

Reply to Common Council File No. 151105  
From DOA-Budget and Management Division

December 3, 2015

Ref: 16005

Common Council File Number 151105 contains a resolution authorizing attendance at conventions in 2016 by employees of city departments and board and commission members and further authorizing expenditure of departmental budgeted funds for that purpose.

Departments included funding in their operating budgets for convention travel planned in 2016. Section 350-181 of the Milwaukee Code of Ordinances requires that departments receive Common Council approval for any out-of-city convention attendance. Department requests with cost estimates for each planned out-of-city convention are submitted to the Budget and Management Division. These convention requests and estimated costs are included in Exhibit B. As detailed in Exhibit B, 17 departments are requesting attendance at 44 out-of-city conventions in 2016 at a total estimated cost of \$87,800.

The dollar amounts included in Exhibit B are estimates of cost for registration, airfare and other transportation costs, hotel costs, and miscellaneous expenses. Actual reimbursement of costs incurred in out-of-city convention travel is governed by the travel regulations and procedures authorized in Section 350-181 of the Milwaukee Code of Ordinances.

Attendance at out-of-city conventions in addition to those listed on Exhibit B requires approval by the Common Council.

**RECOMMENDATION: ADOPT COMMON COUNCIL FILE NUMBER  
151105.**

Eric Pearson  
Budget and Policy Manager

ECP:dmr

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