

Donation

Version 1.9 released on 8/3/21

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



CITY COUNCIL USE ONLY

Date Received: _____
 Committee Date: _____
 1st Agenda Date: _____

Tracking #: _____
 Committee: _____
 Hearing Date: _____
 2nd Agenda Date: _____

CITY CLERK USE ONLY

☐ Scanned
☐ Posted

Date: 11.02.2022
 Item #: 2211.02498

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
 Janae Bradford

Email
 jbradford@cityoftulsa.org

Phone
 918-596-5312

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
 Janae Bradford

Event Date
 10/24/22

Donation Amount/Value
 \$1,127.08

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 FEC 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

US +1

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



Card Number

MM/YY

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: Egencia booking confirmation for Janae Bradford - New York, NY - Oct 24, 2022 - (Itin# 210246150142)
Date: Friday, October 28, 2022 7:46:59 AM

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

From: Bradford, Janae <jbradford@cityoftulsa.org>
Sent: Wednesday, October 19, 2022 1:41 PM
To: Reyes, Krystal <kreyes@cityoftulsa.org>
Subject: Fw:
Egencia booking confirmation for Janae Bradford - New York, NY - Oct 24, 2022 - (Itin# 210246150142)

Can you please send me the email like this for your airfare so I can add the amount to the RFA for travel donation?

Thanks,

Janae

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

From: groupagents@customercare.egencia.com <groupagents@customercare.egencia.com>
Sent: Wednesday, September 28, 2022 10:37 AM
To: Bradford, Janae <jbradford@cityoftulsa.org>
Subject:
Egencia booking confirmation for Janae Bradford - New York, NY - Oct 24, 2022 - (Itin# 210246150142)

Travel Confirmation

Thank you for booking your trip with Egencia. [View this itinerary online](#) for the most up-to-date information.

New York, NY

Account holder: Janae Bradford **Itinerary number:** 210246150142

Important Messages

Ticketing for your flight is now complete - Ticket number(s) are displayed in the Flight section of this itinerary.

Trip alerts will be sent for this flight. [Add a contact or view](#) your alert and delivery settings.

Monday 24-Oct-2022

Flight (E-Ticket Confirmed)

Janae Bradford

Total price: \$386.30

United confirmation code: PFV3FB

Airline ticket number(s): 0167792573832

Airline ticketing date: 28-Sep-22

Event Name: FEC All Partner Meeting

Depart 7:01 am Tulsa (TUL)

Arrive 8:38 am Houston (IAH) Terminal C

United

[Flight 2382 - Status](#)

Seat unconfirmed: Please view your itinerary online for up-to-date information. Economy/Coach Class (S), 1hr 37mn, Boeing 737-900

[Web check-in 24 hours prior to departure](#)

[Baggage fees](#)



Depart 9:40 am Houston (IAH)

Arrive 2:14 pm New York (LGA) Terminal B

United

[Flight 1923 - Status](#)

Seat unconfirmed: Please view your itinerary online for up-to-date information. Economy/Coach Class (S), 3hr 34mn, 7M8

[Web check-in 24 hours prior to departure](#)

[Baggage fees](#)

Wednesday 26-Oct-2022

Flight (E-Ticket Confirmed)

Depart 5:29 pm New York (LGA)

Arrive 8:23 pm Houston (IAH) Terminal B

United

[Flight 6087 - Status](#), Operated by: /MESA AIRLINES DBA UNITED EXPRESS

Seat unconfirmed: Please view your itinerary online for up-to-date information. Economy/Coach Class (T), 3hr 54mn, Embraer 175 (Enhanced Winglets)

[Web check-in 24 hours prior to departure](#)

[Baggage fees](#)



Depart 9:30 pm Houston (IAH)

Arrive 10:59 pm Tulsa (TUL) Terminal C

United

[Flight 512 - Status](#)

Seat unconfirmed: Please view your itinerary online for up-to-date information. Economy/Coach Class (T), 1hr 29mn, Airbus A320

[Web check-in 24 hours prior to departure](#)

[Baggage fees](#)



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This is a travel summary only. For all applicable rules, restrictions, fees and penalties please refer to your [online itinerary](#).
For assistance call +1 (800) 361-1120 or +1 (702) 939-2533 or email groupagents@customercare.egencia.com

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Special Requests



For Travel Planners and Advisors



Terms & Conditions

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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. [We collect and use your personal information in accordance with our Privacy Policies.](#)

BOOK MY STAY

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