

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		CITY CLERK USE ONLY	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: <u>04.05.2023</u>
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: <u>2304.00655</u>
1 st Agenda Date: _____	Hearing Date: _____		
	2 nd Agenda Date: _____		

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

Primary Details

Board Approval

Department
Water and Sewer

Contact Name
Eric Lee

Other Board Name

Email
elee@cityoftulsa.org

City Council Approval

☒ Yes ☐ No

Phone
918-596-7274

Bid/Project Number

Project Title

Donator

Southwest Section of American
Water Works Association

Type of Donation
Travel

Travel Event Title
SWAWWA Mid-Year Board
Meeting

Traveler's Name
Eric Lee

Event Date
4/14/23

Donation Amount/Value
\$687.40

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.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: Jan Nany

Legal: _____

Board: _____

Mayor: [Signature]

Other: _____

Date: 4/3/23

Date: _____

Date: _____

Date: APR 05 2023

Date: _____

Policy Statement

Background Information

Attending SWAWWA Mid-Year Board meeting with other water industry leaders and professionals to provide guidance to water industry, discuss best practices and learn what process improvements can be applied to the City of Tulsa.

Provide background information on the requested action.

Summation of the Requested Action

Donation to attend the SWAWWA Mid-Year Board Meeting in Lafayette, LA April 14-15, 2023. All expenses donated by Southwest Section AWWA in the amount of \$687.40.

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

Southwest Section AWWA

Incoming Director

SWAWWA Mid-Year Board Meeting - April 14, 2023

SUB-TOTALS

**** Explain on back of this form in remarks area**

Date _____



AA RECORD LOCATOR: XHRCOH



Get your boarding pass faster!
Scan this barcode at any
American Airlines Self-Service
Machine.

Tulsa to Lafayette 1 Adult

Friday April 14, 2023 – Saturday April 15, 2023

Total Paid:

\$488.40 USD**AA Record Locator**
XHRCOH

Your record locator is your reservation confirmation number
and will be needed to retrieve or reference your reservation.

Reservation Name
TUL/LFTStatus: **Ticketed** Apr 02, 2023

Flight	Depart	Arrive
American Airlines 1090	Tulsa (TUL) April 14, 2023 06:00 AM Travel Time : 1 h 19 m Class : Economy Seat : 31C	Dallas/ Fort Worth (DFW) April 14, 2023 07:19 AM Booking Code : N Aircraft : Boeing 737-800
American Airlines 3639 <small>Operated by Envoy Air</small>	Dallas/ Fort Worth (DFW) April 14, 2023 08:45 AM Travel Time : 1 h 29 m Class : Economy Seat : 20C	Lafayette (LFT) April 14, 2023 10:14 AM Booking Code : N Aircraft : Boeing 737-800

Fare Amount**Adult**
1 × \$409.30 USD \$409.30 USD**Taxes & Carrier-Imposed****Fees****Taxes** \$79.10 USD**Carrier-Imposed Fees** \$0.00 USD**Flight Subtotal****\$488.40 USD**

Flight	Depart	Arrive
American Airlines 4222 <small>Operated by Envoy Air</small>	Lafayette (LFT) April 15, 2023 06:41 PM Travel Time : 1 h 42 m Class : Economy Seat : 20C	Dallas/ Fort Worth (DFW) April 15, 2023 08:23 PM Booking Code : N Aircraft : Embraer 175
American Airlines 1446	Dallas/ Fort Worth (DFW) April 15, 2023 09:34 PM Travel Time : 1 h 5 m Class : Economy Seat : 29C	Tulsa (TUL) April 15, 2023 10:39 PM Booking Code : N Aircraft : Embraer 175

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	EQUIV FARE	Tax/Fee/Charge	TICKET TOTAL
LEE,ERIC	0012383383098		\$409.30 USD	0.00 USD	79.10	488.40
Payment Type: AMERICAN EXPRESS *****2008					Total	\$488.40 USD

Endorsements/Restrictions

NONREF/FAREDIF/CXL BY FLT TIME OR NOVALUE

Terms and conditions:

If you've already begun travel, this receipt may only show portions of your trip not flown.

If your ticket involves travel outside the U.S., Canada, U.S. Virgin Islands or Puerto Rico and has been reissued, your ticket total may not include all taxes. Please contact Reservations for the correct total.

A summary of all the terms and conditions that apply to your travel are available on [aa.com/conditions](https://www.aa.com/conditions).

Travel Justification

This form is to be completed and accompany the Travel Authorization/Advance and Expense Voucher in the travel authorization and approval process as required by Title 25 Chapter 3 Tulsa Code of Ordinances and Personnel Policies and Procedures: Section 800.

Employee Name: Eric Lee

Title: Director

Department: Water & Sewer

Purpose (state the name of the training, conference, workshop etc. opportunity for which travel is requested. If there is not a formal program involved please provide a brief description of the reasons for the travel.)

2023 SWAWWA Mid-Year Board Meeting

Describe the benefit you expect to gain as a result of attendance at the above.

Meeting similar water industry leaders to identify key issues in our industry and develop
programs for educating our members and customers, and improving our services, including
our employees who are also SWAWWA members.

Describe the benefit to the City of your attendance at the above. How will new knowledge or experience gained impact you in your job and add value to the organization?

The City will benefit in that I will learn more about the water industry, exercise my
leadership skills and prepare programs that are beneficial to the City of Tulsa employees
more specifically Water & Sewer employees.

What alternatives are available that would not require travel and why were those not chosen.

There are no alternatives. Southwest Section of American Water Works Association is
paying for travel to this specific event.



Digitally signed by Eric
Lee
Date: 2023.04.03
08:26:33 -05'00'

Employee

Date

Department Head Date