 115,580	\$ 8,967	\$ 749,450
2008-09	\$ 100,551	\$ 78,758	\$ 112,206	\$ 50,245	\$ 22,202	\$ 363,963
INCREASE(DECREASE)	\$ (97,473)	\$ (78,483)	\$ (157,432)	\$ (65,335)	\$ 13,235	\$ (385,487)
Other City Funds						
2007-08	\$ 61,984	\$ 59,766	\$ 76,649	\$ 31,449	\$ 14,215	\$ 244,062
2008-09	\$ 46,702	\$ 22,961	\$ 29,157	\$ 8,679	\$ 1,328	\$ 108,827
INCREASE(DECREASE)	\$ (15,282)	\$ (36,805)	\$ (47,492)	\$ (22,770)	\$ (12,887)	\$ (135,235)
Other City Funds (Oakland Redevelopment Funds - Not included in Fund 7780)						
2007-08	\$ 5,463	\$ 6,943	\$ 8,892	\$ 2,103	\$ -	\$ 23,401
2008-09	\$ 9,706	\$ 2,887	\$ 1,293	\$ 575	\$ 98	\$ 14,559
INCREASE(DECREASE)	\$ 4,243	\$ (4,056)	\$ (7,599)	\$ (1,528)	\$ 98	\$ (8,842)
Non-City Funds						
2007-08	\$ 75,957	\$ 40,984	\$ 71,115	\$ 30,629	\$ 1,589	\$ 220,273
2008-09	\$ 101,238	\$ 55,553	\$ 66,487	\$ 27,542	\$ 2,090	\$ 252,910
INCREASE(DECREASE)	\$ 25,281	\$ 14,569	\$ (4,628)	\$ (3,087)	\$ 501	\$ 32,637
ALL FUNDS						
2007-08	\$ 341,427	\$ 264,933	\$ 426,294	\$ 179,762	\$ 24,771	\$ 1,237,186
2008-09	\$ 258,197	\$ 160,159	\$ 209,143	\$ 87,042	\$ 25,718	\$ 740,258
INCREASE(DECREASE)	\$ (83,231)	\$ (104,774)	\$ (217,151)	\$ (92,720)	\$ 947	\$ (496,928)

*Other – includes membership fees, baggage handling & gratuities, room service fees (telephone & internet), parking and miscellaneous

Attachments A-Q provide the details by the department or agency of the categories of expenses for each travel-related trip or training session.

SUSTAINABLE OPPORTUNITIES

There are no direct sustainable opportunities associated with this report.

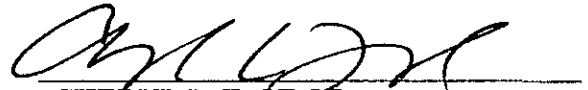
DISABILITY AND SENIOR ACCESS

There are no direct disability and senior access opportunities associated with this report.

RECOMMENDATION

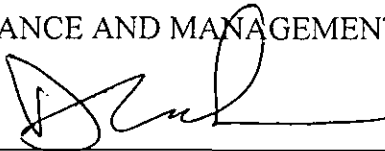
Staff recommends that the City Council accept this report.

Respectfully submitted,


CHERYL L. TAYLOR,
Budget Director

Prepared by:
Myra Jew,
Budget & Operations Analyst III

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE



OFFICE OF THE CITY ADMINISTRATOR

ATTACHMENTS: FY 2008-09 Travel Expenditures by Agency / Department

- Attachment 1 - Comparison of Fiscal Year 2007-08 and 2008-09 City Official//Employee
Travel Expenditures by Department
- Attachment 2 - Summary of Funds Included Within Fund Groups
- Attachment A - City Administrator
- Attachment B - City Attorney
- Attachment C - City Auditor
- Attachment D - City Clerk
- Attachment E - City Council
- Attachment F - Community & Economic Development
- Attachment G - Finance & Management
- Attachment H - Fire Services
- Attachment I - Human Resources Management
- Attachment J - Human Services
- Attachment K - Information Technology
- Attachment L - Library Services
- Attachment M - Mayor
- Attachment N - Non-Departmental
- Attachment O - Parks & Recreation

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Attachment P -- Police Services

Attachment Q -- Public Works

Attachment R -- Administrative Instruction 120: Travel on City Business

**Comparison of Fiscal Year 2007-08 and 2008-09
City Official/Employee Travel Expenditures by Department**

Attachment 1

ATTACH MENT	AGENCY/DEPARTMENT *	FISCAL YEAR 2007-2008				FISCAL YEAR 2008-2009				VARIANCE INCREASE (DECREASE) FROM LAST FISCAL YR.
		GENERAL FUND (1010)	OTHER CITY FUNDS	NON-CITY FUNDS	ALL FUNDS	GENERAL FUND (1010)	OTHER CITY FUNDS	NON-CITY FUNDS	ALL FUNDS	
A	City Administrator	\$ 43,366	\$ -	\$ 2,174	\$ 45,540	\$ 2,879	\$ 2,891	\$ -	\$ 5,770	\$ (39,770)
B	City Attorney	\$ 13,528	\$ -	\$ -	\$ 13,528	\$ 2,723	\$ -	\$ -	\$ 2,723	\$ (10,805)
C	City Auditor	\$ 5,176	\$ -	\$ 2,000	\$ 7,176	\$ 2,048	\$ -	\$ -	\$ 2,048	\$ (5,128)
D	City Clerk	\$ 6,086	\$ -	\$ -	\$ 6,086	\$ 1,331	\$ -	\$ -	\$ 1,331	\$ (4,755)
E	City Council	\$ 7,918	\$ -	\$ -	\$ 7,918	\$ 9,762	\$ -	\$ -	\$ 9,762	\$ (1,844)
F	Community & Economic Development	\$ -	\$ 86,479	\$ 14,076	\$ 100,555	\$ 5,182	\$ 38,977	\$ 7,056	\$ 51,215	\$ (49,341)
-	Contracting & Purchasing	\$ 2,231	\$ -	\$ -	\$ 2,231	\$ -	\$ -	\$ -	\$ -	\$ (2,231)
G, I	Finance & Management **	\$ 65,499	\$ 70,442	\$ -	\$ 135,941	\$ 7,883	\$ 16,217	\$ 22,821	\$ 46,921	\$ (89,020)
H	Fire Services	\$ 78,343	\$ 6,195	\$ 33,724	\$ 118,262	\$ 49,618	\$ 5,455	\$ 52,408	\$ 107,481	\$ (10,781)
J	Human Services	\$ 10,571	\$ 3,701	\$ 60,694	\$ 74,966	\$ 1,189	\$ 1,242	\$ 67,973	\$ 70,404	\$ (4,562)
K	Information Technology	\$ 38,936	\$ 16,673	\$ -	\$ 55,609	\$ 9,871	\$ -	\$ -	\$ 9,871	\$ (45,738)
L	Library Services	\$ 43,905	\$ 5,299	\$ -	\$ 49,204	\$ 1,271	\$ 11,659	\$ -	\$ 12,930	\$ (36,274)
M	Mayor	\$ 68,500	\$ -	\$ -	\$ 68,500	\$ 59,081	\$ -	\$ -	\$ 59,081	\$ (9,419)
N	Non-Departmental	\$ 10,557	\$ -	\$ -	\$ 10,557	\$ 20,927	\$ -	\$ -	\$ 20,927	\$ (10,370)
O	Parks & Recreation	\$ 28,973	\$ -	\$ -	\$ 28,973	\$ 2,034	\$ -	\$ -	\$ 2,034	\$ (26,939)
P	Police Services	\$ 325,861	\$ 3,054	\$ 97,917	\$ 426,832	\$ 188,164	\$ 3,454	\$ 101,462	\$ 293,080	\$ (133,752)
Q	Public Works	\$ -	\$ 52,218	\$ 9,688	\$ 61,906	\$ -	\$ 28,933	\$ 1,190	\$ 30,122	\$ (31,784)
SUBTOTALS		\$ 749,450	\$ 244,061	\$ 220,273	\$ 1,213,784	\$ 363,963	\$ 108,827	\$ 252,910	\$ 725,699	\$ (488,085)
F	Other City Funds (Oakland Redevelopment Agency - not included in 7780)	\$ -	\$ 23,401	\$ -	\$ 23,401	\$ -	\$ 14,559	\$ -	\$ 14,559	\$ (8,842)
TOTALS		\$ 749,450	\$ 267,462	\$ 220,273	\$ 1,237,185	\$ 363,963	\$ 123,386	\$ 252,910	\$ 740,258	\$ (496,927)

PERCENTAGE % INCREASE (DECREASE)

(40.2%)

REIMBURSED TRAVEL-RELATED COSTS (through GRANTS & TRAINING)

\$ 389,013

Percentage of Travel-Related Costs Reimbursed

52.6%

NOTES:

- * MUSEUM TRAVEL (WHICH IS PAID DIRECTLY BY THE OAKLAND MUSEUM FOUNDATION) IS NOT INCLUDED
- ** FINANCE & MANAGEMENT INCLUDES HUMAN RESOURCES (WILL BE A SEPARATE DEPARTMENT IN FY 09-10)

General Purpose Fund

1010 - General Purpose Fund

Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City controls)

1150 - Workers Compensation Insurance Claims
 1700 - Mandatory Refuse Program
 1710 - Recycling Program
 1720 - Comprehensive Clean-up
 1750 - Multipurpose Reserve
 1760 - Telecommunications Reserve
 1770 - Telecommunications Land Use
 1780 - Kid's First Oakland Children's Fund
 2240 - Library Services Retention-Enhancement, Measure Q
 2240 - Measure Q Library Services Retention Enhancement
 2250 - Measure N (Paramedic Services) Fund
 2251 - Public Safety Act/2004 Measure Y
 2310 - Lighting and Landscape Assessment District
 2321 - Wildland Fire Prevention Assess District
 2415 - Industrial Business Development Fees
 2417 - Traffic Safety Fund
 2826 - Mortgage Revenue
 3100 - Sewer Service Fund
 4100 - Equipment
 4200 - Radio / Telecommunications
 4300 - Reproduction
 4400 - City Facilities
 4450 - City Facilities Energy Conservation Loan
 5501 - Municipal Capital Improvement - 1989 LGFA Refunding
 7130 - Employee Deferred Compensation
 7760 - Grant Clearing
 7780 - Oakland Redevelopment Agency Projects

Other City Funds (Oakland Redevelopment Agency Funds - Not included in Fund 7780)

9101 - Redevelopment Planning Fund West Oakland / Coliseum Admin
 9215 - Central District Grant Funds
 9450 - Coliseum Operations
 9480 - Coliseum TA Bond Series 2003
 9540 - Central City East Operations
 9546 - Oak Knoll Operation
 9553 - Unrestricted Land Sales Proceeds
 9570 - Oakland Army Base Redev Area-Operations
 9575 - Oakland Army Base Redev Area-Operations
 9580 - Low Mod Operations

Non-City Funds (Grants comprise these Funds which reimburse the City or Funds over which the City exerts no control.)

2105 - HUD-EDI Grants
 2108 - HUD-CDBG
 2109 - HUD-Home
 2112 - Department of Justice
 2123 - US Dept of Homeland Security
 2124 - Federal Emergency Management Agency
 2125 - Environmental Protection Agency
 2128 - Department of Health and Human Services
 2152 - California Board of Corrections
 2158 - 5th Year State COPS Grant, AB 1913, Statutes of 2000
 2159 - State of California Other
 2160 - County of Alameda Grants
 2172 - Alameda County Vehicle Abatement Authority
 2211 - Measure B - ACTIA
 2230 - State Gas Tax
 2912 - Federal Asset Forfeiture City Share
 2914 - State Asset Forfeiture
 2999 - Miscellaneous Grants
 7100 - Police and Fire Retirement System
 7120 - Oakland Municipal Employees' Retirement System OMERS

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FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: CITY ADMINISTRATOR'S OFFICE

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
07/07/08	07/18/08	White, Paula	To Attend Legislative Action Days Conference	1010	N	\$ 119	\$ 38	\$ 759	\$ 486	None	\$ -
07/24/08	07/25/08	McCullough, Artisha	Training "Developing Analytical Skills Part II", CPS Human Resource Services	1010	N	\$ -	\$ 93	\$ 95	\$ 83	None	\$ -
07/24/08	07/25/08	Barragan, Isabel	Training "Developing Analytical Skills Part II", CPS Human Resource Services	1010	N	\$ -	\$ 162	\$ -	\$ 54	None	\$ -
07/24/08	07/25/08	Jackson, Judy	Training "Developing Analytical Skills Part II", CPS Human Resource Services	1010	N	\$ -	\$ 89	\$ 95	\$ 83	None	\$ -
08/13/08	08/20/08	Chan, Canice	Trade Mission Sister/Friendship Cities Led by Council Member Chang	1010	N	\$ -	\$ -	\$ -	\$ -	Cancellation Fee from Travel	\$ 200
09/02/08	09/03/08	Tsang, Monique	Attend 2008 Federal Interagency Conference on Limited English Proficiency	1010	N	\$ -	\$ 397	\$ -	\$ 56	None	\$ -
03/24/09	03/24/09	Reed, Dorlista R	Legislative & Gubernatorial Partnership to Combat Gang Violence	1010	N	\$ -	\$ 53	\$ -	\$ 16	None	\$ -
SUBTOTAL (FUND 1010 Only)						\$ 119	\$ 832	\$ 950	\$ 778		\$ 200
8/6/2008	8/8/2008	Morton, Michele	Granicus Workshop/Training Conference-Mandatory (Granicus program used for KTOP Website annotating different Council legislative meetings)	1760	N	\$ 429	\$ 17				
9/16/2008	9/21/2008	Takehita, Laura	National Association of Television Officers and Administrators -National Conference-Mandatory	1760	N	\$ 675	\$ 676	\$ 696	\$ 354	Session, Baggage, Tape, Box	\$ 44
SUBTOTAL (OTHER CITY FUNDS)						\$ 1,104	\$ 693	\$ 696	\$ 354		\$ 44
TOTAL (ALL FUNDS)						\$ 1,223	\$ 1,525	\$ 1,646	\$ 1,132		\$ 244

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund
Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City controls)
1760 - Telecommunications Reserve

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: OFFICE OF THE CITY ATTORNEY

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
9/24/2008	9/26/2008	John Russo	League of CA Cities Annual Conference Long Beach	1010	N	475	559	299	80		
9/26/2008	9/28/2008	John Russo	CA State Bar Annual Meeting Monterey	1010	N	655	148	453	54		
TOTAL (FUND 1010 Only)				\$2,723		\$ 1,130	\$ 707	\$ 752	\$ 134		\$ -

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: OFFICE OF THE CITY AUDITOR

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
9/17/2008	9/20/2008	Mike Edmonds	Management Training	1010	N	\$ 1,200	\$ 197	\$ 410	\$ 116		
12/3/2008	12/4/2008	Mike Taylor	Human Resource Interview Panel	1010	N	\$ -	\$ 75	\$ -	\$ 29		
12/4/2008	12/4/2008	Steve Henderson	Human Resource Interview Panel	1010	N	\$ -	\$ 21	\$ -	\$ -		
TOTAL (FUND 1010 Only)				\$ 2,048		\$ 1,200	\$ 293	\$ 410	\$ 145		\$ -

Fund Descriptions:
<u>General Purpose Fund</u>
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: OFFICE OF THE CITY CLERK											
Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
7/7/2008	7/12/2008	Simmons, LaTonda	CA Association of Clerks & Elections Officials - Long Beach, CA (Mandatory)	1010	N	Not Req.	\$ 269	\$ 778	\$ 205	Fee (\$21.00), Gratuity (\$33.28), & Internet Access (\$24.95)	\$ 79
7/30/2008	7/31/2008	Simmons, LaTonda	National Archives & Records Administration - San Francisco, CA	1010	N	Not Req.	\$ -	\$ -	\$ -		\$ -
TOTAL (FUND 1010 Only)				\$1,331			\$ 269	\$ 778	\$ 205		\$ 79

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: CITY COUNCIL

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
9/24/2008	9/27/2008	Quan, Jean	National League of Cities 2008 Annual Conference	1010	N	\$ 475	\$ 389	\$ 175	\$ 112		
11/11/2008	11/15/2008	Quan, Jean	National League of Cities Congressional City Conference	1010	N	\$ 470	\$ 849	\$ 778	\$ 224	Baggage Handling	\$ 30
3/14/2009	3/16/2009	Quan, Jean	National League of Cities Congressional City Conference	1010	N	\$ 565	\$ 473	\$ 686	\$ 168		
9/24/2008	9/27/2009	Reid, Larry	To attend League of Ca. Cities 2008 Annual Conf.	1010	N	\$ 575	\$ 179	\$ 370	\$ 120		
9/24/2008	9/27/2008	Mossburg, Patricia	To attend League of Ca. Cities 2008 Annual Conf.	1010	N	\$ 475	\$ 139	\$ 370	\$ 120		
12/2/2008	12/3/2008	Harmon, Reygan	To observe Los Angeles Police Dept's CompStat process	1010	N		\$ 161	\$ 177			
5/17/2009	5/20/2009	Reid, Larry	To attend International Council of Shopping Centers	1010	N		\$ 214				
04/17/09	04/21/09	Kaplan, Rebecca	National League of Cities Green Cities Conference	1010	N	\$ 450	\$ 215	\$ 636	\$ 168		
TOTAL (FUND 1010 Only)				\$9,762		\$ 3,010	\$ 2,619	\$ 3,191	\$ 912		\$ 30

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT											
TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)-						Type	Amount
08/17/08	08/21/2008	Kasdin, Stephen	To attend Logic and Opinion writing seminar in Reno, NV hosted by The National Judicial College; Professional Development	C	1010 (Rent Arb)	\$ 1,120	(rode with Barbara Kong-Brown)	\$ 240	\$ 240	Parking	\$ 9
08/17/08	08/21/2008	Kong-Brown, Barbara	To attend Logic and Opinion writing seminar in Reno, NV hosted by The National Judicial College; Professional Development	C	1010 (Rent Arb)	\$ 1,120	\$ 387	\$ 134	\$ 240	Tips	\$ 10
08/17/08	08/29/2008	Nemcik-Cruz, Rick	To attend Administrative Fair Housing Course in Reno, NV hosted by National Judicial College	M/C	1010 (Rent Arb)	\$ 770	\$ 751		\$ 161		\$ -
SUBTOTAL (FUND 1010)			\$ 5,182			\$ 3,010	\$ 1,138	\$ 374	\$ 641		\$ 19
09/03/08	09/05/2008	Soo Hoo, Lily	To Attend Public Works Conference 2008 in San Ramon, Ca; Professional Development	N/A	1720	\$ 172					\$ -
09/02/08	09/07/2008	Stanley, Jennifer	To attend Pro Walk Pro Bike 2008 Conference in Seattle, WA hosted by Transforming Communities; Professional Development	N/A	1750	\$ 450	\$ 229	\$ 418			\$ -
12/10/08	12/12/2008	Williams, Bruce	To attend course: Funding & Programming Transportation Projects in Ca, in Monterey Ca; Professional Development	N/A	1750	\$ 225	\$ 109	\$ 218			\$ -
02/03/09	02/06/2009	Starr, Iris	To attend American Public Works Association Advance Management Concepts in Public Works training in Berkeley, Ca	C	1750	\$ 395					\$ -
02/18/09		Williams, Bruce	To attend California Transportation Foundation Forum in Sacramento, Ca; Professional Development	N/A	1750	\$ 175	\$ 90				\$ -
04/24/09	04/30/2009	Jourdain, Ava	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	N/A	1770	\$ 300					\$ -
04/24/09	04/30/2009	Reese, Anthony	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	N/A	1770	\$ 300					\$ -
09/19/08		Marvin, Betty	To attend California Preservation Foundation Workshop on State Historical Building Code in Sacramento CA	N/A	2415	\$ 115					\$ -
04/03/09		Clevenger, Ann	To attend California Planning Foundation Sustainability Walking Tour in Oakland, Ca	N/A	2415	\$ 100					\$ -
04/25/09	04/29/2009	Renwick, Antoinette	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	N/A	2415	\$ 548					\$ -
04/25/09	04/30/2009	Parker, Robynn	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	N/A	2415	\$ 300					\$ -

FISCAL YEAR - 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT											
TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)						Type	Amount
04/27/09	04/29/2009	Parker, Denise	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	N/A	2415	\$ 548					\$ -
05/04/09	05/11/2009	Hecathorn, Miloanne	To attend Management Flood plan Development through the National Flood Insurance Program in Millbrae, Ca	C	2415	\$ 100	\$ 158		\$ 80	membership fee	\$ 100
07/16/08	07/17/2008	Pietras, Antoinette	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	2826	\$ 495	\$ 52				
07/16/08	07/18/2008	Mullins, Leslie	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	2826	\$ 495					
10/08/08	10/10/2008	Seal, Zach	To attend Brownsfield Workshop in San Diego hosted by EPA Region 9; Professional Development	C	2826	No fee charged	\$ 348	\$ 220	\$ 40		\$ -
04/28/09		Pietras, Antoinette	To attend the Housing California Conference in Sacramento, CA; Professional Development	N/A	2826	\$ 200	\$ 104				\$ -
04/28/09	04/29/2009	Mullins, Leslie	To attend Housing California Annual Conference in Sacramento, Ca; Professional Development	N/A	2826	\$ 400	\$ 48				
04/28/09	04/29/2009	Hori, Meghan	To attend the Housing California Conference in Sacramento, CA; Professional Development	N/A	2826	\$ 200	\$ 48				\$ -
04/29/09		Mulvey, Christia	To attend the Housing California Conference in Sacramento, CA; Professional Development	N/A	2826	\$ 200	\$ 48				\$ -
04/29/09	04/30/2009	Lewis, Traci	To attend the Housing California Conference in Sacramento, CA; Professional Development	N/A	2826	\$ 200	\$ 93				\$ -
06/02/09	06/04/2009	Mullins, Leslie	To attend writing course offered by UC Berkeley Extension in San Francisco, Ca; Professional Development	C	2826	\$ 575					
07/24/08	07/28/2008	Amirzehni, Gus	To attend Benchmark Study meeting in Los Angeles, Ca	C	3100	N/A - this was a meeting	\$ 364	\$ 129	\$ 112		\$ -
09/03/08	09/4/2008	Tanios, Joseph	To Attend Public Works Conference 2008 in San Ramon, Ca; Professional Development	C	3100	\$ 165					\$ -
09/22/08	09/25/2008	Bavinger, Markley	To attend California Storm water Quality Association Storm Water Conference in Oakland; Professional Development	C	3100	\$ 470					\$ -
09/22/08	09/25/2008	Hathaway, Kristin	To attend California Storm water Quality Association Storm Water Conference in Oakland; Professional Development	C	3100	\$ 410					\$ -

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT

TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)						Type	Amount
09/22/08	09/25/2008	Pon, Craig	To attend California Storm water Quality Association Storm Water Conference in Oakland; Professional Development	C	3100	\$ 470					\$ -
09/22/08	09/25/2008	Stockard, Will	To attend California Storm water Quality Association Storm Water Conference in Oakland; Professional Development	C	3100	\$ 470					\$ -
09/23/08	09/25/2008	Kashi, Kevin	To attend California Storm water Quality Association Storm Water Conference in Oakland; Professional Development	C	3100	\$ 290					\$ -
10/13/08	10/15/2008	Law, Allen	To attend the Public Works Institute Module 3 Management training in Berkeley, Ca	C	3100	\$ 395					\$ -
10/13/08	10/16/2008	Amirzehni, Gus	To attend the Public Works Institute Module 3 Management training in Berkeley, Ca	C	3100	\$ 395					\$ -
10/13/08	10/16/2008	Heredia, Jaime	To attend the Public Works Institute Module 3 Management training in Berkeley, Ca	C	3100	\$ 395					\$ -
10/13/08	10/16/2008	Mach, Randy	To attend the Public Works Institute Module 3 Management training in Berkeley, Ca	C	3100	\$ 395					\$ -
02/03/09	02/05/2009	Law, Allen	To attend American Public Works Association Advance Management Concepts in Public Works training in Berkeley, Ca	C	3100	\$ 495					\$ -
02/03/09	02/06/2009	Heredia, Jaime	To attend American Public Works Association Advance Management Concepts in Public Works training in Berkeley, Ca	C	3100	\$ 495					\$ -
02/27/09		Amirzehni, Gus	To attend Benchmark Study meeting in Long Beach, Ca	C	3100	N/A - this was a meeting	\$ 201				\$ -
03/12/09	03/13/09	Lau, David	To attend Sustainability in PW Projects Seminar in Berkeley, Ca; Professional Development	C	3100	\$ 150					\$ -
05/18/09	05/21/09	Loeser, Fred	To attend American Public Works Association Module 1 Basic Supervision training in Berkeley, Ca	C	3100	\$ 395					\$ -
05/18/09	05/21/09	Mach, Randy	To attend American Public Works Association Module 1 Basic Supervision training in Berkeley, Ca	C	3100	\$ 395					\$ -
05/18/09	05/21/09	Tanios, Joseph	To attend American Public Works Association Module 1 Basic Supervision training in Berkeley, Ca	C	3100	\$ 395					\$ -
09/03/09	09/04/2009	Wong, Wai	To Attend Public Works Conference 2008 in San Ramon, Ca; Professional Development	C	3100	\$ 165					\$ -

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT											
TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)						Type	Amount
10/13/08	10/16/2008	Uzegbu, Marcel	To attend the Public Works Institute Module 3 Management training in Berkeley, Ca	C	3100	\$ 395					
07/24/08	07/28/2008	Lau, David	To attend Benchmark Study meeting in Los Angeles, Ca	C	3100/7760	N/A - this was a meeting	\$ 365	\$ 121	\$ 112	Telephone	\$ 1
08/16/08	08/20/2008	Lau, David	To attend Public Work Conference 2008 hosted by American Public Works Association in New Orleans LA; Professional Development	C	3100/7760	\$ 566	\$ 653	\$ 491	\$ 248	Gas	\$ 9
06/13/08	06/18/2008	To, Annie	Attend the annual General Finance Officers Association Conference; Professional Development	C	7760	\$ 650	\$ 363	\$ 714	\$ 237		\$ -
08/17/08	08/21/2008	Uzegbu, Marcel	To attend Public Work Conference 2008 hosted by American Public Works Association in New Orleans LA; Professional Development	C	7760	\$ 566	\$ 353	\$ 412	\$ 80		\$ -
10/17/08	10/22/2008	Hall, Cherry	To attend International Public Management Association for Human Resources conference in Las Vegas NV; Professional Development	C	7760	\$ 600	\$ 221	\$ 540	\$ 264	Baggage Handling	\$ 10
02/03/09	02/6/2009	Tanios, Joseph	To attend American Public Works Association Advance Management Concepts in Public Works training in Berkeley, Ca	C	7760	\$ 395					\$ -
02/20/09		To, Annie	To attend 2009 California Society Municipal Finance Officers Seminar in San Francisco; Professional Dev	C	7760	\$ 350	\$ 6		\$ 16		\$ -
02/27/09		Lau, David	To attend Benchmark Study meeting in Long Beach, Ca	C	7760	N/A - this was a meeting	\$ 249				
03/05/09		Hall, Cherry	To attend Northern California Chapter International Public Management Association for Human Resources Conference in San Leandro Ca; Professional Development	C	7760	\$ 25					\$ -
04/02/09	04/06/2009	Rogan, Sean	To Attend California Redevelopment Association Conference in Monterey Ca; Professional Development	C	7760	\$ 520		\$ 571	\$ 48	Parking	\$ 38
04/09/09		Halaby, Tawfic	To attend California Pavement Preservation Conference; Professional Development	C	7760	\$ 175					
04/22/09	04/23/2009	Hunter, Gregory	To Attend Bay Planning Coalition 22nd Annual San Francisco Bay Decision makers Conference in Sacramento, Ca; Prof Development	C	7760	\$ 275					\$ -
04/27/09	04/29/2009	Aigbekaen, Sam	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	C	7760	\$ 473					\$ -

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT

TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)						Type	Amount
04/27/09	04/30/2009	Ousley, Sandra	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	C	7760	\$ 548					\$ -
04/27/09	04/30/2009	Campbell, Jacquelyn	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	C	7760	\$ 300					\$ -
04/27/09	04/30/2009	Hall, Cherry	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	C	7760	\$ 548					\$ -
05/18/08	05/22/2008	Williams, Keira	To attend The Global Retail Real Estate Convention in Las Vegas hosted by the International Council of Shopping Centers; To promote City of Oakland	N/A	7780	\$ 375	\$ 437	\$ 545	\$ 202	Baggage Handling	\$ 5
08/25/08	08/28/2008	Weber, Benjamin	To attend business retention and expansion training from International Economic Development Council; Professional Development	C	7780	\$ 395	\$ 311		\$ 104		\$ -
08/28/08		Williams, Keira	To attend International Council of Shopping Centers Northern California Retail Connection in San Ramon, Ca; To promote City of Oakland	N/A	7780	\$ 70	\$ 27				\$ -
10/10/08		Gallo, Aliza	To attend International Council of Shopping Centers conference in San Ramon, Ca; To promote City of Oakland	N/A	7780	\$ 95					\$ -
11/12/08		McPherson, Michael	To attend International Council of Shopping Centers Idea Exchange in Sacramento CA; To promote City of Oakland	N/A	7780	\$ 200	\$ 61				\$ -
11/12/08		Williams, Keira	To attend International Council of Shopping Centers Idea Exchange in Sacramento CA; To promote City of Oakland	N/A	7780	\$ 200	\$ 51				\$ -
12/09/08		Acosta, Deborah	To participate in the Dept. of Business, Housing, and Transportation International Trade Partnership meeting in Sacramento Ca; Employee is a member of the cmte	N/A	7780	N/A - this was a meeting.	\$ 83		\$ 16		\$ -
03/03/09	03/05/2009	Gallo, Aliza	To attend International Council of Shopping Centers conference in Monterey Ca; To promote City of Oakland	N/A	7780	\$ 250	\$ 122	\$ 439	\$ 69	Parking	\$ 38
03/03/09	03/05/2009	Weber, Benjamin	To attend International Council of Shopping Centers conference in Monterey Ca; To promote City of Oakland	N/A	7780	\$ 320		\$ 294	\$ 58	Internet	\$ 10

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT

TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)						Type	Amount
04/26/09	04/29/2009	Rogers, Andrienne	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	C	7780	\$ 548					\$ -
05/15/09	05/20/2009	Williams, Keira	To attend International Council of Shopping Centers Real Estate Convention in Las Vegas, NV; to promote City of Oakland	N/A	7780	\$ 365	\$ 597	\$ 594	\$ 235	Tips and Parking	\$ 20
05/16/09	05/20/2009	Gallo, Aliza	To attend International Council of Shopping Centers Real Estate Convention in Las Vegas, NV to promote City of Oakland	N/A	7780	\$ 365	\$ 225	\$ 475	\$ 269	Parking, Supplies	\$ 110
05/16/09	05/20/2009	Weber, Benjamin	To attend International Council of Shopping Centers Real Estate Convention in Las Vegas, NV; to promote City of Oakland	N/A	7780	\$ 365	\$ 303	\$ 475	\$ 237	Parking and internet for the booth	\$ 310
05/28/09		Rocha, Maria	To attend NBS (government Finance Group) workshop in Livermore, Ca; Professional Development	C	7780	\$ 110	\$ 42				
SUBTOTAL (OTHER CITY FUNDS):					\$ 38,977		\$ 22,883	\$ 6,361	\$ 6,656	\$ 2,427	\$ 651
07/14/08	07/16/2008	Solomon, Hagerenesh	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9101	\$ 550					
07/14/08	07/18/2008	Cole, Douglas	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9101	\$ 1,190	\$ 131				\$ -
07/16/08	07/18/2008	Rogers, Kimani	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9101	\$ 770	\$ 88				\$ -
07/23/08	07/24/2008	Rogers, Kimani	To attend Redevelopment Accounting 101 and Financial Reporting Workshops in Pleasanton Hosted by The California Redevelopment Association; Prof Development	C	9101	\$ 495	\$ 51				\$ -
12/10/08	12/11/08	Hunter, Gregory	To attend Economic Development Administration Conference in Sacramento Ca; Prof Development	C	9101	\$ 250					\$ -
05/17/09	05/20/2009	Gallegos, Larry	To attend International Council of Shopping Centers Real Estate Convention in Las Vegas, NV to promote City of Oakland	N/A	9101	\$ 365	\$ 445	\$ 497	\$ 208	Telephone	\$ 4
05/17/09	05/21/2009	Hunter, Gregory	To attend International Council of Shopping Centers Real Estate Convention in Las Vegas, NV; to promote City of Oakland	N/A	9101	\$ 365	\$ 525	\$ 497	\$ 208	Internet and telephone	\$ 49
07/14/08	07/15/2008	Seamans, Daniel	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9450	\$ 550					\$ -

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT											
TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)						Type	Amount
07/14/08	07/18/2008	Boyce, Tanya	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9450	\$ 1,265					
05/28/09	05/29/2009	Angstadt, Eric	To attend meeting with Major League Baseball in Chicago, IL	N/A	9450	N/A - this was a meeting	\$ 757	\$ 299	\$ 101	Parking	\$ 32
09/10/08	09/10/2008	Greenwood, Alex	Meeting with Costco representative in San Diego	N/A	9540	N/A - this was a meeting	\$ 332		\$ 29	Parking	\$ 13
04/27/09	04/29/2009	Rogers, Kimani	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	C	9540	\$ 548					\$ -
04/27/09	04/30/2009	Solomon, Hagerenesh	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	C	9540	\$ 548					\$ -
07/15/08	07/16/2008	Tam, Ester	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9553	\$ 495	\$ 35				\$ -
10/09/08	10/10/2008	Rogan, Sean	To attend HUD neighborhood Stabilization Program Workshop in LA hosted by HUD; Prof Development	C	9570	No fee charged	\$ 345		\$ 29		\$ -
07/15/08	07/16/2008	Greenwood, Alex	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9575	\$ 550					\$ -
07/16/08		Wang, Hui	To attend California Redevelopment Association trainings in San Ramon Ca; Professional Development	C	9575	\$ 275					
07/23/08	07/24/2008	Sullivan, Margaret	To attend Redevelopment Accounting 101 and Financial Reporting Workshops in Pleasanton Hosted by The California Redevelopment Association; Prof Development	C	9575	\$ 495	\$ 26				
12/10/08		Auletta, Al	To attend Regional Economic Administration Conference in Sacramento; Prof Development	C	9575	\$ 250					\$ -

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT											
TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END			Certification (C)						Type	Amount
07/23/08	07/24/2008	Cole, Douglas	To attend Redevelopment Accounting 101 and Financial Reporting Workshops in Pleasanton Hosted by The California Redevelopment Association; Prof Development	C	9101/9540	\$ 495	\$ 52				\$ -
12/09/08	12/10/2008	Sullivan, Margaret	To Attend Western Regional Conference of Economic Development Agency in Sacramento, Ca; Professional Development	C	9570/9575	\$ 250	\$ 100				\$ -
SUBTOTAL(OTHER CITY FUNDS - Oakland Redevelopment Agency - Not Included In Fund 7780)					\$ 14,559	\$ 9,706	\$ 2,887	\$ 1,293	\$ 575		\$ 98
07/15/08	07/16/2008	Dacumos, Salud	To attend Stabilizing Communities Conference Re: The negative impacts of foreclosure; Prof Development	G	2108	\$ 250	\$ 149	\$ 238			\$ -
11/03/08		Byrd, Michele	To attend State of California department of Housing and Community Dev Stakeholders Meeting in Sacramento, Ca	G	2108	N/A - this was a meeting.	\$ 81		\$ 16		
04/24/09	04/29/2009	Brown, Lisa	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	G	2108	\$ 548					\$ -
04/25/09	04/29/2009	Byrd, Michele	To attend National Forum Of Black Public Administrator's conference in Oakland Ca; Prof Development	G	2108	\$ 548					
04/27/09	04/29/2009	Firpo, Catherine	To attend Housing California Annual Conference in Sacramento, Ca; Professional Development	G	2108	\$ 585	\$ 90	\$ 278	\$ 58		
07/08/08	07/11/2008	Sargent, Maryann	To attend Building Home Training Conference at the San Diego HUD office; Professional Development	G	2109	No fee charged	\$ 236	\$ 394	\$ 139		\$ -
04/28/09	04/29/2009	Levin, Jeffrey	To attend Housing California Annual Conference in Sacramento, Ca; Professional Development	G	2109	\$ 385		\$ 111	\$ 29	Tolls	\$ 4
04/28/09	04/30/2009	Sargent, Maryann	To attend the Housing California Conference in Sacramento, CA; Professional Development	G	2109	\$ 385	\$ 24	\$ 191	\$ 29		\$ -
09/19/08	9/19/2008	Pavlinec, Joann	To attend the use application of the California Historical Building Code Workshop in Sacramento hosted by California Preservation Foundation; Professional Development	G	2125	\$ 115				Parking	\$ 10
01/15/09		Seal, Zach	To attend National Brownsfield Association Event in Sacramento Ca; Professional Development	G	2125	\$ 300	\$ 90			Parking	\$ 20

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: COMMUNITY & ECONOMIC DEVELOPMENT											
TRAVEL DATES		Staff Name	Purpose of Travel/Event Attended	Reimbursable (R); Grant (G); Mandatory (M) or Certification (C)	Fund	Conference Fee	Transportation	Lodging	Meals	Other	
START	END									Type	Amount
02/25/09		Seal, Zach	To attend Center for Creative Land Recycling Creating Vibrant Communities Workshop in San Francisco; Professional Development	G	2125	\$ 200	\$ 6				\$ -
06/02/09	06/04/2009	Lederer (Prado), Margot	To attend Environmental Protection Agency Brownsfield Revolving Loan Fund Conference in Minneapolis, MN; Professional Development	G	2125	No fee charged	\$ 424	\$ 295	\$ 168	Parking and Internet	\$ 74
08/17/08	08/20/2008	Neary, Michael	Mike did not attend this event. Registration fee none refundable. American Public Works Association Public Works Congress & Exposition in New Orleans, LA	N/A	2211	\$ 585					
SUBTOTAL (NON-CITY FUNDS)			\$ 7,056			\$ 3,901	\$ 1,101	\$ 1,507	\$ 439		\$ 108
TOTAL (ALL FUNDS)			\$ 65,774			\$ 39,500	\$ 11,486	\$ 9,830	\$ 4,082		\$ 876

<u>Fund Descriptions:</u>
<u>General Purpose Fund</u>
1010 - General Purpose Fund
<u>Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City controls)</u>
1720 - Comprehensive Clean-up
1750 - Multipurpose Reserve
1770 - Telecommunications Land Use
2415 - Industrial Business Development Fees
2826 - Mortgage Revenue
3100 - Sewer Service Fund
7780 - Grant Clearing
7780 - Oakland Redevelopment Agency Projects
<u>Other City Funds - (Oakland Redevelopment Agency Funds (ORA) - Not included under Fund 7780)</u>
9101 - Redevelopment Planning Fund West Oakland / Coliseum Admin
9450 - Coliseum Operations
9540 - Central City East Operations
9553 - Unrestricted Land Sales Proceeds
9570 - Oakland Army Base Redev Area-Operations
9575 - Oakland Army Base Redev Area-Operations
<u>Non-City Funds (Grants comprise these Funds which reimburse the City)</u>
2108 - HUD-CDBG
2109 - HUD-Home
2125 - Environmental Protection Agency
2211 - Measure B - ACTIA

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: Finance and Management

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
10/14/08	10/17/08	Brenda Fransaw	California Municipal Revenue and Taxation Association Annual Conference	1010	N	\$ 225		\$ 479	\$ 224		
10/16/08	10/17/08	Kip Walsh	Labor Law & Labor Arbitration Conference	1010	N	\$ 375					
11/13/08	11/14/08	Bill Milny	Progressive Solutions 2008 Conference	1010	N	\$ 245	\$ 225	\$ 205	\$ 112		
04/25/09	04/29/09	DeWitt, Sylvia	National Forum for Black Public Administrator's Annual Conference	1010	N	\$ 623				Membership Fee	\$ 200
04/25/09	04/25/09	Holman, Sharon	National Forum for Black Public Administrator's Annual Conference	1010	N	\$ 548					
04/25/09	04/29/09	Jones, David	National Forum for Black Public Administrator's Annual Conference	1010	N	\$ 548					
04/25/09	04/29/09	Kasaine, Katano	National Forum for Black Public Administrator's Annual Conference	1010	N	\$ 548					
04/27/09	04/30/09	Perdue, Chondra	National Forum for Black Public Administrator's Annual Conference	1010	N	\$ 223					
06/14/09	06/18/09	Guice, Lorna	Oracle Human Resource User Group Conference	1010	N	\$ 799					
06/27/09	07/01/09	Solitei, Osborn	Government Finance Officers Association Annual Conference	1010	N	\$ 455	\$ 499	\$ 416	\$ 112	Membership Fee	\$ 150
SUBTOTAL (FUND 1010)						\$ 7,211	\$ 4,589	\$ 724	\$ 1,100	\$ 448	\$ 350
04/25/09	04/29/09	Elliott, Greg	National Forum for Black Public Administrator's Annual Conference	1150	N	\$ 898					
09/13/08	09/17/08	Kasaine, Katano	National Association of Government Defined Contribution Administrators Conference	7130	Y	\$ 650	\$ 429	\$ 1,233	\$ 224		
SUBTOTAL (OTHER CITY FUNDS)						\$ 3,434	\$ 1,548	\$ 429	\$ 1,233	\$ 224	\$ -
TOTAL (ALL FUNDS)						\$ 10,645	\$ 6,137	\$ 1,153	\$ 2,332	\$ 672	\$ 350

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund
Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City exerts controls)
1150 - Workers Compensation Insurance Claims
7130 - Employee Deferred Compensation

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT											
DEPT / AGENCY: FIRE SERVICES											
Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
9/12/2008	9/12/2008	Farrell, Daniel	International Association of Firefighters annual conference	1010	N	\$ 395	\$ 436	\$ 442			
9/14/2008	9/17/2008	Harris-Wallace, Yvette / Hom, Donna / Danziger, Steve / O'Rourke, Christopher / Weir, John / Lipp, Robert	Telestaff Administrator Conference, required by vendor for training	1010	N	\$ 3,750	\$ 1,465	\$ 2,864	\$ 439		
9/15/2008	9/19/2008	4 fire fighters	ARFF Live Burn Training, certification required	1010	N	\$ 3,900	\$ 946	\$ 376	\$ 160		
10/1/2008	10/2/2008	13 fire fighters	ARFF Live Burn Training, certification required	1010	Y (by Port of Oakland)	\$ 12,675	\$ 2,197		\$ 520		
10/8/2008	10/9/2008	7 fire fighters	ARFF Live Burn Training, certification required	1010	Y (by Port of Oakland)	\$ 6,725	\$ 1,183		\$ 280		
10/15/2008	10/16/2008	8 fire fighters	ARFF Live Burn Training, certification required	1010	Y (by Port of Oakland)	\$ 7,800	\$ 1,352		\$ 320		
11/12/2008	11/14/2008	Hom, Donna	Labor Relations Annual Meeting, certification	1010	N	\$ 885	\$ 131	\$ 376			
SUBTOTAL (FUND 1010)				49,618		\$ 36,130	\$ 7,710	\$ 4,058	\$ 1,719		\$ -
10/13/2008	10/17/2008	Gillis, Sheehan	Emergency Medical Services EXPO	2250	N	\$ 500	\$ 387	\$ 707	\$ 280		
11/3/2008	11/7/2008	Altes, Yeda	National Wildfire Conference	2321	N	\$ 375	\$ 745	\$ 400	\$ 400		
	9/18/2008	Hogerheide, Derek	IRS Regulation & Financial Service Products	7130	N		\$ 701	\$ 933	\$ 27		
SUBTOTAL (OTHER CITY FUNDS)				5,455		\$ 875	\$ 1,832	\$ 2,040	\$ 707		\$ -
7/30/2008	7/31/2008	Domingo, Renee	State OES Plan Review Workshop, required by grant, no conference fee required	2123	Y	\$ -	\$ 337	\$ 130	\$ 112		
8/3/2008	8/8/2008	Eide, Cathy	Attend ESRI GIS and Mapping Software Conf. and Training, required by grant, no conference fee required.	2123	Y	\$ -	\$ 602	\$ -	\$ 308		
9/1/2008	9/3/2008	Eide, Cathy	Attend State Strategy Planning Meeting for 2009 SUASI, required by grant, no conference fee required.	2123	Y	\$ -	\$ 168	\$ 252	\$ 112		
9/1/2008	9/4/2008	Domingo, Renee	Attend OHS Strategic Planning and Metrics Conference/SUASI Meeting with OHS, required by grant, no conference fee required.	2123	Y	\$ -	\$ 60	\$ 300	\$ 138		
9/21/2008	9/23/2008	Domingo, Renee	Attend CalSic Interop, required by grant, no conference fee required.	2123	Y	\$ -	\$ 4	\$ 300	\$ 138		
11/28/2008	12/9/2008	Domingo, Renee	Ultimate CT Training Mission to Israel Critical Infrastructure Protection and Emergency Response, required by grant	2123	Y	\$ 4,545	\$ 3,500	\$ 1,572			
2/16/2009	2/18/2009	Thornburg, Caryn	UASI IJ Peer Review	2123	Y		\$ 310	\$ 115			

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: - FIRE SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
3/23/2009	3/24/2009	Domingo, Renee	Homeland Security seminar on Port Security and Response, required by grant, no conference fee required.	2123	Y	\$ -	\$ 545	\$ 150	\$ 85		
3/23/2009	3/24/2009	Crawford, Kathleen	Homeland Security seminar on Port Security and Response, required by grant, no conference fee required.	2123	Y	\$ -	\$ 512	\$ 127	\$ 85		
4/26/2009	4/27/2009	Domingo, Renee	Attend Worksession with Long Beach Port Authority re: Monitoring/ Coordination Center, required by grant, no conference fee required.	2123	Y	\$ -	\$ 230	\$ 150	\$ 85		
4/27/2009	4/27/2009	White, Darin	Homeland Security monitoring ctr for Port of Oakland, required by grant, no conference fee required.	2123	Y	\$ -	\$ 139		\$ 56		
6/8/2009	6/12/2009	Domingo, Renee	Attend 2009 National UASI Conference, required by grant	2123	Y	\$ 250	\$ 780	\$ 850	\$ 280		
6/8/2009	6/11/2009	Chimonyo, Cynthia	Attend 2009 National UASI Conference, required by grant	2123	Y	\$ 250	\$ 400	\$ 850	\$ 224		
6/30/2009	6/30/2009	OPD, IT personnel	Homeland Security training throughout FY08-09	2123	Y	\$ 12,330	\$ 3,829	\$ 4,271			
7/13/2008	7/19/2008	Luby, Nick	FEMA Task Force Leader, required by grant	2124	Y		\$ 507	\$ 804	\$ 309		
9/21/2008	9/26/2008	Ibarra, Eduardo	FEMA Logistics, training required by grant	2124	Y	\$ -	\$ 399	\$ 602	\$ 45		
12/7/2008	12/7/2008	Fraser, Zack / Kelly, Mike	FEMA Logistics Training, required by grant	2124	Y	\$ -	\$ 562		\$ 54		
2/8/2009	2/14/2009	Buell, Linda	FEMA Medical Specialist Course, certification required by grant	2124	Y	\$ -	\$ 496	\$ 540	\$ 267		
3/9/2009	3/13/2009	Hoffmann, Mark / Hom, Donna	FEMA Task Force Leader, required by grant	2124	Y	\$ -	\$ 438	\$ 898	\$ 453		
5/7/2009	5/8/2009	Knudsen, Jamie / Fraser, Zack	FEMA Logistics Training, required by grant, no conference fee required.	2124	Y	\$ -	\$ 185	\$ 95	\$ 224		
6/11/2009	6/13/2009	Morris, Nina	UASI/MMRS Conference	2124	Y	\$ 473	\$ 650				
9/16/2008	9/20/2008	Eide, Cathey	Attend the Region IX Medical Reserve Corps Meeting - Alaska, required by grant, no conference fee required.	2128	Y	\$ -	\$ 834	\$ 86	\$ 196		
12/15/2008	12/17/2008	Eide, Cathey	Basic Animal Rescue Training, required by grant, no conference fee required.	2128	Y	\$ -	\$ 409	\$ 295	\$ 157		
12/15/2008	12/17/2008	Troy, Mike	Basic Animal Rescue Training, required by grant, no conference fee required.	2128	Y	\$ -	\$ 841	\$ 295	\$ 157		
4/5/2009	4/8/2009	Troy, Mike	Attend 2009 Integrated Medical, Public Health Preparedness and Response Training Summit, required by grant, no conference fee required.	2128	Y	\$ -	\$ 919	\$ 406	\$ 224		

FY 2008-09 Travel -
Fire Services

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: FIRE SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
6/27/2009	6/28/2009	Troy, Mike	Attend Emergency Animal Shelter Course, required by grant	2128	Y	\$ 105					
SUBTOTAL (NON-CITY FUNDS)			\$ 52,408			\$ 17,953	\$ 17,658	\$ 13,088	\$ 3,709		\$ -
TOTAL (ALL FUNDS)			\$107,481.			\$ 54,958	\$ 27,201	\$ 19,186	\$ 6,135		\$ -

Fund Descriptions:

General Purpose Fund

1010 - General Purpose Fund

Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City exerts controls)

2250 - Measure N Fund

2321 - Wildland Fire Prevention Assess District

7130 - Employee Deferred Compensation

Non-City Funds (Grants comprise these Funds which reimburse the City)

2123 - US Dept of Homeland Security

2124 - Federal Emergency Management Agency

2128 - Department of Health and Human Services

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /

AGENCY: HUMAN RESOURCES MANAGEMENT

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
9/26/2008	9/26/2008	Lyons, Dee	OPD Recruitment & Testing at Camp Pendleton Marine Base - Camp Pendleton, CA	1010	N		\$ 62	\$ -	\$ -		\$ 62
4/27/2009	4/30/2009	Gist Skinner, Trinette	National Forum for Black Public Administrators (NFBPA) 2009 Conference - Oakland, CA	1010	N	\$ 548	\$ -	\$ -	\$ -		
SUBTOTAL (FUND 1010)			\$ 672			\$ 548	\$ 62	\$ -	\$ -	\$ -	\$ 62
8/19/2008	8/20/2008	Lyons, Dee	OPD Recruitment - Oakland, CA	2251	N	\$ -	\$ 483	\$ -	\$ 112		
9/17/2008	9/17/2008	Brewster, Sylvian	Police Officer Trainee Recruitment - San Diego, CA	2251	N	\$ -	\$ 325	\$ -	\$ 27		
9/17/2008	9/17/2008	Graef, Nobuko	Police Officer Trainee Recruitment - San Diego, CA	2251	N	\$ -	\$ 221	\$ -	\$ 56		
9/17/2008	9/17/2008	Yelder, Ronald	Police Officer Trainee Recruitment - San Diego, CA	2251	N	\$ -	\$ 211	\$ 270	\$ 141		
9/24/2008	9/26/2008	Brewster, Sylvian	Police Officer Trainee Recruitment - San Diego, CA	2251	N	\$ -	\$ 211	\$ 270	\$ 141		
9/24/2008	9/26/2008	Graef, Nobuko	Police Officer Trainee Recruitment - San Diego, CA	2251	N	\$ -	\$ 190	\$ 270	\$ 141		
9/24/2008	9/26/2008	Sawan, Panya	Attended Career Fair and administered a POT written exam at Camp Pendleton - San Diego, CA	2251	N	\$ -	\$ 329	\$ 270	\$ 141		
9/25/2008	9/26/2008	Hodge, Veronica	Recruitment and Testing for POT - San Diego, CA	2251	N	\$ -	\$ 157	\$ 135	\$ 27		
9/12/2008	9/18/2008	Silva, Luis Jr.	National Association of Government Deferred Compensations (NAGDCA) Plans Conference - Baltimore, MD	7130	N	\$ -	\$ 551	\$ 1,355	\$ 211		
9/13/2008	9/18/2008	Hudson, Yvonne	NAGDCA Plans Conference - Baltimore, MD	7130	N	\$ -	\$ 533	\$ 1,073	\$ 208		
9/14/2008	9/18/2008	Hampton, Endeliza	NAGDCA Plans Conference - Baltimore, MD	7130	N	\$ -	\$ 583	\$ 913	\$ 208		
9/14/2008	9/18/2008	Hogerheide, Derek	NAGDCA Plans Conference - Baltimore, MD	7130	N	\$ -	\$ 701	\$ 941	\$ 155		
9/15/2008	9/21/2008	Morodomi, Mark	NAGDCA Plans Conference - Baltimore, MD	7130	N	\$ -	\$ 742	\$ 429	\$ 52		
SUBTOTAL (OTHER CITY FUNDS)			\$ 12,783			\$ -	\$ 5,235	\$ 5,927	\$ 1,621		\$ -
8/12/2008	8/14/2008	Jenkins, Teir	CA. Asso. Of Public Retirement Systems (CALAPRS) Academy for Retirement System Managers	7100	Y	\$ -	\$ 615	\$ 507	\$ 141		
9/30/2008	10/3/2008	Low, David	CALAPRS Staff Training - Intermediate in Retirement Plan Administration	7100	Y	\$ 396	\$ 40	\$ -	\$ 98		
10/1/2008	10/3/2008	Godfrey, Jaime	Trustee Conference 2008-Made in America Autumn 2008 Summit (Nevada)	7100	Y	\$ 99					
10/9/2008	10/10/2008	Crawford, Robert	CA. Asso. Of Public Retirement Systems Roundtables	7100	Y	\$ 50	\$ 698	\$ 94	\$ 29		
10/9/2008	10/10/2008	Cooper, James	CA. Asso. Of Public Retirement Systems Roundtables	7100	Y	\$ 50	\$ -	\$ 94	\$ 29		

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /

AGENCY: HUMAN RESOURCES MANAGEMENT

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
10/10/2008	10/10/2008	Low, David	CALAPRS Staff Training - Administrative Assistant Roundtable	7100	Y	\$ -	\$ 206	\$ -	\$ -		
11/5/2008	11/7/2008	Low, David	CALAPRS Staff Training - Advanced in Retirement Plan Administration	7100	Y	\$ -	\$ 40	\$ 264	\$ 58		
12/7/2008	12/10/2008	Godfrey, Jaime	Superbowl of Indexing	7100	Y	\$ -	\$ 249	\$ -	\$ 184		
3/15/2009	3/18/2009	Godfrey, Jaime	Trustee Conference 2008-Made in America Autumn 2008 Summit (CA)	7100	Y	\$ -	\$ 668	\$ -	\$ 119		
4/27/2009	4/29/2009	Jenkins, Teir	National Forum for Black Public Administrators - 2009	7100	Y	\$ 548	\$ -	\$ -	\$ -		
4/30/2009	5/8/2009	Crawford, Robert	Trustee Conference-National Conference on Public Employee Retirement Systems 2009	7100	Y	\$ 1,000	\$ 460	\$ 2,264	\$ 364		
4/30/2009	5/7/2009	Cooper, James	Trustee Conference-National Conference on Public Employee Retirement Systems 2009	7100	Y	\$ 1,000	\$ 627	\$ 1,452	\$ 337		
4/30/2009	4/30/2009	Yew, Joseph	Trustee Conference-2009 Pension & OPEB Finance Conference	7100	Y	\$ -	\$ 119	\$ -	\$ -		
6/10/2009	6/12/2009	Kolenda, Carol	CA. Asso. Of Public Retirement Systems Roundtables (CALAPRS)	7100	Y	\$ 100	\$ 149	\$ 188	\$ 58		
6/17/2009	6/19/2009	Godfrey, Jaime	Trustee Conference-2009 GR Associates Plan Sponsor & Minority Mgmt Annual Consortium	7100	Y	\$ -	\$ 592	\$ 577	\$ 85		
10/14/2008	10/18/2008	Giltmore, Carl	Trustee Conference-2008 med-sized Retirement & Pension Mgmt Conference	7120	Y	\$ 895	\$ 700	\$ 1,288	\$ 181		
12/13/2008	12/16/2008	Russell, William	2007 Public Fund Forum	7120	Y	\$ 895	\$ 140	\$ 955	\$ 136	Baggage Handling	\$ 10
2/3/2009	2/6/2009	Russell, William	Trustee Conference 2009 - Visions & Insights & Perspectives	7120	Y	\$ 995	\$ 266	\$ 440	\$ 16	Baggage Handling	\$ 40
6/10/2009	6/15/2009	Giltmore, Carl	Trustee Conference-NASP 2009 Pension & Financial Services Conference	7120	Y	\$ 100	\$ 192	\$ 687	\$ 154	Parking	\$ 84
SUBTOTAL (NON-CITY FUNDS)				\$ 22,821		\$ 6,128	\$ 5,761	\$ 8,808	\$ 1,989		\$ 134
TOTAL				\$ 36,276		\$ 6,676	\$ 11,059	\$ 14,736	\$ 3,610		\$ 196

Fund Descriptions:**General Purpose Fund**

1010 - General Purpose Fund

Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City exerts controls)

2251 - Public Safety Act/2004 Measure Y

7130 - Employee Deferred Compensation

Non-City Funds (Grants comprise these Funds which reimburse the City or Funds**OR is not controlled by the City)**

7100 - Police and Fire Retirement System

7120 - Oakland Municipal Employees' Retirement System OMERS

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: HUMAN SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
2/28/2008	2/29/2008	Youngdahl, A.	Ca. Gang Prevention Network Conference, Los Angeles, CA	1010	N			\$ 154			
2/26/2009	2/27/2009	Bedford, Sara	C. Cities Gang Prev. Network Conf. Santa Rosa, CA	1010	N			\$ 68			
2/26/2009	2/27/2009	Tomblin, Page	C. Cities Gang Prev. Network Conf. Santa Rosa, CA	1010	N			\$ 68			
2/26/2009	2/27/2009	Youngdahl, A.	C. Cities Gang Prev. Network Conf. Santa Rosa, CA	1010	N	\$ 900					
SUBTOTAL (FUND 1010)			\$ 1,189			\$ 900	\$ -	\$ 289	\$ -		\$ -
11/19/2008	11/20/2008	Jaganathan, Priya	Los Angeles, Attend CA Wellness Foundation Conf on Violence Prev.	2251	N		\$ 159	\$ 170	\$ 85		
11/19/2008	11/20/2008	Bedford, Sara	Los Angeles, Attend CA Wellness Foundation Conf on Violence Prev.	2251	N		\$ 159	\$ 170	\$ 85		
11/19/2008	11/20/2008	Grant, Kevin	Los Angeles, Attend CA Wellness Foundation Conf on Violence Prev.	2251	N		\$ 159	\$ 170	\$ 85		
SUBTOTAL (OTHER CITY FUNDS)			\$ 1,242			\$ -	\$ 477	\$ 510	\$ 255		\$ -
9/10/2008	09/13/008	Donna Mourat	Washington DC, 2008 Assets Learning Conference	2108	Y	\$ 650	\$ 580	\$ 900	\$ 159		
9/10/2008	09/13/008	Estelle Clemons	Washington DC, 2008 Assets Learning Conference	2108	Y	\$ 550	\$ 580	\$ 900	\$ 159		
9/10/2008	09/13/008	Jackie Campbell	Washington DC, 2008 Assets Learning Conference	2108	Y	\$ 550	\$ 580	\$ 900	\$ 159		
9/10/2008	09/13/008	Michelle Byrd	Washington DC, 2008 Assets Learning Conference	2108	Y	\$ 550	\$ 580	\$ 900	\$ 159		
7/1/2008	7/1/2008	Black, Tracy	Redwood City:Child Development Administrators Association "Understanding the New Eligibility and Need Regulations"	2128	Y	\$ 103	\$ 29				
7/30/2008	7/31/2008	Burton, Alisa	San Francisco:To attend the Summer Directors and Managers Institute Training	2128	Y	\$ 399	\$ 29				
7/30/2008	7/31/2008	Dixon, Sentorya	San Francisco:To attend the Summer Directors and Managers Institute Training	2128	Y	\$ 369	\$ 29				
7/30/2008	7/31/2008	Valle, Ildefonso	San Francisco:To attend the Summer Directors and Managers Institute Training	2128	Y	\$ 369	\$ 29				
7/30/2008	7/31/2008	Malik, Tahira	San Francisco:To attend the Summer Directors and Managers Institute Training	2128	Y	\$ 340	\$ 29				

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: HUMAN SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
7/30/2008	7/31/2008	Black, Tracy	San Francisco: To attend the Summer Directors and Managers Institute Training	2128	Y	\$ 340	\$ 29				
7/30/2008	7/31/2008	Briceno, Ivone	San Francisco: To attend the Summer Directors and Managers Institute Training	2128	Y	\$ 340	\$ 29		\$ 29		
8/8/2008	8/10/2008	Burton, Alisa	Las Vegas Nevada: To attend the Region IX Head Start Association's Board Meeting	2128	Y		\$ 365	\$ 108	\$ 141		
8/14/2008	8/14/2008	Burton, Alisa	Oakland Ca: To attend the Child Care Center Orientation Meetings	2128	Y	\$ 150					
8/14/2008	8/14/2008	Burton, Alisa	Oakland Ca: To attend Child Care Center Orientation/Training	2128	Y	\$ 200					
10/10/2008	10/10/2008	Dixon, Sentorya	Berkeley, CA: To attend the Bay Region IV California Preschool Int'l. Network Meeting	2128	Y	\$ 45					
10/10/2008	10/10/2008	Burton, Alisa	Berkeley, CA: To attend the Bay Region IV California Preschool Int'l. Network Meeting	2128	Y	\$ 45					
10/10/2008	10/10/2008	Briceno, Ivone	Berkeley, CA: To attend the Bay Region IV California Preschool Int'l. Network Meeting	2128	Y	\$ 45					
12/14/2008	12/18/2008	Briceno, Ivone	Atlanta, GA: To attend the National Head Start Assoc. 25th Annual Parent Training Conference	2128	Y						
12/14/2008	12/8/2008	Farrish, Conterina	Atlanta, GA: To attend the National Head Start Assoc. 25th Annual Parent Training Conference	2128	Y	\$ 215	\$ 574	\$ 363	\$ 211		
12/14/2008	12/8/2008	Tiangha, Maria	Atlanta, GA: To attend the National Head Start Assoc. 25th Annual Parent Training Conference	2128	Y	\$ 215	\$ 574	\$ 363	\$ 211	Parking	\$ 10
12/14/2008	12/8/2008	Middleton, Donn	Atlanta, GA: To attend the National Head Start Assoc. 25th Annual Parent Training Conference	2128	Y	\$ 215	\$ 590	\$ 363	\$ 211	Misc./ Stipend/ Phone	\$ 255
12/14/2008	12/18/2008	King, Mable	Atlanta, GA: To attend the National Head Start Assoc. 25th Annual Parent Training Conference	2128	Y	\$ 265	\$ 574	\$ 363	\$ 211	Misc./ Stipend/ Phone	\$ 255
12/14/2008	12/18/2008	White, Jan	Atlanta, GA: To attend the National Head Start Assoc. 25th Annual Parent Training Conference	2128	Y	\$ 265	\$ 574	\$ 363	\$ 211	Misc./ Stipend/ Phone	\$ 255

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: HUMAN SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
1/23/2009	1/23/2009	Ly, Thao	Pleasant Hill Ca: To attend the Bay Region 4 California Preschool Instructional Network Meeting	2128	Y	\$ 45					
1/23/2009	1/23/2009	Burnett, Andrea	Pleasant Hill Ca: To attend the Bay Region 4 California Preschool Instructional Network Meeting	2128	Y	\$ 45					
1/23/2009	1/23/2009	Burton, Andrea	Pleasant Hill Ca: To attend the Bay Region 4 California Preschool Instructional Network Meeting	2128	Y	\$ 45					
1/23/2009	1/23/2009	Pulliam, Usana	Pleasant Hill Ca: To attend the Bay Region 4 California Preschool Instructional Network Meeting	2128	Y	\$ 45					
1/25/2009	1/27/2009	Ramos, Genesis	San Diego: To attend the California Head Start Association Annual Conference	2128	Y	\$ 329	\$ 234	\$ 125	\$ 82		
1/25/2009	1/27/2009	Patterson, Movita	San Diego: To attend the California Head Start Association Annual Conference	2128	Y	\$ 329	\$ 234	\$ 358	\$ 82	Misc./ Stipend/ Phone	\$ 152
1/25/2009	1/27/2009	Middleton, Donn	San Diego: To attend the California Head Start Association Annual Conference	2128	Y	\$ 329	\$ 234	\$ 358	\$ 82	Misc./ Stipend/ Phone	\$ 152
1/26/2009	1/30/2009	Burton, Alisa	San Diego: To attend the California Head Start Association Annual Conference	2128	Y	\$ 583	\$ 234	\$ 717	\$ 253		
1/27/2009	1/30/2009	Ashley, Susie	San Diego: To attend the California Head Start Association Annual Conference	2128	Y	\$ 444	\$ 234	\$ 537	\$ 186		
1/27/2009	1/30/2009	Pulliam, Usana	San Diego: To attend the California Head Start Association Annual Conference	2128	Y	\$ 583	\$ 234	\$ 537	\$ 197		
1/28/2009	1/30/2009	Galindo, Jennifer	San Diego: To attend the California Head Start Association Annual Conference	2128	Y	\$ 404	\$ 234	\$ 358	\$ 141		
2/6/2009	2/6/2009	Chan, Susana	San Pablo	2128	Y	\$ 149					
2/9/2009	2/12/2009	Ly, Thao	Sacramento, Ca. To attend the mandatory Head Start "Classroom Assessment Scoring System Training"	2128	Y			\$ 388	\$ 197		
2/9/2009	2/12/2009	Burton, Alisa	Sacramento, Ca. To attend the mandatory Head Start "Classroom Assessment Scoring System Training"	2128	Y			\$ 388	\$ 197	Toll fee	\$ 4

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: HUMAN SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
2/9/2009	2/11/2009	Dixon, Sentorya	Sacramento, Ca. To attend the mandatory Head Start "Classroom Assessment Scoring System Training"	2128	Y			\$ 388	\$ 197		
2/24/2009	2/24/2009	Albrigh/Mary	Burlingame	2128	Y		\$ 11				
3/9/2009	3/10/2009	Burton, ALisa	Foster City: To attend "All of Us Together... Moving to Inclusion Institute Training"	2128	Y	\$ 880					
3/10/2009	3/10/2009	Chan, Susana	Palo Alto	2128	Y	\$ 135	\$ 16				
3/24/2009	3/26/2009	Burton, Alisa	Sacramento, Ca. To attend the "Water Cooler" Conference	2128	Y	\$ 60		\$ 597	\$ 85		
3/24/2009	3/26/2009	Pulliam, Usana	Sacramento, Ca. To attend the "Water Cooler" Conference	2128	Y	\$ 60		\$ 597	\$ 85		
4/23/2009	4/23/2009	Huey, Amy	Training Workshop - SF	2128	Y		\$ 8				
4/28/2009	5/2/2009	Burton, Alisa	Orlando Florida: To attend the National Head Start Association 36th Annual Training/ Conference	2128	Y	\$ 670	\$ 402	\$ 813	\$ 224		
4/28/2009	5/2/2009	Martinez, Veronica	Orlando Florida: To attend the National Head Start Association 36th Annual Training/ Conference	2128	Y	\$ 670	\$ 311	\$ 813	\$ 224		
4/28/2009	5/2/2009	Ellis, Sytara	Orlando Florida: To attend the National Head Start Association 36th Annual Training/ Conference	2128	Y	\$ 670	\$ 402	\$ 813	\$ 224		
4/28/2009	5/2/2009	Reynolds, Leann	Orlando Florida: To attend the National Head Start Association 36th Annual Training/ Conference	2128	Y	\$ 770	\$ 402	\$ 813	\$ 224	Misc./ Stipend/ Phone	\$ 255
4/28/2009	5/2/2009	Lawson, Julia	Orlando Florida: To attend the National Head Start Association 36th Annual Training/ Conference	2128	Y	\$ 770	\$ 402	\$ 813	\$ 224	Misc./ Stipend/ Phone	\$ 255
4/28/2009	5/2/2009	White, Jan	Orlando Florida: To attend the National Head Start Association 36th Annual Training/ Conference	2128	Y	\$ 770	\$ 402	\$ 813	\$ 224	Misc./ Stipend/ Phone	\$ 255
4/30/2009	4/30/2009	J Monks	San Jose	2128	Y	\$ 150					
6/16/2009	6/17/2009	Galindo, Jennifer	Sacramento Ca: To attend the Summer Health Institute Conference hosted by California Head Start	2128	Y	\$ 299		\$ 129	\$ 58		
6/16/2009	6/17/2009	Briceno, Ivone	Sacramento Ca: To attend the Summer Health Institute Conference hosted by California Head Start	2128	Y	\$ 299		\$ 129	\$ 58		

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: HUMAN SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
8/25/2008	8/29/2008	Clemons, Estelle	Chicago, Illinois:Travel for Community Action Partnership 2008 Annual Convention	2159	Y	\$ 495	\$ 450	\$ 826	\$ 264		
8/25/2008	8/29/2008	Gladys Moore	Chicago, Illinois:Travel for Community Action Partnership 2008 Annual Convention	2159	Y	\$ 495	\$ 450	\$ 826	\$ 264		
8/25/2008	8/29/2008	Helen Robinson	Chicago, Illinois:Travel for Community Action Partnership 2008 Annual Convention	2159	Y	\$ 495	\$ 450	\$ 826	\$ 264		
8/25/2008	8/29/2008	Stanley Robinson	Chicago, Illinois:Travel for Community Action Partnership 2008 Annual Convention	2159	Y	\$ 495	\$ 450	\$ 826	\$ 264		
10/8/2008	10/7/2008	Simmons, Dan	9th Annual Centerforce CA, Inside Out Summit, Rohnert Park	2159	Y	\$ 245	\$ 54	\$ 226	\$ 112		
11/5/2008	11/7/2008	Lavanderos, Maria	Ca. Even Start Coordinator's/Director's meeting, Irvine, CA	2159	Y		\$ 281	\$ 262	\$ 112		
11/5/2008	11/7/2008	Black, Tracy	Ca. Even Start Coordinator's/Director's meeting, Irvine, CA	2159	Y		\$ 281	\$ 262	\$ 112		
1/6/2009	1/9/2009	Darlene Brasyls	2009 Management Leadership Conf.	2159	Y	\$ 395	\$ 311	\$ 583	\$ 224		
1/6/2009	1/9/2009	Gladys Green	2009 Management Leadership Conf.	2159	Y	\$ 395	\$ 483	\$ 777	\$ 280		
2/28/2009	3/3/2009	Lavanderos, Maria	Nat'l Conference Family Literacy-Orlando, FL	2159	Y				\$ 224		
3/15/2009	3/18/2009	Goodall, Brendalynn	ASA National Council on Aging Annual Conference	2159	Y		\$ 235	\$ 409	\$ 168		
4/1/2009	4/3/2009	Lavanderos, Maria	Even Start "Nurturing Literacy"2nd Annual Training/Sacramento	2159	Y		\$ 94	\$ 168	\$ 141		
4/1/2009	4/3/2009	Rojas, Angelina	Even Start "Nurturing Literacy"2nd Annual Training/Sacramento	2159	Y		\$ 94	\$ 168	\$ 141		
4/1/2009	4/3/2009	Davalos, Sylvia	Even Start "Nurturing Literacy"2nd Annual Training/Sacramento	2159	Y		\$ 73		\$ 141		
4/28/2009	4/30/2009	Annie Friberg	Los Angeles, CMAA 2009 Conference	2159	Y	\$ 110	\$ 289	\$ 308	\$ 112		
4/29/2009	5/1/2009	Valle, Neil	MAA/TCM Conference	2159	Y	\$ 110	\$ 500				
4/29/2009	5/1/2009	Macaraeg, Rufina	MAA/TCM Conference	2160	Y	\$ 110	\$ 270	\$ 140	\$ 112		
4/29/2009	5/1/2009	Ploss, Lisa	MAA/TCM Conference	2160	Y	\$ 110	\$ 270	\$ 140	\$ 112		

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: HUMAN SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
11/17/2008	11/19/2008	Ploss, Lisa	Multi Purpose Senior Services Program Site Assoc. Meeting	2128/2132	Y	\$ 195	\$ 173	\$ 165	\$ 84		
8/6/2008	8/6/2008	Ploss, Lisa	Multi Purpose Senior Services Program Site Assoc. Meeting	2132/2128	Y		\$ 50	\$ 300			
1/27/2009	1/29/2009	Ploss, Lisa	Sacramento	2132/2128	Y		\$ 202	\$ 38			
SUBTOTAL (NON-CITY FUNDS)						\$ 19,403	\$ 15,228	\$ 23,258	\$ 8,236		\$ 1,848
TOTAL (ALL FUNDS)						\$ 20,303	\$ 15,705	\$ 24,057	\$ 8,491		\$ 1,848

<u>Fund Descriptions:</u>	
<u>General Purpose Fund</u>	
1010 - General Purpose Fund	
<u>Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City exerts controls)</u>	
2251 - Public Safety Act/2004 Measure Y	
<u>Non-City Funds (Grants comprise these Funds which reimburse the City or Funds OR is not controlled by the City)</u>	
2108 - HUD-CDBG	
2128 - Department of Health and Human Services	
2159 - State of California Other	
2160 - County of Alameda Grants	

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: INFORMATION & TECHNOLOGY (DIT)

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimburse ble (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
8/3/2008	8/8/2008	Bhalla, Arvinder	Environmental System Research Institute (ESRI) Training, San Diego, CA	1010	N	\$ -	\$ 162	\$ 1,019	\$ 280		
8/3/2008	8/8/2008	McLeod, Robert	ESRI Training, San Diego, CA	1010	N	\$ -	\$ 139	\$ 1,368	\$ 280		
8/3/2008	8/8/2008	Ware, Julian	ESRI Training, San Diego, CA	1010	N	\$ -	\$ 149	\$ 1,367	\$ 280		
9/3/2008	9/5/2008	Hopkins, Andrew	Project Management Institute (PMI) Symposium, Palo Alto	1010	N	\$ 445	\$ 52	\$ 178	\$ 58		
9/15/2008	9/18/2008	Binda, George	TeleStaff Users Conf, Garden Grove	1010	N	\$ 575	\$ 421	\$ 505	\$ 168	Car rental	\$ 497
11/17/2008	11/22/2008	Accomazzo, Terri	Microsoft Training, Sacramento	1010	N	\$ 575	\$ 428			Toll	\$ 24
4/27/2009	4/29/2009	Hopkins, Andrew	National Forum for Black Public Asministrators (NFBPA), Oakland	1010	N	\$ 300					
4/27/2009	4/29/2009	Gordon, Ken	NFBPA, Oakland	1010	N	\$ 300					
4/27/2009	4/29/2009	Nichols, Tavares	NFBPA, Oakland	1010	N	\$ 300					
TOTAL (FUND 1010 Only)				\$9,871		\$ 2,495	\$ 1,351	\$ 4,437	\$ 1,066		\$ 521

Fund Descriptions:

General Purpose Fund
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: LIBRARY SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
6/28/2008	6/30/2008	Firestone, Tracey	American Library Association Conference - Youth Leadership Panel Presentation	1010	N	Not Required	\$ 565	\$ 608	\$ 98	None	
SUBTOTAL (FUND-1010)						\$ -	\$ 565	\$ 608	\$ 98	\$ -	\$ -
6/26/2009	7/2/2008	Kirschner, Tamar	American Library Association Conference and Exhibition	2240	N	\$ 175	\$ 139	\$ 684	\$ 264	None	
7/24/2008	7/28/2008	Baldock, Kirsten	Comic Con International 2008	2240	N	Not Required	\$ 149	\$ 351		None	
7/21/2008	7/30/2008	Fung, Lisa	Comic Con International 2008	2240	N	Not Required		\$ 500		None	
7/23/2008	7/24/2008	Martinez, Carmen	California Cultural & Historical Endowment Board Meeting	2240	N	Not Required	\$ 44	\$ 138	\$ 29	Water	\$ 4
7/27/2008	8/9/2008	Shioshita, Joy	Interagency Depository Library Seminar	2240	N	Not Required	\$ 504	\$ 927		None	
8/25/2008	8/30/2008	Silva, Veda	Association of African American Museums Presentations	2240	N	Not Required	\$ 325	\$ 975	\$ 296	None	
8/25/2008	8/29/2008	Moss, Rick**	Association of African American Museums Presentations	2240	N	Not Required	\$ 325	\$ 975	\$ 296	FedEx/Taxi	\$ 55
9/17/2008	9/20/2008	Villasenor, Pete	Reforma National Library Conference	2240	N	\$ 180	\$ 269	\$ 301		None	
9/18/2008	9/19/2008	Chacon, Romona	Reforma National Library Conference	2240	N	\$ 155	\$ 405	\$ 121	\$ 67	None	
10/9/2008	10/11/2008	Turbak, Jamie	Foundation Center's Network Days	2240	N	Not Required	\$ 414	\$ 701	\$ 168	None	
11/14/2008	11/15/2008	Martinez, Carmen	California Library Association Annual Conference	2240	N	\$ 130			\$ 112	None	
11/18/2008	11/19/2008	Martinez, Carmen	California Cultural & Historical Endowment Board Meeting	2240	N	Not Required	\$ 396	\$ 200	\$ 56	None	
1/22/2009	1/28/2009	Lindsay, Nina	American Library Association Midwinter Meeting	2240	N	\$ 300	\$ 279	\$ 171		None	
4/14/2009	4/14/2009	Martinez, Carmen	Legislative Day for Libraries	2240	N	\$ 30	\$ 48			None	
SUBTOTAL (OTHER CITY FUNDS)						\$ 970	\$ 3,297	\$ 6,045	\$ 1,288	\$ -	\$ 59
TOTAL (ALL FUNDS)						\$ 1,765	\$ 6,305	\$ 10,555	\$ 2,312	\$ -	\$ 118

Fund Descriptions:

General Purpose Fund

1010 - General Purpose Fund

Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City exerts controls)

2240 - Measure Q Library Services Retention Enhancement

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: OFFICE OF THE MAYOR

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
7/27/2008	8/2/2008	Ronald V. Dellums, Cynthia Dellums	Washington D.C Trip	1010	N		\$ 4,758	\$ 2,623			
9/22/2008	9/24/2008	Ronald V. Dellums	Mayor's 2008 Action Forum on Poverty Los Angeles, CA	1010	N						
10/2/2008	10/5/2008	Ronald V. Dellums	US Conference of Mayors Fall Leadership Meeting Palm Beach, CA	1010	N	\$ 575		\$ 1,713	\$ 62		
1/16/2009	1/22/2009	Ronald V. Dellums, Cynthia Dellums, Ashley James, Vashone Huff, Marisol Lopez	US Conference of Mayors 77th Winter Meeting Washington, DC	1010	N	\$ 2,900	\$ 9,514	\$ 4,811	\$ 159		
2/19/2009	2/20/2009	Ronald V. Dellums	White House Meeting Washington, DC	1010	N		\$ 2,767				
3/29/2009	4/5/2009	Ronald V. Dellums, Cynthia Dellums	Washington D.C Trip-Stimulus Meetings	1010	N		\$ 5,507	\$ 3,535	\$ 493		
4/23/2009	4/30/2009	Ronald V. Dellums	Washington D.C Trip-Stimulus Meetings	1010	N	\$ 700	\$ 578	\$ 4,053	\$ 435		
5/5/2009	5/7/2009	Ronald V. Dellums	New York Trip-Global Business Coalition Meeting	1010	N		\$ 168				
5/14/2009	5/22/2009	Ronald V. Dellums	Washington D.C Trip-Stimulus Meetings	1010	N		\$ 648	\$ 3,910	\$ 246		
6/8/2009	6/11/2009	Ronald V. Dellums, Cynthia Dellums	Washington D.C Trip-Stimulus Meetings	1010	N		\$ 4,192	\$ 2,729	\$ 77		
6/24/2009	6/25/2009	Ronald V. Dellums	Global Business Coalition-Get Screened Oakland Washington, DC	1010	N		\$ 1,927				
TOTAL (FUND 1010 Only)				\$59,081		\$4,175	\$30,060	\$23,374	\$1,472		\$0

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: NON-DEPARTMENTAL

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
09/24/08	09/27/08	Mossburg, Patricia	To Attend League of CA - Cities 2008 Annual Conference	1010	N	\$ -	\$ 139	\$ 370	\$ 120	None	\$ -
09/24/08	09/27/08	Reid, Larry	To Attend League of CA - Cities 2008 Annual Conference	1010	N	\$ -	\$ 179	\$ 370	\$ 120	None	\$ -
09/24/08	09/27/08	Quan, Jean	National League of Cities 2008 Annual Conference	1010	N	\$ 475	\$ 389	\$ 201	\$ 112	None	\$ -
11/11/08	11/15/08	Quan, Jean	National League of Cities, Congressional City Conference	1010	N	\$ 470	\$ 849	\$ 778	\$ 224	Baggage Handling	\$ 30
03/14/09	03/16/09	Quan, Jean	National League of Cities, Congressional City Conference	1010	N	\$ 565	\$ 473	\$ 682	\$ 128	Baggage Handling	\$ 3
01/16/09	01/21/09	James, Ashley	US Conference of Mayors Documentation	1010	N		\$ 155	\$ 2,054	\$ 336	None	\$ -
01/06/09	01/23/09	Mackey, Vincent	Mayoral Security	1010	N	\$ -	\$ 669	\$ -	\$ -	None	\$ -
09/21/08	10/06/08	Dellums, Cynthia	Office of Public Private Meeting w/ Potential Partners & Volunteer to Staff the Mayor's Meeting-US Conference of Mayors	1010	N	\$ -	\$ 2,703	\$ -	\$ -	None	\$ -
09/21/08	10/06/08	Dellums, Ronald	US Conference of Mayors	1010	N	\$ -	\$ 2,703	\$ -	\$ -	None	\$ -
05/21/08	05/24/08	Chai, David	Staff Mayor Art Institute Support Chicago	1010	N	\$ -	\$ 722	\$ 827	\$ 62	None	\$ -
11/01/08	11/02/08	Mackey, Vincent	Mayoral Security	1010	N	\$ -	\$ 609	\$ 189	\$ 112	Baggage Handling	\$ 15
09/23/08	09/24/08	Chai, David	COMSTAT Meeting - Meeting with Mayor Villaraigosa & L.A.'s Chief of Police on Public Safety	1010	N	\$ -	\$ 339	\$ 284	\$ -	None	\$ -
09/17/08	09/19/08	Stephenson, Charles	Federal Appropriations	1010	N	\$ -	\$ 784	\$ 220	\$ 123	None	\$ -
09/23/08	09/24/08	Bustos, Miguel	US Conference of Mayors on Poverty - Los Angeles	1010	N	\$ -	\$ 339	\$ 284	\$ 112	None	\$ -
10/05/08	10/07/08	Taggart, Isaac	Reentry Conference	1010	N	\$ 175	\$ 66	\$ 226	\$ 141	None	\$ -
TOTAL (FUND 1010 Only)			\$	20,927		\$ 1,685	\$ 11,118	\$ 6,486	\$ 1,590		\$ 48

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: OAKLAND PARKS & RECREATION (OPR)

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
3/4/2009	3/4/2009	Herbelin, Sarah	Boating & Waterways Grant Conference	1010	N	\$ 20	\$ 64	\$ -			
3/3/2009	3/9/2009	Jones-Taylor, Audree V.	California Parks Recreation Society (CPRS) Training Conference	1010	N	\$ 439		\$ 559			
3/16/2009	3/23/2009	Jones-Taylor, Audree V.	National Legislative Forum on Parks & Recreation	1010	N	\$ -	\$ 382	\$ 570			
TOTAL (FUND 1010 Only)				\$2,034		\$ 459	\$ 446	\$ 1,129	\$ -		\$ -

Fund Descriptions:
General Purpose Fund
1010 - General Purpose Fund

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: POLICE SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (R); Grant (G); Mandatory (M) Certification (C)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
07/08/08	07/08/08	Anderson, James E	Chasing Cell Phones	1010	C	-	-	-	-		
07/08/08	08/01/08	Gil, Daniel	National Gang Conference	1010	C	300	240	622	184		
07/13/08	07/31/08	Loman, Jeffrey	Senior Management Institute	1010	C	-	629	-	1,080		
07/14/08	07/18/08	Chavez, Steve	Basic Investigation of Computers	1010	C	-	-	-	280		
07/15/08	07/18/08	Beaver, Michael	Special Weapons and Tactics Team	1010	M	-	-	305	184		
07/15/08	07/18/08	Johnson, Casey	Special Weapons and Tactics Team	1010	M	-	-	305	184		
07/15/08	07/18/08	Saunders, Chris	Special Weapons and Tactics Team	1010	M	-	-	-	184		
07/15/08	07/18/08	Tarum, Shane	Special Weapons and Tactics Team	1010	M	-	-	305	184		
07/15/08	07/18/08	Burke, William	Special Weapons and Tactics Team	1010	M	-	-	-	184		
07/15/08	07/18/08	Sakai, Daniel	Special Weapons and Tactics Team	1010	M	-	-	305	184		
07/15/08	07/18/08	Sotto, Thomas	Special Weapons and Tactics Team	1010	M	-	-	-	184		
07/15/08	07/18/08	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #7 of 8	1010	R / C	-	319	292	260		
07/20/08	07/25/08	Tran, Quang (Kevin)	Traffic Investigations (Basic)	1010	R / C	-	-	-	80		
07/22/08	07/25/08	Eizey, David	POST class	1010	R / C	-	-	-	-		
07/28/08	08/01/08	Guerrero, Eugene	17th Annual Gang Conf.	1010	C	275	413	685	280		
07/28/08	08/01/08	Kaney, Kevin	17th Annual Gang Conf.	1010	C	275	-	685	224		
07/28/08	08/01/08	Rush, Karla	Gang Conference	1010	C	275	258	874	280		
07/28/08	08/01/08	Valle, Steve	Gang Conference	1010	C	250	-	520	280		
07/28/08	08/01/08	Kelly, John	Gang Conference	1010	C	300	36	520	224		
07/28/08	08/01/08	Millington, Sekou	Gang Conference	1010	C	275	-	520	240		
07/28/08	08/01/08	Sanchez, Leonel	Gang Conference	1010	C	250	484	530	240		
07/28/08	08/01/08	Fregoso, Antonio	Gang Conference	1010	C	-	-	-	-		
07/28/08	08/01/08	Gonzalez, Carlos	Gang Conference	1010	C	275	391	738	253		
07/28/08	08/01/08	Campos, Marcos	Gang Conference	1010	C	300	521	-	235		
07/28/08	08/01/08	Vaquero, Dan	Gang Conference	1010	C	300	56	831	235		
07/28/08	08/01/08	Pereda, Jorge Luis	National Gang Conference	1010	C	300	-	449	240		
07/29/08	07/30/08	Fitzsimmons, Peter	ICS 300	1010	C	-	-	-	32		
08/04/08	08/07/08	Fitzsimmons, Peter	2008 Grants Management	1010	C	874	860	679	224		
08/11/08	08/14/08	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #8 of 8	1010	R / C	-	319	292	260		
08/18/08	08/19/08	Fleming, Sean	Death Investigation	1010	C	-	-	-	-		
08/25/08	08/29/08	Sayaphupha, Robert	Terrorism & Crime Conference	1010	C	400	-	-	-		
08/25/08	08/27/08	Lois, John	Interview Re-certification class	1010	R / C	275	-	371	139		
09/08/08	09/12/08	Shannon, Christopher	POST Management Course	1010	R / C	-	281	468	309		
09/08/08	09/12/08	Hoppenhauer, Donna	POST Management Course	1010	C	-	262	381	253		
09/09/08	09/11/08	Samuel, Ketih	Internal Affairs Investigative Course	1010	R / C	255	-	330	168		
09/09/08	09/11/08	Jordan, Henderson	Internal Affairs Investigative Course	1010	R / C	255	40	242	139		
09/09/08	09/11/08	Morris, James	Internal Affairs Investigative Course	1010	C	-	-	-	-		

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: POLICE SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (R); Grant (G); Mandatory (M) Certification (C)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
09/09/08	09/13/08	Peterson, Everett	Behavior Analysis Training	1010	R / C	472	432	475	251		
09/14/08	09/17/08	Gonzalez, Leticia	Telestaff Training	1010	C	-	256	-	197		
09/15/08	09/19/08	Samuel, Keth	Behavior Analysis Training	1010	R / C	472	-	420	280		
09/15/08	09/19/08	Ward, Diane	Behavior Analysis Training	1010	R / C	472	62	573	251		
09/17/08	09/20/08	Brooks, Nathan	Our Kids Program Training	1010	C	-	814	653	27		
09/22/08	10/03/08	England, Jason	Supervisory Core Course	1010	R / C	-	233	-	-		
09/22/08	10/03/08	Holmgren, Roland	Supervisory Core Course	1010	R / C	-	233	-	-		
09/22/08	10/03/08	Bolton, Christopher	Police Office Standard Training Management Course	1010	R / C	-	233	-	-		
09/22/08	09/26/08	Tran, Quang (Kevin)	Traffic Investigation (Intermediate)	1010	G/C	-	-	-	80		
09/23/08	09/26/08	Kozicki, David	Role of Police Chief Course	1010	C	675	994	700	224		
09/25/08	09/25/08	Longmire, Derwin	Interview Murder Suspect	1010	M	-	639	-	-		
09/25/08	09/25/08	Parkinson, John	Interview Murder Suspect	1010	M	-	728	-	56		
09/27/08	12/12/08	Breshears, Eric	Federal Bureau of Investigation National Academy	1010	C	1,397	-	-	-		
09/29/08	10/03/08	Jordan, Howard	Executive Development Part I and II	1010	C	-	-	-	-		
10/02/08	10/03/08	Chavez, Steve	Identity Theft Investigation	1010	C	250	-	-	-		
10/05/08	10/10/08	Frank Gysin	Behavior Analysis Training	1010	R / C	472	346	714	280		
10/06/08	10/09/08	Thomason, Jeffrey	Police Information Officer Boot Camp	1010	M	-	-	-	-		
10/06/08	10/10/08	Brewster, Sylvian	Background Investigation	1010	R / C	95	-	-	80		
10/06/08	10/10/08	Belue, Cecilia	Background Investigation	1010	R / C	95	-	-	80		
10/06/08	10/10/08	Graef, Nobuko	Background Investigation	1010	R / C	95	-	-	80		
10/07/08	10/11/08	Bang, Steve	Interview & Interrogation Techniques	1010	M	472	240	726	280		
10/07/08	10/10/08	Hoppenhauer, Donna	Police Office Standard Training Management Course	1010	R / C	-	344	378	195		
10/12/08	10/16/08	Shannon, Christopher	Management Course	1010	R / C	-	335	541	224		
10/15/08	10/20/08	Fought, Tyler	Police Service Dog Purchase	1010	M	158	2,165	733	-		
10/15/08	10/20/08	Chinen, Mark	Police Service Dog Purchase	1010	M	-	701	-	-		
10/20/08	10/22/08	Burke, David	Lethal & Less Lethal Workshop	1010	R / C	-	-	-	-		
10/22/08	10/24/08	Hoppenhauer, Donna	Women Leaders in Law Enforcement	1010	C	175	246	272	58		
10/22/08	10/24/08	McNeil, Patricia	Women Leaders in Law Enforcement	1010	C	175	139	272	112		
10/22/08	10/24/08	Byer, Judy	Women Leaders in Law Enforcement	1010	C	175	283	280	128		
10/22/08	10/24/08	Rae, Wendy	Women Leaders in Law Enforcement	1010	C	175	139	272	112		
10/27/08	10/28/08	Cerecedes, Nancy	Tools for Tolerance	1010	R / C	-	3,764	5,199	112		
10/27/08	10/31/08	Brooks, Nathan	Bicycle Patrol Instructor	1010	R / C	400	-	627	309		
10/27/08	10/28/08	Alaura, Brian	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Arsanis, Michael	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Baddie, Melissa	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Breden, John	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Brown, Randall	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Cordero, James	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Cortez, Jennifer	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Cyrtin, Ross	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: POLICE SERVICES

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (R); Grant (G); Mandatory (M) Certification (C)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
10/27/08	10/28/08	Demarco, Robert	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	DiGiusto, Adam	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Dillan, Kevin	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Douglas II, Mark	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Eggers, Chris	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Factora, Jay	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Gougeon, Tim	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Kuhr, Chris	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Homayun, Arrzo	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Johnson, Qiana	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Krump, Jennifer	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Lawless, Jesse	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Lewis, Jeremy	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Lopez, Thomas	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Meyer, Sam	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	McGovern, Brendan	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Moore, Billy	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Morris, Michael	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Morris, Troy	Tools for Tolerance - 165th	1010	R / C	-	-	-	-		
10/27/08	10/28/08	Muratori, Brett	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Negrete, Francisco	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	O'Connor, Todd	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	O'Mary, Joshua	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Perea, Keith	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Pertoso, Gerald	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Reeder, Brenton	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Ricchiuto, Michael	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Romero, John	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Sheuring, John	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Shokair, Mark	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Smoak, Jason	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Summerlin, Leah	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/28/08	Turner, Daymian	Tools for Tolerance - 165th	1010	R / C	-	-	-	-		
10/27/08	10/28/08	Valladon, Scott	Tools for Tolerance - 165th	1010	R / C	-	-	-	-		
10/27/08	10/28/08	Porritt, Greg	Tools for Tolerance - 165th	1010	R / C	-	-	-	112		
10/27/08	10/31/08	Lighten, Ronald	Management Course	1010	R / C	-	366	507	251		
10/27/08	10/31/08	Yelder, Ronald	Management Course	1010	R / C	-	418	507	251		
10/28/08	10/31/08	Hoppenhauer, Donna	Police Office Standard Training Management Course	1010	R / C	-	318	378	224		
10/28/08	10/29/08	Rae, Wendy	Tools for Tolerance - Santa Clara **Paid for everyone	1010	R / C	-	3,767	4,067	112		
10/28/08	10/29/08	Anaya, Jeffrey	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Ball, Aaron	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Bell, Mikale	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Belligan, Jason	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Choi, Stephen	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		

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Start	End									Type	Amount
10/28/08	10/29/08	Connolly, Robert	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Duarte, Juaquin	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Ernst, David	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Febel, William	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Franks, Bryan	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Hay, Kyle	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Henwood, Karl	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Inami, Christopher	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Johnson, Naomi	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Keating, John	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Layfield, Tyler	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Li, Victor	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Moriarty, Gerald	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Nash, Alexis	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Peters, Christopher	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Pineda, Daniel	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Quijano, Michael	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Rochette, Christopher	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Rowbotham, James	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Smith, James	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Soriano, Darrell	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Souza, Derek	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Tompkins, Delmar	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Vargas, Oscar	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Williams, Audyama	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
10/28/08	10/29/08	Yang, Sor	Tools for Tolerance - Santa Clara	1010	R / C	-	-	-	112		
11/03/08	11/07/08	Toribio, Anthony	Critical Incident Meeting	1010	C	450	42	600	280		
11/03/08	11/04/08	Rhee, Simon	Sources of Information & Informant Development	1010	C	-	-	-	-		
11/03/08	11/14/08	Chavez, Steve	Supervisory Course	1010	R / C	250	-	-	160		
11/04/08	11/06/08	Jim, Diane	Internal Affairs Investigative Course	1010	C	500	-	253	-		
11/04/08	11/06/08	Peterson, Everett	Internal Affairs Investigative Course	1010	C	500	-	253	-		
11/04/08	11/06/08	Bang, Steve	Internal Affairs Investigative Course	1010	M	255	45	242	168		
11/04/08	11/07/08	Gysin, Frank	Internal Affairs Investigative Course	1010	R / C	255	45	363	168		
11/04/08	11/21/08	Kabahit, Ryan	Defense Tactics Course	1010	R / C	-	225	686	605		
11/09/08	11/13/08	Shannon, Christopher	Police Officer Standard Training Management Course	1010	R / C	-	415	511	224		
11/09/08	11/21/08	Frazier, Evan	Defense Tactics Course	1010	R / C	-	113	686	672		
11/10/08	11/14/08	Jones, Willeen	Tactical Dispatch Course	1010	R / C	575	113	572	200		
11/17/08	11/21/08	Lighten, Ronald	Management Course	1010	R / C	-	374	405	195		
11/30/08	12/08/08	Kozicki, David	Counter Terrorism Training	1010	C	4,545	1,423	-	504		
12/08/08	12/12/08	Backman, Raymond	Behavior Analysis Training	1010	M	472	67	466	280		
12/08/08	12/12/08	Crossland, Millie	Civilian Management Seminar	1010	R / C	561	394	478	251		
12/09/08	12/13/08	Neff, Doria	Behavior Analysis Training	1010	R / C	472	63	466	280		
12/10/08	12/11/08	Davis, Johnny	Museum of Tolerance, Simon Wiesenthal Center	1010	R / C	-	238	271	141		

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Start	End									Type	Amount
12/10/08	12/11/08	Lau, Peter	Tools for Tolerance - Command Staff Program	1010	R / C	-	200	451	112		
12/14/08	12/17/08	Rhoden, Mark	Racial Profiling Instructor Class	1010	R / C	-	42	824	197		
12/15/08	12/19/08	Yelder, Ronald	Management Course	1010	R / C	-	312	405	235		
12/15/08	12/19/08	Lighten, Ronald	Police Officer Standard Training Management Course	1010	R / C	-	292	464	280		
12/16/08	12/19/08	Uu, Frank	Active Shooter Course	1010	R / C	775	-	-	64		
12/17/08	12/21/08	Yelder, Ronald	Police Officer Standard Training Management Course	1010	R / C	-	410	405	224		
12/19/08	12/19/08	Thomas, Mark D	Computer Investigation of Websites	1010	R / C	132	213	102	101		
01/04/09	01/09/09	Mausz, Erin	Behavior Analysis Training-POST	1010	R / C	472	488	629	251		
01/10/09	01/10/09	Kozicki, David	Jones and Mayer Legal Update Seminar	1010	C	140	-	-	-		
01/12/09	01/16/09	O'Reilly, John	Background Investigation	1010	C	175	-	-	-		
01/12/09	01/16/09	Arotzarena, Dominique	Background Investigation	1010	C	175	-	-	-		
01/12/09	01/16/09	Lau, Peter	Police Officer Standard Training Management Course	1010	R / C	-	485	723	280		
01/12/09	01/14/09	Mausz, Erin	Internal Affairs Investigative Course	1010	R / C	255	-	363	168		
01/12/09	01/20/09	Allison, Darren	FBI National Academy	1010	C	-	-	-	-		
01/13/09	01/15/09	Neff, Doria	Internal Affairs Investigative Course	1010	R / C	-	143	-	48		
01/19/09	01/30/09	Bellusa, Gregory	Police Officer Standard Training Supervisory Course	1010	R / C	108	-	-	-		
01/19/09	01/30/09	Mausz, Erin	POST Supervisory Course	1010	R / C	108	-	-	-		
01/20/09	01/20/09	Downing, David	Jones and Mayer Legal Update Seminar	1010	C	140	-	-	27		
01/20/09	01/20/09	Poulson, Ed	Jones and Mayer Legal Update Seminar	1010	C	100	-	-	-		
01/20/09	01/20/09	Shannon, Christopher	Jones and Mayer Legal Update Seminar	1010	C	100	-	-	-		
01/20/09	01/20/09	Whent, Sean	Jones and Mayer Legal Update Seminar	1010	C	100	-	-	-		
01/28/09	01/31/09	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #1 of 8	1010	R / C	-	359	272	184		
01/29/09	01/30/09	Hicks, Antone	Role of Police Chief's Executive Assistant Course	1010	C	395	151	290	464		
01/31/09	01/31/09	Tracey, Ed	Crossfit - Dutch Lowry Programming	1010	C	250	-	-	-		
02/01/09	02/05/09	Bardsley, William	Leadership in Police Org.	1010	C	750	85	450	280		
02/02/09	02/06/09	Burch, Martin	Certified First Aid	1010	C	-	-	-	-		
02/04/09	02/07/09	Loman, Jeffrey	Major Cities Chiefs Conference	1010	C	-	775	550	184		
02/17/09	02/20/09	Lau, Peter	Police Officer Standard Training Management Course	1010	R / C	-	562	579	195		
02/23/09	02/27/09	Rachal, Anthony	Leadership in Police Organizations	1010	C	500	200	450	280		
02/25/09	02/28/09	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #2 of 8	1010	R / C	-	239	272	184		
03/02/09	03/13/09	Beere, James	POST Supervisory Course	1010	R / C	108	-	-	-		
03/02/09	03/13/09	Estrada, Brett	POST Supervisory Course	1010	R / C	108	-	-	-		

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Start	End									Type	Amount
03/03/09	03/06/09	Tracey, Ed	California Homicide Investigators Association 2009 Conference	1010	C	168	-	-	-		
03/03/09	03/06/09	Israel, Jeffrey	California Homicide Investigators Association 2009 Conference	1010	C	168	-	215	-		
03/03/09	03/06/09	Jordan, Howard	California Homicide Investigators Association 2009 Conference	1010	C	-	-	-	168		
03/05/09	03/06/09	Crossland, Millie	POST Public Records Act	1010	R / C	-	119	119	32		
03/09/09	03/13/09	Bardsley, William	Leadership in Police Organizations	1010	C	-	100	435	280		
03/09/09	03/13/09	Rachal, Anthony	Leadership in Police Organizations	1010	C	500	200	450	280		
03/09/09	03/11/09	Leonesio, Michael	Lethal & Less Lethal Workshop	1010	C						
03/20/09	04/02/09	Lau, Peter	Police Officer Standard Training Course	1010	R / C	-	578	579	224		
03/24/09	03/26/09	Ward, Diane	Internal Affairs Investigative Course	1010	M	-	33	200	168		
03/24/09	03/26/09	Souza, Anthony	Internal Affairs Investigative Course	1010	M	250	-	200	168		
03/24/09	03/26/09	Floyd, Jacob	Internal Affairs Investigative Course	1010	M	255	-	-	-		
03/24/09	03/26/09	Sawyer, Donald	Internal Affairs Investigative Course	1010	M	50	-	250	168		
03/25/09	03/28/09	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #3 of 8	1010	R / C	-	315	91	85		
03/29/09	04/01/09	Keely, Doug	Street Crimes Seminar	1010	C	-	-	-	112		
03/29/09	04/01/09	Martin, Tim	Street Crimes Seminar	1010	C	-	-	183	112		
03/29/09	04/01/09	Mendoza, Frank	Street Crimes Seminar	1010	C	-	-	183	112		
03/29/09	04/01/09	Milina, Eric	Street Crimes Seminar	1010	C	-	-	183	112		
03/29/09	04/01/09	Rosin, Robert	Street Crimes Seminar	1010	C	-	12	183	112		
03/29/09	04/01/09	Roche, Robert	Street Crimes Seminar	1010	C	-	-	183	112		
03/30/09	04/03/09	Crossland, Millie	POST Records Clerk Course	1010	R / C	494	40	-	80		
03/30/09	04/01/09	Brandwood, Randolph	Street Crimes Seminar	1010	C	-	-	183	168		
04/02/09	04/04/09	Rullamas, James	Suspect Interview	1010	C	-	80	437	112		
04/02/09	04/03/09	Parkinson, John	Third Degree Communications Death Investigation	1010	R / C	345	-	-	32		
04/02/09	04/03/09	Phillips, George	Third Degree Communications Death Investigation	1010	R / C	345	-	180	112		
04/02/09	04/03/09	Crutchfield, Todd	Third Degree Communications Death Investigation	1010	R / C	345	-	-	112		
04/05/09	04/10/09	Poirier, Michael	POST Management Course	1010	R / C	-	297	506	280		
04/06/09	04/10/09	Bardsley, William	Leadership in Police Organizations	1010	C	-	100	435	280		
04/06/09	04/10/09	Rachal, Anthony	Leadership in Police Organizations	1010	C	500	200	450	280		
04/06/09	04/10/09	Lindsey, Drennon	POST Management Course 1:3	1010	R / C	500	200	483	280		
04/06/09	04/10/09	Petersen Cris	Traffic Investigations (Basic)	1010	R / C	250	-	-	-		
04/07/09	04/08/09	Pope, Randy	Police Officer Standard Training (POST) Supervisory Course	1010	R / C	-	-	-	160		
04/07/09	04/09/09	Davis, Johnny L	Academy Director/ Coordinator Seminar	1010	R / C	-	4	282	197		
04/08/09	04/10/09	Kozicki, David	Pittsburg, PA Memorial Service	1010	N/A	-	-	-	139		
04/13/09	04/17/09	Tirapelli, Dan	CDR Technician/Analyst Course	1010	C	625	-	386	309		
04/13/09	04/17/09	Dolan, Timothy	CDR Technician/Analyst Course	1010	C	625	-	386	309		

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Start	End									Type	Amount
04/13/09	04/24/09	Alaura, Brian	Firearms Instructor Course	1010	R / C	200	-	-	160		
04/13/09	04/24/09	Cerecedes, Nancy	Firearms Instructor Course	1010	R / C	200	-	-	160		
04/13/09	04/17/09	Jacobs, Adrienne	Vehicle Theft Investigation Course	1010	R / C	250	-	-	280		
04/14/09	04/17/09	Hines, Charlotte	Multi Discipline Incident Management Training	1010	G	-	68	355	184		
04/15/09	04/17/09	Allison, Darren	Forensic Analyst Training	1010	C	695	-	-	-		
04/20/09	04/23/09	Neff, Doria	Crisis Intervention Training	1010	C	-	96	-	168		
04/20/09	04/22/09	Burke, Dave	Defense Technology Chemical Agent Recertification	1010	C	200	107	2,580	168		
04/20/09	04/24/09	Bergeron, William	Law Enforcement Intelligence Unit Conference	1010	C	425	169	676	307		
04/20/09	04/24/09	Barton, Andrew	Law Enforcement Intelligence Unit Conference	1010	C	425	-	-	280		
04/20/09	04/24/09	Rachal, Andre	Law Enforcement Intelligence Unit Conference	1010	C	425	169	676	307		
04/20/09	04/24/09	Chu, Teddy	Law Enforcement Intelligence Unit Conference	1010	C	425	-	-	280		
04/20/09	04/24/09	Huesman, Eric	Law Enforcement Intelligence Unit Conference	1010	C	425	189	-	296		
04/21/09	04/23/09	Buenger, Edmund	Basic/Advanced Training Management System Training	1010	M	500	79	356	168		
04/22/09	04/23/09	Lee, Jeung	Training Management System Millennium Update- Advanced	1010	M	200	81	134	56		
04/22/09	04/25/09	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #4 of 8	1010	R / C	-	319	292	260		
04/22/09	04/23/09	Brewster, Syvian	Police Officer Recruitment	1010	M	-	243	133	85		
04/22/09	04/23/09	Graef, Nobuko	Camp Pendleton Career Fair, Recruiting	1010	M	-	129	122	112		
04/22/09	04/23/09	Yambao, Priscilla	Advanced TMS Training	1010	M	200	79	162	56		
04/23/09	04/24/09	Tull, Steven	Northern District Law Enforcement Executives Symposium	1010	C	-	-	-	-		
04/27/09	04/29/09	Oliver, Mildred	Racial Profiling Course	1010	C	200	-	350	168		
04/29/09	05/01/09	Whitmeyer, Sarah	Taser Technician Course	1010	R / C	500	252	400	168		
05/04/09	05/08/09	Poirier, Michael	POST Management Course	1010	R / C	-	533	405	224		
05/05/09	05/08/09	Lindsey, Drennon	POST Management Course 2.3	1010	R / C	500	200	483	280		
05/05/09	05/08/09	Uu, Frank	Active Shooter Course	1010	R / C	200	-	350	224		
05/05/09	05/08/09	Ross, Michael	Active Shooter Course	1010	R / C	-	-	-	-		
05/05/09	05/08/09	Saunders, Chris	Active Shooter Course	1010	R / C	635	-	286	253		
05/14/09	05/16/09	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #5 of 8	1010	R / C	-	319	292	260		
05/14/09	05/15/09	Wong, Jenny M	Cal Gang End User Training	1010	C	25	-	-	-		
05/14/09	05/15/09	Martin, Tim	Cal Gang End User Training	1010	C	25	-	-	-		
05/14/09	05/15/09	Rosin, Robert	Cal Gang End User Training	1010	C	25	-	-	-		
05/14/09	05/15/09	Mendoza, Frank	Cal Gang End User Training	1010	C	25	-	-	-		
05/14/09	05/15/09	Milina, Eric	Cal Gang End User Training	1010	C	25	-	-	-		
05/14/09	05/15/09	Brandwood, Randolph	Cal Gang End User Training	1010	C	25	-	-	-		

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Start	End									Type	Amount				
05/14/09	05/15/09	Johnson, Trina	Cal Gang End User Training	1010	C	25	-	-	-						
05/18/09	05/22/09	Wong, Dave	Financial Crime Investigation	1010	R / C	430	138	480	280						
05/18/09	05/22/09	Endow, Robert	Financial Crime Investigation	1010	R / C	-	-	-	-						
05/19/09	05/21/09	McFarland, April	Dispatch Supervisory Update	1010	R / C	285	110	272	165						
05/20/09	05/22/09	Ferguson, Jeffrey	Homicide Investigation	1010	R / C	-	1,642	651	96						
05/20/09	05/22/09	Galindo, Gus	Homicide Investigation	1010	R / C	-	-	-	96						
05/25/09	05/29/09	Rae, Wendy	Hostage Negotiations Conference	1010	C	285	129	608	240						
06/02/09	06/06/09	Hackenberd, Marjus	Terrorism III Course	1010	R / C	-	-	380	224						
06/02/09	06/05/09	Lindsey, Drennon	POST Management Course 3:3	1010	R / C	500	200	483	280						
06/02/09	06/28/09	Lewis, Nancy F	Arrest and Control	1010	C	110	369	-	348						
06/08/09	06/12/09	Crossland, Millie	POST Records Supervisor Course	1010	R / C	489	182	506	336						
06/09/09	06/12/09	Byer, Judy	POST Fitness Class	1010	R / C	30	80	683	168						
06/09/09	06/12/09	Cerecedes, Nancy	POST Fitness Class	1010	R / C	30	190	683	168						
06/09/09	06/11/09	Sawyer, Donald	Defense Technology Chemical Agent Recertification	1010	C	200	107	250	168						
06/09/09	06/11/09	Mahanay, Patrick	Internal Affairs Investigative Course	1010	M	-	-	-	48						
06/14/09	07/02/09	Rachal, Anthony	Senior Management Institute	1010	C	250	-	-	160						
06/15/09	06/19/09	Alexander, Blair	SWAT Supervision & Command Decision Making	1010	M	657	946	430	280						
06/17/09	06/20/09	Van Sloten, Rachael	Sherman Block Supervisory Leadership Institute #6 of 8	1010	R / C	-	319	292	260						
06/17/09	06/18/09	Uu, Frank	Sig Sauer Armorer Certification	1010	C	250	-	-	112						
06/23/09	06/25/09	O'Connor, Charles	Pandemic Influenza Preparedness and Planning	1010	C	-	-	291	91						
06/24/09	06/27/09	Rae, Wendy	OPD to Santa Clara Academy	1010	M	-	218	-	-						
SUBTOTAL (FUND 1010)			\$	188,164		\$	41,101	\$	41,756	\$	64,270	\$	41,038	\$	-
10/06/08	10/10/08	Sanchez, Juan	Background Investigation	2251	R / C	95	-	-	80						
05/19/09	05/23/09	Rae, Wendy	OPD/SCC Academy	2251	M	-	84	655	208						
05/25/09	05/30/09	Rae, Wendy	OPD to Santa Clara Academy	2251	M	-	54	655	-						
06/02/09	06/06/09	Rae, Wendy	OPD to Santa Clara Academy	2251	M	-	54	524	-						
06/09/09	06/13/09	Rae, Wendy	OPD to Santa Clara Academy	2251	M	-	136	242	-						
06/17/09	06/20/09	Rae, Wendy	OPD to Santa Clara Academy	2251	M	-	218	-	-						
09/30/08	10/02/08	Griffin, William	Drug Abuse Recognition	7780	G/C	225	-	-	-						
09/30/08	10/02/08	Komoda, Matt	Drug Abuse Recognition	7780	G/C	225	-	-	-						
SUBTOTAL (OTHER CITY FUNDS)			\$	3,454		\$	545	\$	547	\$	2,075	\$	288	\$	-
07/27/08	07/31/08	Cavness, Shannon	Basic Bloodstain Pattern Identification Workshop	2112	G/C	250	100	150	168						
07/27/08	07/31/08	Sentiwany, Chani	Basic Bloodstain Pattern Identification Workshop	2112	G/C	495	-	-	-						
09/09/08	06/28/02	Battle, Mark	Subpoena in Reno - Phillip Lower	2112	G/C	-	-	94	56						
09/28/08	09/30/08	Wiley, Kevin	Testimony and Training	2112	G/C	-	451	-	128						
09/28/08	09/30/08	Saleda, James	Testimony and Training	2112	G/C	-	451	-	128						
10/13/08	10/16/08	Sentiwany, Chani	Symposium on Human ID	2112	G/C	745	142	706	58						

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Start	End									Type	Amount
10/13/08	10/16/08	Mihalovich, Jennifer	Symposium on Human ID	2112	G/C	790	139	702	74		
10/20/08	10/24/08	Freckelton, Stephanya	Hair Comparisons	2112	G/C	1,850	517	400	256		
10/21/08	10/24/08	LeMon, Amanita	California Association of Criminalists 112th Semi-Annual Seminar	2112	G/C	200	-	-	107		
11/10/08	11/13/08	Cavness, Shannon	California Association of Criminalists Seminar & Board Meeting	2112	G/C	-	433	922	253		
02/15/09	02/20/09	Iglesias-Lee, Ines	American Academy of Forensic Science 61st Annual Meeting	2112	G/C	326	213	497	287		
02/16/09	02/21/09	Cavness, Shannon	California Association of Criminalists Seminar & Board of Directors Meeting	2112	G/C	526	317	798	285		
02/16/09	02/21/09	Freckelton, Stephanya	California Association of Criminalists Seminar & Board of Directors Meeting	2112	G/C	-	400	544	336		
02/16/09	02/21/09	Mihalovich, Jennifer	American Academy of Forensic Science	2112	G/C	450	256	808	280		
04/13/09	04/17/09	Freckelton, Stephanya	Crime Scene I	2112	G/C	35	-	382	207		
04/13/09	04/17/09	Chila, Melissa	Crime Scene I	2112	G/C	35	-	116	91		
04/13/09	04/17/09	Freckelton, Stephanya	Crime Scene I	2112	G/C	-	-	-	-		
05/11/09	05/15/09	Sentiwany, Chani	California Association of Criminalists	2112	G/C	300	301	454	163		
05/11/09	05/15/09	Cheng, Bonnie	California Association of Criminalists Semi Annual Seminar	2112	G/C	300	227	436	163		
05/19/09	05/20/09	Iglesias-Lee, Ines	Advanced DNA Technical Workshop	2112	G/C	200	250	250	112		
05/26/09	05/29/09	Cheng, Bonnie	Police Officer Standard Training Instructor Symposium	2112	G/C	-	-	-	48		
07/25/08	07/29/08	Davis, Johnny	National Organization of Black Law Enforcement Training	2152	G/C	600		573			
10/05/08	10/08/08	Melara, Fausto	Juvenile Probation & Justice Management Conference	2152	G/C	375	-	349	224		
07/12/08	07/30/08	Israel, Jeffrey	Senior Management Institute	2158	G/C	500	260	-	-		
07/12/08	07/17/08	Levine, Melonie	International Conference of Police Chaplains	2158	G/C	200	350	450	224		
07/13/08	07/18/08	Jessie, Candice	Mental Illness Conference	2158	G/C	-	500	660	168		
07/28/08	08/01/08	Joshi, Nishant	17th Annual Gang Conf.	2158	G/C	275	353	685	280		
10/06/08	10/08/08	Tull, Steven	Leadership & Management Skills	2158	G/C	295	183	229	213		
11/10/08	11/13/08	Reilly, Michael	Breachers International Symposium	2158	G/C	-	-	-	-		
11/10/08	11/13/08	Romans, Ervin	Breachers International Symposium	2158	G/C	-	-	-	-		
11/29/08	12/08/08	Tracey, Ed	Homeland Security for Commanders Training	2158	G/C	5,000	500	-	504		
11/29/08	12/08/08	Poirier, Michael	Homeland Security for Commanders Training	2158	G/C	4,545	1,298	-	290		
12/02/08	12/03/08	Israel, Jeffrey	COMPSTAT	2158	G/C	-	644	542	72		
12/02/08	12/03/08	Loman, Jeffrey	COMPSTAT	2158	G/C	-	161	181	72		
12/02/08	12/03/08	Jordan, Howard	COMPSTAT	2158	G/C	-	161	181	72		
12/02/08	12/03/08	Johnston, Chuck	COMPSTAT	2158	G/C	-	-	-	72		
12/02/08	12/03/08	Mason, Marie	COMPSTAT	2158	G/C	-	-	-	72		

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Start	End									Type	Amount
12/02/08	12/03/08	Van Peteghem, Andrea	COMPSTAT	2158	G/C	-	-	-	72		
03/16/09	03/27/09	Haley, Rodger	Traffic Collision Reconstruction Level 1	2158	G/C	-	-	500	560		
03/16/09	03/27/09	Olthoff, Scott	Traffic Collision Reconstruction Level 1	2158	G/C	-	-	500	560		
03/16/09	03/27/09	Hofacre, Deron	Traffic Collision Reconstruction Level 1	2158	G/C	-	-	500	560		
04/13/09	04/24/09	Sotto, Thomas	Firearms Instructor Course	2158	G/C	-	-	-	-		
04/13/09	04/17/09	Fukuda, John	Basic/ Advanced Armorer Course	2158	G/C	800	-	-	-		
04/13/09	04/17/09	Gonzales, Patrick	Basic/ Advanced Armorer Course	2158	G/C	800	-	-	-		
04/20/09	04/24/09	Haley, Rodger	Auto Pedestrian Collision Investigation	2158	G/C	-	209	-	16		
04/20/09	04/24/09	Olthoff, Scott	Auto Pedestrian Collision Investigation	2158	G/C	-	209	-	16		
04/20/09	04/24/09	Hofacre, Deron	Auto Pedestrian Collision Investigation	2158	G/C	-	-	393	280		
06/07/09	06/25/09	Orozco, Ricardo	Senior Management Institute	2158	G/C	500	260	-	-		
06/15/09	06/26/09	Paich, Steven	Advanced Traffic Investigation	2158	G/C	100	100	-	160		
10/08/08	10/11/08	Poulson, Ed	Training Seminar	2914	C	-	-	-	-		
10/08/08	10/11/08	Kozicki, David	LRIS Seminar	2914	C	-	-	-	-		
10/08/08	10/11/08	Jordan, Howard	LRIS Seminar	2914	C	-	-	-	-		
12/07/08	12/11/08	Ingebrigtsen, Chad	MD500 Recurrent Helicopter Training	2914	C	-	368	513	224		
12/07/08	12/11/08	Villalobos, Joe	MD500 Recurrent Helicopter Training	2914	C	-	575	613	224		
12/07/08	12/11/08	Thomas, Kyle	MD500 Recurrent Helicopter Training	2914	C	-	332	472	240		
12/08/08	01/01/08	MD Helicopter	Invoice 117521 and 117520	2914	C	19,350	-	-	-		
12/14/08	12/18/08	McClure, Sean	MD500 Recurrent Helicopter Training	2914	C	-	368	472	224		
12/14/08	12/18/08	Vanerwegen, Jonathan	MD500 Recurrent Helicopter Training	2914	C	-	741	472	240		
07/02/08	07/02/08	Gibbons, Mary	California Crime Lab Review Task Force Meeting	2999	G	225	-	-	-		
07/13/08	07/16/08	Sloan, Annie	Community Capacity Development Office National Conference	2999	G/C	100	300	450	224		
07/16/08	07/18/08	Gibbons, Mary	Lab accreditation course	2999	G	300	-	-	-		
07/20/08	07/23/08	Gibbons, Mary	2008 Technology Conf.	2999	G	-	555	535	143		
07/21/08	07/25/08	Carstensen, Karl	Traffic Collision Investigation	2999	G	-	25	-	80		
07/21/08	07/25/08	Rotaru, Carmen	Traffic Collision Investigation	2999	G/C	-	115	-	80		
07/21/08	07/25/08	Holden, Reginald	Traffic Collision Investigation	2999	G	-	-	-	80		
07/21/08	07/25/08	Rubio, Sonja	Traffic Collision Investigation	2999	G	-	-	-	80		
07/21/08	07/25/08	Lim, Victor	Traffic Collision Investigation	2999	G	-	-	-	80		
07/21/08	07/25/08	King, Allison	Traffic Collision Investigation	2999	G	-	47	-	80		
07/21/08	07/25/08	Crowley, Crystal	Traffic Collision Investigation	2999	G	-	-	-	80		
07/21/08	07/25/08	Davis, Sheila D	Traffic Collision Investigation	2999	G	-	-	-	80		
09/15/08	09/18/08	Gibbons, Mary	Amer. Society of Crime Lab Directors C	2999	G/C	350	327	504	103		
09/22/08	09/26/08	Steinberger, Allan	Traffic Collision Investigation Int-Skidmark	2999	G	-	-	-	80		
09/22/08	09/26/08	Paich, Steven	Traffic Collision Investigation Int-Skidmark	2999	G	-	-	-	80		

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Start	End									Type	Amount
09/22/08	09/26/08	Lim, Victor	Traffic Collision Investigation Int-Skidmark	2999	G	-	-	-	80		
10/20/08	10/24/08	Dieu, Waliana	2008 California Association of Criminalist Seminar	2999	G/C	235	4	339	87		
10/21/08	10/24/08	Silva, Laura	California Association of Criminalist Fall Seminar	2999	G/C	170	-	404	58		
10/21/08	10/21/08	Sentiwany, Chani	DNA Workshop	2999	G/C	65	-	-	-		
10/21/08	10/21/08	Cavness, Shannon	DNA Workshop	2999	G/C	65	-	-	-		
10/21/08	10/21/08	Weller, Todd	Shooting Reconstruction Workshop	2999	G/C	80	-	123	40		
10/21/08	10/24/08	Sachs, Sandra	2008 California Association of Criminalist Seminar	2999	G/C	235	4	-	87		
10/22/08	10/24/08	Lee, Stuart	California Association of Criminalists 112th Semi-Annual Seminar	2999	G/C	-	-	247	80		
10/29/08	10/31/08	Bergman, Herman	Testimony Course	2999	G/C	600	-	-	-		
10/29/08	10/31/08	Silva, Laura	Testimony Course	2999	G/C	600	-	-	-		
10/29/08	10/31/08	Chila, Melissa	Testimony Course	2999	G/C	600	-	-	-		
10/29/08	10/31/08	Freckelton, Stephanya	Testimony Course	2999	G/C	600	-	-	-		
11/13/08	11/14/08	Gibbons, Mary	California Association of Crime Directors Fall Meeting	2999	G/C	185	-	-	-		
12/01/08	12/12/08	Olthoff, Scott	Traffic Collision Investigation	2999	G/C	589	91	-	160		
12/01/08	12/12/08	Hofacre, Deron	Traffic Collision Investigation	2999	G/C	589	230	-	160		
12/09/08	12/11/08	Sachs, Sandra	Agilent Macro Programming	2999	G/C	1,800	4	-	260		
01/22/09	01/23/09	Galaviz-Flores, Debra	Analysis of Distortion in Latent Prints	2999	G/C	30	-	-	32		
01/25/09	05/22/09	Weller, Todd	National Firearms Examiners Academy Phase II	2999	G/C	1,000	456	-	-		
02/16/09	02/20/09	Gibbons, Mary	American Academy of Forensic Science Conference	2999	G/C	488	394	601	225		
02/18/09	02/20/09	Bennett, Mark	Be Certain About Uncertainty	2999	G/C	85	-	-	-		
02/18/09	02/20/09	Abercrombie, John	Be Certain About Uncertainty	2999	G/C	85	-	-	-		
03/17/09	03/20/09	Sachs, Sandra	Analysis of Ignitable Liquids	2999	G/C	-	309	-	122		
04/01/09	04/03/09	Dieu, Waliana	Firearms Safety	2999	G/C	75	-	-	16		
04/01/09	04/03/09	Iglesias-Lee, Ines	Firearms Safety Course	2999	G/C	75	-	-	-		
04/08/09	04/10/09	Tracey, Ed	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Banks, Anthony	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Greb, Matthew	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Coaston, Angela	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Hewison, Steve	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Dunakin, Mark	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Tran, Brian	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Dolan, Timothy	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	McDonald, Kevin	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Steinberger, Allan	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Coaston, Angela	Office of Traffic Safety Summit	2999	G/C	275	-	-	-		
04/08/09	04/10/09	Perry, Stacey	Office of Traffic Safety Summit	2999	G/C	-	165	-	168		

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Start	End									Type	Amount
04/15/09	04/17/09	Gibbons, Mary	California Association of Crime Lab Directors	2999	G/C	230	199	286	29		
04/16/09	04/17/09	Mihalovich, Jennifer	California Association of Crime Lab Directors Meeting	2999	G/C	230	159	143	-		
05/18/09	05/21/09	Bergman, Herman	California State Division Educational Training Seminar	2999	G/C	275	-	-	195		
05/31/09	06/05/09	Bennett, Mark	2009 Assoc of Firearms Training	2999	G/C	300	350	450	336		
06/01/09	06/04/09	Dolan, Timothy	Vehicular Homicide Seminar	2999	G/C	-	-	-	-		
06/15/09	06/28/09	Hewison, Steve	Advanced Traffic Investigation	2999	G/C	400	-	-	560		
06/15/09	06/19/09	LeMon, Amanita	Forensic Science Initiative	2999	G/C	-	-	-	280		
SUBTOTAL (NON-CITY FUNDS)			\$ 101,462			\$ 53,253	\$ 15,501	\$ 19,623	\$ 13,084		\$ -
TOTAL (ALL FUNDS)			\$ 293,080			\$ 94,899	\$ 57,804	\$ 85,967	\$ 54,410		\$ -

Fund Descriptions:	
General Purpose Fund	
1010 - General Purpose Fund	
Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City exerts controls)	
2251 - Public Safety Act/2004 Measure Y	
7780 - Oakland Redevelopment Agency Projects	
Non-City Funds (Grants comprise these Funds which reimburse the City)	
2112 - Department of Justice	
2152 - California Board of Corrections	
2158 - 5th Year State COPS Grant, AB 1913, Statutes of 2000	
2914 - State Asset Forfeiture	
2999 - Miscellaneous Grants	

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Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
8/3/2008	8/6/2008	Gagliardi, Mark	Ca. Resource Recovery Association Conference (CRRRA)	1710	N	\$ 275	\$ 36		\$ 29	Parking	\$ 22
8/4/2008	8/6/2008	Dowdakin, Rebecca	Ca. Resource Recovery Association Conference (CRRRA)	1710	N	\$ 560	\$ 42		\$ 16		
8/4/2008	8/6/2008	Hayes, Patrick	Ca. Resource Recovery Association Conference (CRRRA)	1710	N	\$ 570	\$ 9			Parking	\$ 16
8/4/2008	8/6/2008	Mosley, Ferial	Ca. Resource Recovery Association (CRRRA) Annual Conference	1710	N	\$ 525	\$ 45			Bart fare	\$ 17
8/4/2008	8/6/2008	Finacom, David	California Resource Recovery Association (CRRRA) Annual Conference	1710	N	\$ 525					
8/4/2008	8/6/2009	Redic, Wanda	CRRRA Annual Conference	1710	N	\$ 160	\$ 11				
9/19/2008	9/24/2008	Kattchee, Susan	Nat'l Recycling Coalition Board Meeting & Annual congress	1710	N	\$ 715	\$ 510	\$ 317	\$ 176	Baggage	\$ 30
9/21/2008	9/24/2008	Dowdakin, Rebecca	Annual Congress of National Recycling Coalition	1710	N	\$ 770	\$ 342	\$ 475	\$ 101		
10/18/2008	10/22/2008	Slote, Peter	CRRRA Board Meeting	1710	N		\$ 119				
11/18/2008	11/20/2008	Katchee, Susan	Nat'l Rrecycling Coalition Board Meeting & Annual congress	1710	N		\$ 359		\$ 123	Parking	\$ 42
3/25/2009	3/27/2009	Kattchee, Susan	Nat'l Recycling Coalition Board meeting& Annual Congress	1710	N		\$ 289		\$ 112		\$ 56
8/29/2008	8/29/2008	Wong, Cookie Robles	Keep America Beautiful Annual Conference	1720	N	\$ 400	\$ 474	\$ 581	\$ 73	Baggage handling	\$ 17
2/3/2009	2/6/2009	Newman, Robert	Public Works Institute Seminar/Training	1720	N	\$ 395					
8/29/2008	8/29/2008	Gallagher, Daniel	Palm Research Symposium	2310	N	\$ 110				Parking/mileage	\$ 50
9/25/2008	9/25/2008	Smith, Gerald	Integrated pest Management Seminar	2310	N	\$ 100				Mileage	\$ 32
11/15/2008	11/21/2008	Carthan, Brian	Mgt. training at Pacific Southwest Maintenance & mgt. School	2310	N	\$ 1,605	\$ 525				
12/4/2008	12/6/2008	Matarrese, Martin	Sustainable Agriculture Conference	2310	N	\$ 207		\$ 222		Mileage	\$ 220
1/8/2009	1/8/2009	Gallagher, Daniel	Ca. Tree Failure Report Program	2310	N	\$ 80					
1/8/2009	1/8/2009	Thomson, Mitch	California Tree Failure Report Program	2310	N	\$ 80					
2/19/2009	2/19/2009	Gallagher, Daniel	Urban Forestry Future Perfect Seminar	2310	N	\$ 125				Parking	\$ 12
5/5/2009	5/7/2009	Gallagher, Daniel	Business of Arboriculture Conference	2310	N	\$ 500	\$ 24	\$ 206	\$ 29		
8/15/2008	8/21/2008	Ramey, Jamie	2008 American Public Works Association(APWA) Int'l Public Works Congress & Exposition	3100	N	\$ 753	\$ 407	\$ 778	\$ 264	Baggage	\$ 4
9/3/2008	9/3/2008	Camel, Sam	Safety Training Course	3100	N	\$ 75					
9/3/2008	9/3/2008	Francolino, Adam	Safety Training Course	3100	N	\$ 75					
9/3/2008	9/3/2008	Lonestar, David	Safety Training Course	3100	N	\$ 75					
9/3/2008	9/3/2008	Melero, Thomas	Safety training course	3100	N	\$ 75					
9/3/2008	9/3/2008	Ortiz, Santos	Safety training Course	3100	N	\$ 75					
9/3/2008	9/3/2008	Riley, Scott	Safety Training Course	3100	N	\$ 75					
9/3/2008	9/3/2008	Trujillo, David	Safety Training Course	3100	N	\$ 75					

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Start	End									Type	Amount
9/18/2008	9/18/2008	Giddens, Ronald	Occupational Safety & Health Administration (OSHA)	3100	N	\$ 199					
9/18/2008	9/18/2008	Knight, Joseph	OSHA Compliance class	3100	N	\$ 199					
9/18/2008	9/18/2008	Rushing, Henry	Occupational Safety & Health Adm. Compliance Class (OSHA)	3100	N	\$ 199					
5/18/2009	5/20/2009	Giddens, Ronald	APWA-Public Works institute Module1 Basic Supervision	3100	N	\$ 395			\$ 11		
5/18/2009	5/20/2009	Nevis, Gerald	APWA Public Works Institute-Module1 Basic Supervision In PWA	3100	N	\$ 395					
5/18/2009	5/20/2009	Newman, Robert	American Public Works Association (APWA) Public Works Institute- Module1 Basic Supervision in PW	3100	N	\$ 395					
5/18/2009	5/20/2009	Nicks, Johnny	APWA Public Works Institute-Module1 Basic Supervision in Public Works	3100	N	\$ 395					
5/18/2009	5/20/2009	Jones, Anthony	APWA Public Works Institute-Module 1 Basic Supervision in PW	3100	N	\$ 395					
6/3/2009	6/3/2009	Giddens, Ronald	Ca. Water Environment Asso. Training Developing Your Plan	3100	N	\$ 155			\$ 11		
6/3/2009	6/3/2009	Nicks, Johnny	Ca. Water Environment Association Requirement 1 Developing your Plan	3100	N	\$ 155			\$ 11		
6/3/2009	6/3/2009	Little, Loren	Ca Water Environment Association Training Developing your Plan	3100	N	\$ 155			\$ 11		
6/17/2009	6/17/2009	Little, Loren	Ca Water Environment Association Map Maintenance , Measure & Modify	3100	N	\$ 175			\$ 11		
6/17/2009	6/17/2009	Nicks, Johnny	Ca Water Environment Association Map Maintenance , Measure & Modify	3100	N	\$ 175			\$ 11		
6/17/2009	6/17/2009	Giddens, Ronald	Ca Water Environment Association Map Maintenance , Measure & Modify	3100	N	\$ 175					
9/23/2008	9/26/2008	McCormick, Stephanie	Maximus Fleet Anywhere Advanced Regional Training	4100	N	\$ 675					
9/23/2008	9/26/2008	To, Julie	Maximus Fleet Anywhere Advanced Regional Training	4100	N	\$ 675					
9/23/2008	9/26/2008	Campbell, Napoleon	Maximus Fleet Anywhere Advanced Regional Training	4100	N	\$ 675					
9/23/2008	9/26/2008	McCabe, John	Maximus Fleet Anywhere Advanced Regional Training	4100	N	\$ 675					
9/23/2008	9/26/2008	Seaberry, Michael	Maximus Fleet Anywhere Advanced Regional Training	4100	N	\$ 675					
10/15/2008	10/17/2008	Wentworth, Scott	Roadway Lighting Committee of IES	4450	N	\$ 75	\$ 321	\$ 434	\$ 157		
3/18/2009	3/21/2009	Wentworth, Scott	Illuminating Engineering Society Lighting Committee Meeting (IES)	4450	N	\$ 80	\$ 418	\$ 266	\$ 180	Parkin/bag gages	\$ 56

FISCAL YEAR 2008-09 TRAVEL EXPENDITURE REPORT

DEPT /
AGENCY: : PUBLIC WORKS AGENCY

Travel Dates		Staff Name(s)	Purpose of Travel/Event Attended	Fund	Reimbursable (Y/N)	Conference Fee	Transportation	Lodging	Meals	Other	
Start	End									Type	Amount
8/4/2008	8/8/2008	Dunbar, Edward	Environmental Systems Research Institute (ESRI)	7760	N		\$ 159	\$ 697	\$ 188		
10/20/2008	10/20/2008	Abrams, Xavier	Int'l. Municipal Signal Association (IMSA)	7760	N	\$ 375					
10/20/2008	10/20/2008	Davis, Rod	Int'l Municipal Signal Association (IMSA) Safety Training Course	7760	N	\$ 375					
10/20/2008	10/20/2008	Lawrence, Joe	Int'l Municipal Signal Association (IMSA) safety training course	7760	N	\$ 375					
10/20/2008	10/20/2008	Mason, Perry	Int'l. Municipal Signal Association (IMSA) Safety Training	7760	N	\$ 375					
10/20/2008	10/20/2008	Thomas, Byron	IMSA Work Zone Safety Training	7760	N	\$ 375					
10/21/2008	10/21/2008	McGlothin, Mario	Int'l Municipality Signal Association (IMSA) Traffic Signal Level 1 Training	7760	N	\$ 415					
10/21/2008	10/21/2008	Patterson, Michael	Int'l Municipality Signal Association (IMSA) Traffic Signal Level 1 Training	7760	N	\$ 415					
SUBTOTAL (OTHER CITY FUNDS)				28,933		\$ 18,777	\$ 4,090	\$ 3,976	\$ 1,515		\$ 575
10/9/2008	10/10/2008	Gomez, Mark	Environmental Protection Agency (EPA)	2125	Y		\$ 303	\$ 202	\$ 85		
9/17/2008	9/17/2008	Mason, Perry	Utility Locating & Marking Workshop	2211	Y	\$ 300					
9/17/2008	9/17/2008	Sum, Carl	Utility Locating & Marking Workshop	2211	Y	\$ 300					
SUBTOTAL (NON-CITY FUNDS)				1,190		\$ 600	\$ 303	\$ 202	\$ 85		\$ -
TOTAL (NON- 1010 Only)				\$30,122		\$ 19,377	\$ 4,393	\$ 4,178	\$ 1,600		\$ 575

Fund Descriptions:**Other City Funds (Funds derived from City Reserves/Fees/Revenues which the City exerts controls)**

- 1710 - Recycling Program
- 2310 - Lighting and Landscape Assessment District
- 3100 - Sewer Service Fund
- 4100 - Equipment
- 4450 - City Facilities Energy Conservation Loan
- 7760 - Grant Clearing

Non-City Funds (Grants comprise these Funds which reimburse the City)

- 2125 - Environmental Protection Agency
- 2211 - Measure B - ACTIA
- 2211 - Measure B - ACTIA

CITY OF OAKLAND



ADMINISTRATIVE INSTRUCTION

SUBJECT	TRAVEL ON CITY BUSINESS	NUMBER	120
REFERENCE	AI4402; AI4403	EFFECTIVE	September 21, 2009
SUPERSEDE	AI 120 dated July 1, 2005		

I. PURPOSE

This policy sets forth the guidelines for authorization, reimbursement and reporting of travel on City business by City officers and employees.

II. POLICY

The City of Oakland has set and requires all officers and employees to follow the following policy guidelines regarding travel:

- Travel on City business must be beneficial to City officers and employees, and the City as a whole.
- Employees must have prior authorization for travel; approvals must be obtained before incurring costs and before commencing travel.
- Due consideration should be given to such factors as suitability, convenience and the nature of the business involved. Travel must be cost-effective. The City encourages travel when necessary to improve employee skills and professional development.
- **Employees should incur only those expenses that a reasonable and prudent person would incur if traveling, as if they were paying for the travel expenses themselves.**
- For sponsored or reimbursable travel, the employee who will travel ("traveler") must submit proof (e.g. a copy of the grant award, or a sponsor's check and a cash receipt showing that check has been deposited) that funds have been committed and or received from the sponsoring agency or organization. Whenever practicable, the traveler should request the sponsor agency or organization to pay for all costs of the trip directly. However, in this situation, the traveler is still required to complete the travel authorization and expense voucher forms per established procedure.

- Travel arrangements should be made as far in advance as possible so that only the most economical and practical accommodations available could be secured and employee work schedule could be prioritized.
- City Officers or employees who travel in the performance of their duties and in the service of the City shall be reimbursed promptly for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within limits established by the Federal/State regulations for lodging, meals, and private auto use.

III. DEFINITIONS

Term

City Officer

Definition

An Agency Director or Department Head, and the City Administrator.

Employee

Any person employed by the City of Oakland.

City Business

The activities of a City officer or employee must clearly demonstrate that there is a valid City interest to be served or gained through the travel and that there is relevance to City operations and or promotion or development of City programs. These activities include:

1. Attending conferences, training sessions, educational seminars designed to improve employee skill levels and provide information on subject-matters important to City policy and operations.
2. Attending meetings involving activities or decisions important to City interests and consistent with adopted plans, policies, goals or programs.
3. Serving on professional organization or governmental committees, board and commissions that directly benefit the City.
4. Representing the City in regional, state and national government levels.
5. Attending events where the City is a formal sponsor or participant or in the performance of official duties for the City.
6. Recognizing volunteer or employee service to the City.
7. Engaging in other business-related activities with a direct connection to the implementation of City adopted plans, policies, goals or programs.

IV. PROCEDURES AND GUIDELINES

Guiding Principles:

All costs incurred related to the travel must be properly documented and reported on the travel expense voucher, irregardless of the method of payment (e.g. City purchasing card,

City vendor check, or direct payment from sponsor agency).

Original receipts are required for reimbursement of lodging costs, registration fees, car rentals, airline tickets, public transportation and for all other expenses (note: receipts are not required for charges for which receipts are not customarily issued, such as BART ticket, bus fares, parking meter or tips).

Requests for travel authorization, reimbursement and post-travel reporting shall be processed using forms specified by the Finance and Management Agency, which are attached and available on the City's Intranet. Traveler should clearly disclose, itemize and account for group expenses included in the travel reimbursement form.

For out-of-state travel, no more than three (3) employees per department may travel to the same destination for the same purpose, without prior approval by the City Administrator. The City Administrator, at his or her sole discretion, may authorize an exception to requirements set forth in this Travel Policy, based on extenuating circumstances presented by the appropriate Agency Director or Department Head. Any exception granted by the City Administrator is to be applied on a case-by-case basis.

Responsible Party

Employee (Traveler)

Action

1. Submits travel request to department head at least two months in advance, or as soon as practicable for approval. Employee must complete a travel authorization form, which includes estimates for air travel, meals, lodging, ground transportation and incidental expenses and a brief explanation of why travel is warranted.

2. At the completion of travel, completes an assessment form on the benefit and value of training classes/seminars attended.

Note: The assessment forms will be compiled and used by the department head in determining if employees are allowed to travel to attend similar classes in the future.

3. Completes a travel expense voucher within ten days of return from trip. Provides written justification, prior to reimbursement, when exceeding the estimated travel costs noted on the Travel Authorization Form. Attaches a copy of the Travel Authorization Form to the Travel Expense Voucher and includes a reconciliation of these two forms.

Agency Director/Department Head

1. Reviews employee travel requests.

2. Denies or approves travel requests, including a justification in writing of the direct benefit of the travel. Indicates if a replacement/backfill is necessary or if additional costs will be incurred such as acting pay, overtime, etc. while the employee is on travel status. Authorizes up to three consecutive days of travel or conference within the continental United States.

City Administrator

1. Reviews and Approves travel requests by Agency Directors and Department Heads. Authorizes travel over three consecutive days and outside the continental United States.

Travel by members of boards and commissions are subject to this policy, unless a different policy has been set by a separate legislation.

Travel Expenses for non-City Personnel:

Travel expenses for non-City personnel are not normally provided for, since only costs incurred by City Officers and employees on City business are reimbursable. However, reimbursement is allowable for City Officers and employees who have incurred expenses for non –City personnel in the following circumstances:

- Travel related to conferences and meetings between City Officers and consultants,

experts, and public officials other than officers of the City of Oakland, discussing issues related to City business and policies.

- Must be pre-approved by the City Administrator.
- Lodging expenses for non-City personnel are NOT reimbursable except when special circumstances are noted and approved in advance by the City Administrator's Office. Otherwise, such expenses must be part of a service contract in order to be paid.

Mode of Transportation:

Employees are expected to travel by the most efficient, direct and economical mode of transportation.

Common carrier travel must be in "coach" or "economy" class unless otherwise specifically authorized in advance by the City Administrator's Office. Generally, any costs over and above coach or economy class shall be considered personal, non-reimbursable expenses of the traveler.

- Whenever possible, the Oakland Airport is to be used for air travel.

Rental cars may be used as part of a trip using public transportation, if use of a rental car provides the most economical and practical means of travel. The use of a rental car must be noted on the Travel Authorization in advance and authorized by the Agency Director or Department Head. Justification for the use of the rental car must accompany that request. Employee should rent either an economy or compact car when traveling alone or up to a full size car when traveling in a group. Use of premium rental car options is prohibited. Traveler must re-fuel rental car if additional charges apply for not refueling prior to returning the car. Rental car costs will not be reimbursed without prior authorization, except in case of an emergency. Exceptions may be granted at the sole discretion of the City Administrator's Office.

- When renting a car, traveler should purchase property and liability insurance coverage options to make sure that the City is fully insured.

Private auto use may be authorized by the Agency Director or Department Head for City business travel within City limits and out of the City limits. However, reimbursement shall not be authorized for commuting to and from employee's residence and the employee's main assigned work site, unless required by an executed Memorandum of Understanding between the City and a representing labor organization, or in the case of one-time special circumstances approved by the City Administrator's Office.

Out-of-city travel by City vehicle or private vehicle may be authorized if the final destination of the trip does not exceed a four-hour driving distance from City offices. Any exception to this policy must receive prior approval from the City Administrator's

Office. If air travel would be more economical, but the employee prefers to drive his or her own private vehicle, then reimbursement will be based on the air fare cost.

- Carpooling should be used to the extent possible.
- Employees who receive a monthly automobile allowance and prefer to drive their personal vehicles, even when air travel would be more economical, are not eligible for the reimbursement of transportation when on a travel status.

Reimbursement Rates:

Maximum rates for reimbursement may not be exceeded unless due to special circumstances documented by the Agency Director or Department Head and approved by the City Administrator's Office. The amount of any approved reimbursement above the maximum shall be at the sole discretion of the City Administrator's Office.

Original receipts are required for reimbursement of lodging costs, registration fees, car rentals, airline tickets, public transportation (when receipts are normally available) and for all other expenses as required by law. Credit card statements are not acceptable form of receipts.

Private Auto – Travel by private auto in the performance of official City business shall be reimbursed at the Federal rate as determined by the Internal Revenue Service (details are available at www.irs.gov).

- Mileage for travel shall be computed from the employee's designated work place. If travel begins from the employee's residence, mileage shall be calculated from the residence or work place, whichever is less. (For example, an employee who lives in Fremont and drives to a meeting in Sacramento, leaving from his or her residence, will be reimbursed for mileage from the City of Oakland and back to the City of Oakland.)
- The mileage reimbursement rate represents full reimbursement for expenses incurred by a City officer or employee (e.g. fuel, normal wear and tear, insurance etc.) for the use of a personal vehicle in the course of service for the City of Oakland.

Meals – City shall reimburse meal expenses based on the current published Federal GSA CONUS standard rates at the travel destination, for out-of-city travel (<http://www.gsa.gov>; current rates are available from the Finance & Management Agency). Meal costs exceeding the per diem rates will not be reimbursed even if they are supported by itemized receipts. Meal costs will not be provided for in-city travel or meetings, which do not involve overnight lodging.

For any full day of out-of-city travel, the costs of meals and tips may be reimbursed at the current daily rate without regard to how much is spent on individual meals (i.e. breakfast, lunch, dinner, snacks), and without receipts, subject to the following limitations:

- If an employee is on travel status for less than a full day, costs may be reimbursed for individual meals occurring within the travel time, using the rates shown below.
- Meals that are included in a meeting, conference and/or registration fee will be deducted from the meal rate shown below.
- Breakfasts may be reimbursed only if an employee's travel consists of at least two hours in duration before an employee's regular work hours; dinners may be reimbursed only if travel consists of at least two hours duration after an employee's regular work hours.

Lodging – Lodging must be approved by the Agency Director or Department Head in advance of a trip by completing a Travel Authorization form. Supporting information such as announcements, convention programs, training course schedules, etc., which explains the content of the program, meeting dates and costs, must be attached.

- City shall reimburse employee for hotel costs, based on the current published Federal GSA CONUS per diem rate at the travel destination, or for the actual costs incurred, whichever is less. (<http://www.gsa.gov>; current rates are available from the Finance & Management Agency) An itemized hotel bill is required for basis of reimbursement.
- Single rates shall prevail except when the room is occupied by more than one City employee. However, nothing in this policy shall be construed to require employees to share sleeping accommodations while traveling on City business. In all travel, employees are expected to secure overnight accommodations as economically as practical. Generally, any costs over and above economically practical accommodations shall be considered personal non-reimbursable expenses of the traveler.
- Lodging arrangements should be made, whenever practical, at hotels which offer a government discount, or at which the City has established an account, or other means offering discount savings, e.g. Internet (Travelocity.com, etc.). Conference discount rates should be compared and used when savings would result. The employee is responsible for the costs in excess of those rates.

The Agency Director or Department Head may authorize lodging within the City if assigned activities require an employee to spend one or more nights in an area of the City which is distant from his/her place of residence.

Other Expenses – all other reasonable and necessary expenses (i.e. parking, shuttle, taxi, etc.) will be reimbursed when a receipt is submitted with the Travel Expense Voucher reimbursement

claim. Receipts are required except for those charges where receipts are not customarily issued (examples: BART or bus fares or tips). When specific cost guidelines are not provided by the City, reasonableness of the expense shall be approved by the Agency Director or Department Head before submission for reimbursement, subject to justification. Employees will be reimbursed for only one personal phone call per day for the duration of the trip.

Non-Allowable and Non-Reimbursable Costs: The following items will not be reimbursed unless there is an emergency or highly unusual circumstances have occurred. In this case, reimbursements will be made only upon approval by the City Administrator.

Type	Examples
Travel/Transportation	<ul style="list-style-type: none"> • Unjustified car rental and/or upgrade of mode of transportation. • Unjustified employee parking or cab fare to meetings locally. • Parking/moving violation tickets or other penalties for infractions of any law, repair of automobiles and towing charges. • Unjustified cancelled travel tickets and change/cancellation charges. • Loss of ticket refunds due to employee's failure to cancel in a timely manner.
Lodging	<ul style="list-style-type: none"> • Unjustified upgrade of hotel room. • Payment for accommodation with friends and relatives. • Unjustified lodging during <i>training/meetings within the nine (9) Bay Area counties.</i> • Hotel room movies. • Internet usage, not work-related. • Lodging costs incurred for trip that was cancelled.
Meals	<ul style="list-style-type: none"> • Unjustified meal expenses in lieu of conference provided meals. • Alcoholic beverages. • Meals in excess of per diem rates.

<p>Other Expenses</p>	<ul style="list-style-type: none"> • Boarding cost of pets and babysitting of children during business travel. • Damaged or stolen personal or City properties due to employee's negligence. • Excessive personal phone calls from hotels when traveling. • Flowers/greeting cards/gifts. • Personal Laundry/dry clean. • Non-customary tips. • Recreational activities such as golf.
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Personal expenses – Personal expenses charged on a City Travel Expense Voucher are non-allowable expenses. The City of Oakland recognizes that during the course of a business trip it is sometimes difficult and/or expensive to separate allowable costs from unallowable costs. For instance, an inadvertent charge for an unallowable expense may appear on a hotel charge slip. In those instances, employees must submit a personal check, made out to the “City of Oakland” for the cost of those items and attach the check to the Travel Expense Voucher reimbursement claim. At no time will an employee of the City of Oakland be allowed to charge personal expenses and/or items to the City. Failure to submit any such payment with the Travel Expense Voucher reimbursement claim will result in those charges being withheld from the employee’s next paycheck.

Lost Receipts - Receipts are required for reimbursement. When receipts are lost, a statement from the employee declaring that a good faith effort was made to produce the receipt in accordance with this Administrative Instruction must be submitted. The statement must be signed by the employee and approved by the Agency Director or Department Head. In the event of a lost receipt, reimbursement will be considered only upon receipt of such a statement, after demonstrating that due diligence efforts were made to obtain or produce a copy of receipt.

Compliance:

It is the responsibility of the employee to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel and expense claims. Any form completed improperly or procedure not followed may result in the return of a reimbursement claim without reimbursement. **Non-compliance and misuse of public funds or falsifying expense reports are violations of the travel policy and may result in loss of travel/reimbursement privileges, a demand for restitution to the City or may lead to disciplinary action, up to and including suspension and termination.** In addition, non-compliance of this policy by department heads may impact their performance appraisals.

Travel that requires City Administrator’s Office approval should be submitted at least 15 days prior to the travel date to allow time for review and approval.

Whenever practicable, employee should use his or her own funds to pay for travel costs,

including hotel, airfare, and rental car, then request for reimbursement, per established travel policy, upon return from the trip.

Requests for advance funds for anticipated travel expenses itemized on the Travel Authorization form are obtained by indicating this need on that form prior to processing the request.

- Employees may request advance funds for estimated "out of pocket" expenses up to fifty (50%), but no less than \$50.00. The "out of pocket" expenses may include meals, taxi and public transportation, lodging, parking, and pre-registration costs.
- Employees that have prior outstanding travel expenses and have not submitted the Travel Expense Voucher are not eligible for an Advance Payment and will *not be allowed to travel*.

Cancellation of travel requires that any advanced funds be returned to the Treasury Division within five working days of cancellation. If the advance is not returned within this period, the employee will jeopardize his/her standing to receive advances in the future. If the advanced funds are not returned within fifteen days, notification will be sent to the City Administrator's Office and the amount of the advanced funds will be deducted from the employee's paycheck.

It is the responsibility of the employee to cancel all reservations when travel plans are altered or canceled. Charges or loss of refunds resulting from failure to cancel reservations will not be reimbursed except where cancellation is impossible.

Travel Expense Vouchers are due to the Finance and Management Agency/Accounts Payable Section within ten days after completion of travel.

This policy shall apply to all expenditures in the performance of official City business **except:**

1. Cost of extradition of prisoners by sworn officers which are subject to State regulations.
2. Any travel or related expense incurred which are subject to reimbursement from Federal or State grants when such grant specifically provides for reimbursement under applicable Federal and State regulation and is more restrictive than the City guidelines.
3. Any travel or related expenses for a member of a City Board or Commission, wherein said Board (e.g. Oakland Municipal Employee's Retirement System Board) has its own travel policy, as legally mandated by state or federal law.
4. Any particular travel expense or reimbursement rate for represented City Officers or employees that is specifically addressed in the existing Memorandum of Understanding or arbitration award.

Required Forms:

Travel Authorization Form:

Employee must complete and submit this form to the Agency Director/Department Head at least

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Finance & Management Cmte
September 29, 2009

two months prior to the scheduled trip or, as soon as practicable for department approval. If travel is longer than three days and or will be outside the continental United States, this form will be forwarded to the City Administrator for final approval.

Travel Expense Voucher Form:

Employee must submit this form to the Agency Director/Department Head within ten days of completion of travel.

Travel Assessment Form:

Employee must submit this form to the Department Head within ten days of completion of travel.

Please direct any questions regarding this AI to the Accounting Division at (510) 238-7492.

Dan Lindheim
City Administrator

Attachments:

- Travel Authorization Form
- Travel Expense Voucher Form
- Travel Assessment Form