

# Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



<b>CITY COUNCIL USE ONLY</b>		<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>11.02.2022</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2211.02497</u>
1 <sup>st</sup> Agenda Date: _____	Hearing Date: _____		
	2 <sup>nd</sup> Agenda Date: _____		

**All department items requiring Council approval must be submitted through the Mayor's Office.**

## Primary Details

### Board Approval

### Other Board Name

### City Council Approval

☒ Yes ☐ No

Department  
Mayors Office

Contact Name  
Krystal Reyes

Email  
kreyes@cityoftulsa.org

Phone  
918-596-7712

Bid/Project Number

Project Title  
CFE - Financial Empowerment  
Center

Donator  
Cities for Financial  
Empowerment Fund, Inc.

Type of Donation  
Travel

Travel Event Title  
Financial Empowerment  
Center Convening

Traveler's Name  
Krystal Reyes

Event Date  
10/24/22

Donation Amount/Value  
\$1,205.68

*City Council requires a dollar value*

## Budget

### Funding Source(s)

### TOTAL:

Enter the funding source(s) using the appropriate *Munis* funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

Department: \_\_\_\_\_

Legal: \_\_\_\_\_

Board: \_\_\_\_\_

Mayor: \_\_\_\_\_

Other: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: NOV 02 2022

Date: \_\_\_\_\_

## Policy Statement

### Background Information

The Cities for Financial Empowerment Fund is covering the travel and lodging costs for members of the Financial Empowerment Center teams in each of the 30+ cities with FECs to attend an All-FEC Convening in New York City October 24-26, 2022.

*Provide background information on the requested action.*

### Summation of the Requested Action

Acceptance of the in-kind donation of travel to and from New York City, NY for this convening.

*Summarize the pertinent details of the requested action*

### Other Pertinent Details

*Provide any additional information that should be considered when considering approval of this contract document*

## Processing Information for City Clerk's Office

### Post Execution Processing

- ☐ Mail vendor copy (add'l signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Add'l governmental entity approval(s) required

### Additional Routing and Processing Details

WORLD OF HYATT®



Hyatt Place New York / Chelsea

CITY VIEW | DOUBLE BED

Mon, Oct 31, 2022 - Wed, Nov 2, 2022

1 Room, 1 Guest

Standard Rate

Sign In for faster booking, or continue as a guest.

Contact Information

Prefix

Given / First Name

Surname / Last Name

Email

Phone Number

Text Me Update (Optional)

By turning on the switch, I provide my signature to agree to receive automated texts with info about reservations, offers & promos from Hyatt and its agents to the number I provided. Consent to texts is not a requirement or condition of purchase. Msg & data rates apply. I agree to the Terms [here](#).

Off

Payment Information

Credit Card

We accept all major credit cards.

Save this card for future use (Optional)

☐

Join World of Hyatt (Optional)

Earn free nights, enjoy member rates and more. It's fast and free to join.

☐

Create Password

Show

Password length must be between 8 and 35 characters (special characters are permitted.)

Price Summary

2 Night Stay \$639.40

Taxes & Fees \$101.38

Show Price Details

**Total Cost Per Room\*** **\$740.78**

\*Changes in taxes or fees will affect the total price.

Earn \$300 in Hyatt credit

Plus, 10,000 Bonus Points



Price For Stay: \$740.78

Hyatt credit: -\$300.00

**Total After Hyatt credit: \$440.78**

[LEARN MORE & APPLY NOW](#)

This reservation will be held while you learn more. Price for stay and Hyatt credit may post on separate statements.

**From:** [Bradford, Janae](#)  
**To:** [Bradford, Janae](#)  
**Subject:** Fw: New York, NY for Krystal Reyes - 2022-10-24 (210271554799)  
**Date:** Friday, October 28, 2022 7:46:06 AM

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Janae Bradford, MBA, PMP (she/her)  
Financial Empowerment Fellow  
[jbradford@cityoftulsa.org](mailto:jbradford@cityoftulsa.org)  
918-698-0162

---

**From:** Bradford, Janae <[jbradford@cityoftulsa.org](mailto:jbradford@cityoftulsa.org)>  
**Sent:** Wednesday, October 19, 2022 2:07 PM  
**To:** Reyes, Krystal <[kreyes@cityoftulsa.org](mailto:kreyes@cityoftulsa.org)>  
**Subject:** Re: New York, NY for Krystal Reyes - 2022-10-24 (210271554799)

Thanks.

I'll get that done this evening once I am able to get on my city laptop at home.

JB

Janae Bradford, MBA, PMP (she/her)  
Financial Empowerment Fellow  
[jbradford@cityoftulsa.org](mailto:jbradford@cityoftulsa.org)  
918-698-0162

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**From:** Reyes, Krystal <[kreyes@cityoftulsa.org](mailto:kreyes@cityoftulsa.org)>  
**Sent:** Wednesday, October 19, 2022 2:06 PM  
**To:** Bradford, Janae <[jbradford@cityoftulsa.org](mailto:jbradford@cityoftulsa.org)>  
**Subject:** FW: New York, NY for Krystal Reyes - 2022-10-24 (210271554799)

Thank you! flight info below

**Krystal S. Reyes | Chief Resilience Officer**  
City of Tulsa – Office of the Mayor  
175 East 2<sup>nd</sup> Street, Suite 15-056  
Tulsa, OK 74103

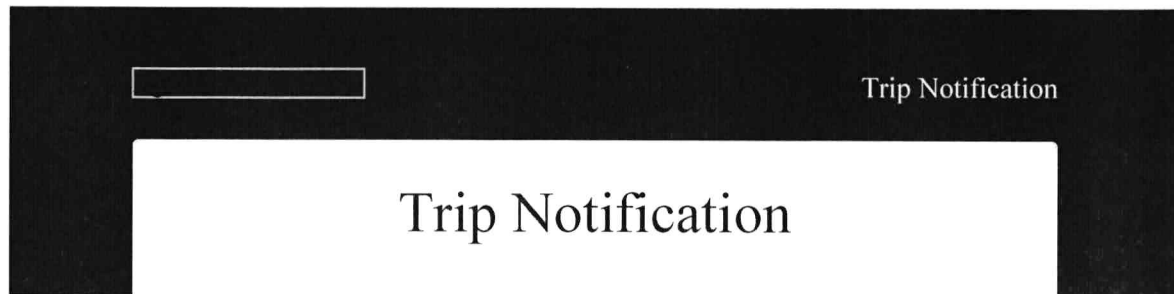
918-596-7712 (office)  
918-695-5238 (mobile)  
kreyes@cityoftulsa.org  
[www.cityoftulsa.org](http://www.cityoftulsa.org)  
*Pronouns: she, her, ella*

**From:** Egencia <noreply.us@mail.egencia.com>

**Sent:** Tuesday, October 4, 2022 5:22 PM

**To:** Reyes, Krystal <kreyes@cityoftulsa.org>; ksreyes@gmail.com; krystalsreyes@gmail.com

**Subject:** New York, NY for Krystal Reyes - 2022-10-24 (210271554799)



FLIGHT BOOKED

**MCO to LGA, LGA to TUL**

**\$464.90**

New York, NY

October 24, 2022 - October 27, 2022

Itinerary/Egencia reference # 210271554799

[Manage Booking](#)

[Get the Egencia mobile app](#)

[Print PDF](#)

#210271554799



## MCO to LGA

October 24, 2022



Booked

**\$464.90**

### CONFIRMATION

**HYLE2V**

Delta DL1260

Airbus A321

#### DEPARTURE

Oct 24, 2022 at 4:10 pm

Orlando, FL (MCO-Orlando Intl.)

#### ARRIVAL

Oct 24, 2022 at 6:49 pm

New York, NY (LGA-LaGuardia)

#### TERMINAL

B

#### CLASS

ECONOMY/COACH

CLASS(L)

#### SEAT

29A

#### DURATION

2h 39m

[CHECK IN ONLINE](#)

### Reservation details

#### TRAVELLERS

Krystal Reyes

#### PAYMENT

Individual credit card

Base : \$401.12

Taxes and Airline fees : \$63.78

**Total Price : \$464.90**

#### TOTAL DURATION

2h 39m

#### INFO

Department: - unassigned -

#### MAIN CONTACT

Krystal Reyes

[kreyes@cityoftulsa.org](mailto:kreyes@cityoftulsa.org)

+1 (718) 7445453

+1 (718) 7445453

#### BOOKED BY

Krystal Reyes



## LGA to TUL

#210271554799

October 27, 2022



Booked

**\$464.90**

### CONFIRMATION

**HYLE2V**

Delta DL433

Airbus A321

#### DEPARTURE

Oct 27, 2022 at 9:59 am

New York, NY (LGA-LaGuardia)

#### ARRIVAL

Oct 27, 2022 at 12:40 pm

Atlanta, GA (ATL-Hartsfield-  
Jackson Atlanta Intl.)

#### TERMINAL

C

#### CLASS

ECONOMY/COACH  
CLASS(L)

#### SEAT

25F

#### DURATION

2h 41m

Layover in Atlanta ATL 1h 13m -----

Delta DL951

Boeing 717

#### DEPARTURE

Oct 27, 2022 at 1:53 pm

Atlanta, GA (ATL-Hartsfield-  
Jackson Atlanta Intl.)

#### ARRIVAL

Oct 27, 2022 at 2:53 pm

Tulsa, OK (TUL-Tulsa Intl.)

#### TERMINAL

SOUTH TERMINAL

#### CLASS

ECONOMY/COACH  
CLASS(L)

#### SEAT

17E

#### DURATION

2h 0m

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24 Hours Prior To 11:59 Pm Local Time The Day Of Arrival Or 1night Fee:Credit Card Req

I accept the cancellation policy. I have read and acknowledge the use of my personal information in accordance with the [Hyatt Privacy Policies](#). [↗](#)

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