

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

Date: 01.17.2024

☐ Posted

Item #: 2401.00114

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
Donation for Eric Lee to attend
the 2024 AWWA Director's
Meeting

Donator
AWWA - American Water
Works Association

Type of Donation
Travel

Travel Event Title
AWWA Directors Meeting 2024

Traveler's Name
Eric Lee

Event Date
1/11/24

Donation Amount/Value
\$924.35

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: 1-9-2024

Date: _____

Date: _____

Date: JAN 17 2024

Date: _____

Policy Statement

Background Information

The Water and Sewer Department is requesting the approval of a donation from AWWA for Eric Lee to attend the 2024 AWWA Director's Meeting being held in Sedona, AZ, January 11-13, 2024. Donation valued at approximately \$924.35.

Provide background information on the requested action.

Summation of the Requested Action

Approval donation of travel expenses.

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

VOLUNTEER EXPENSE REPORT

	A	B	C	D	E	F	G	H	I
1								Page	1 of 1
2	MEETING/FUNCTION/PLACE:		AWWA 2024 Winter Board Meeting - Sedona, AZ						
3									
4		DAILY EXPENSES						Less	
5	DATE	1/9/2024	1/10/2024	1/11/2024	1/12/2024	1/13/2024	1/14/2024	Personal Expenses	Net Expenses
6									
7	Travel								
8	Airfare	\$ 306.85							\$ 306.85
9	Bagge Fee								
10	Preferred Zone								
11	Taxi								-
12	Pers Car @.67/mile								-
13	Tolls, parking	\$10			\$10	\$10			30.00
14	Car Rental	\$32.44				32.44			64.88
15	Rental Car Gas								
16	Hotel Bill Total			248.81	248.81				497.62
17									-
18	Meals not on Hotel:								-
19	Breakfast								-
20	Lunch								-
21	Dinner					\$25			25.00
22	Other								-
23									-
24	Miscellaneous:								-
25	Tips								-
26	Phone								-
27	Other:								-
28	Other:								-
29	Other:								-
30									-
31	TOTAL	\$ 349.29	\$ -	\$ 248.81	\$ 258.81	\$ 67.44	\$ -	\$ -	\$ 924.35
32									
33	FOR AWWA USE ONLY								
34								Amount due	
35	Amount _____								
36	Approved by _____								
37	Vendor no _____								
38	Voucher no _____								
39	Payable Date _____								
40	GL Date _____								
41	Account no _____								
42	_____								
43	_____								
44	_____								
45									
46									
47			SIGNATURE _____			DATE _____			
48									
49			NAME: _____						
50			ADDRESS: _____						
51									
52	Please explain unusual expenses:								
53									
54									

I certify that I have personally incurred the expenses listed above on behalf of AWWA and those expenses will not be reimbursed by any other organization. I certify that if I have driven a vehicle while on AWWA business that I had a valid drivers license, the minimum vehicle insurance required under state/provincial law and current proof of insurance in my possession while operating the vehicle.

VOLUNTEER EXPENSE REPORT

	A	B	C	D	E	F	G	H	I
55									
56									
57									

From: Southwest Airlines <southwestairlines@ifly.southwest.com>

Date: November 30, 2023 at 11:56:35 PM CST

To: el74011@yahoo.com

Subject: You're going to Phoenix on 01/09 (36HUFO)!

Reply-To: Southwest Airlines <no-reply@ifly.southwest.com>

Here's your itinerary & receipt. See ya soon!

[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

JANUARY 9 - JANUARY 14

TUL  **PHX**

Tulsa to Phoenix

Confirmation # **36HUFO**

Confirmation date: 11/30/2023

PASSENGER	Eric Lee
RAPID REWARDS #	20572553201
TICKET #	5262229976008
EST. POINTS EARNED	1,496

PASSENGER	Michelle Lee
RAPID REWARDS #	20316236710
TICKET #	5262229976007
EST. POINTS EARNED	1,496


Rapid Rewards® points are only estimations.

Your itinerary


Flight 1: Tuesday, 01/09/2024 Est. Travel Time: 5h 50m [Wanna Get Away®](#)

FLIGHT # 1421

DEPARTS	ARRIVES
TUL 05:50PM Tulsa	 DAL 07:05PM Dallas (Love)

Stop:  Change planes

FLIGHT # 1062

DEPARTS	ARRIVES
DAL 09:00PM Dallas (Love)	 PHX 10:40PM Phoenix

Flight 2: Sunday, 01/14/2024 Est. Travel Time: 2h 10m [Wanna Get Away®](#)

FLIGHT # 1211

DEPARTS	ARRIVES
PHX 01:35PM Phoenix	 TUL 04:45PM Tulsa

Payment information

Total cost

Air - 36HUFO

Base Fare	\$	498.14
U.S. Transportation Tax	\$	37.36
U.S. 9/11 Security Fee	\$	22.40
U.S. Flight Segment Tax	\$	28.80
U.S. Passenger Facility Chg	\$	27.00
Total	\$	613.70

Payment

Discover ending in 6452
Date: November 30, 2023

Payment Amount: \$306.85

Discover ending in 6452
Date: November 30, 2023

Payment Amount: \$306.85

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262229976008, 5262229976007

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, and 6X Rapid Rewards® points. **NEW** – Free same-day standby (taxes and fees may apply). [Learn more.](#)



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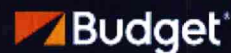
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5262229976008: NONREF/NONTRANSFERABLE -BG WN TUL WN X/DFW WN PHX63.02WN TUL186.05USD249.07END ZP
TUL4.80DAL4.80PHX4.80 XF TUL4.5DAL4.5PHX4.5
5262229976007: NONREF/NONTRANSFERABLE -BG WN TUL WN X/DFW WN PHX63.02WN TUL186.05USD249.07END ZP
TUL4.80DAL4.80PHX4.80 XF TUL4.5DAL4.5PHX4.5

ZDBWH2H/S30 ZDBWH2H/S30|ZDBWH2H/S30 ZDBWH2H/S30
NLNUP2H NLNUP2H

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Hi Eric
7,560 Points / Member



See you soon, Eric Lee

Your reservation for Jan-11-2024 has been confirmed.

Confirmation #3454174950



Hilton Sedona Resort at Bell Rock



90 Ridge Trail Drive
Sedona AZ 86351 US
[Maps & Directions>>](#)



[+19282844040](#)

11 THU
JAN

Check In: 4:00 PM


2 Nights

13 SAT
JAN

Check Out: 11:00 AM



[Add to Calendar](#)

Your Room Information

Guest Name:
Guests:
Rooms:
Room Plan:

Eric Lee
2 Adults
1
1 KG STE BALCONY OR PATIO



ERIC LEE

Upgrade your room for only **\$20** more a night.



Your Rate Information

American Water Works

Rate per night

11-Jan-2024 - 13-Jan-2024 209.00 USD

Total for Stay per Room Rate **418.00 USD**

Taxes 29.62 USD

Resort Charge 50.00 USD

Total price for Stay **497.62 USD**



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- There is a credit card deposit required of 248.81 USD for this reservation, which has been charged to your card.
- If you wish to cancel, please do by 11:59 p.m. on Jan-04-2024 to avoid cancellation penalties.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Additional Information



We are a smoke-free hotel

Tax

6.33% Per Room Per Night

Resort Charge: 50.00 USD

Self Parking: 18.00 USD Per Night



LXR

CONRAD

canopy



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