



TO: Board of Estimates, Office of Comptroller
 FROM: AGC3500 - Law
 DATE: 09/19/2023
 SUBJECT: CITY SOLICITOR (ACTING) TRAVEL TO NYC

ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to approve a Employee Travel Request .

PERIOD OF CONTRACT/AGREEMENT: Based on Board Approval

AMOUNT AND SOURCE OF FUNDS:

Transaction Amount: \$ 1,266.52

Project Fund	Amount
1001-CCA000365-SC630301	\$ 1,266.52

BACKGROUND/EXPLANATION:

City Solicitor (Acting) Ebony M. Thompson will be traveling to New York City on October 2, 2023. She will return on October 4, 2023. The purpose of this trip includes 1) Blockchain training which will assist with efforts to combat vacant housing and 2) case strategy meetings with outside counsel regarding the City's case against opioids manufacturers, distributors, and retailers, to occur at Susman Godfrey's offices in New York City. The per diem rate for this location is \$315/day for hotel, \$79/day for meals and incidentals, \$59.25/ day for first and last day of travel per GSA's Per Diem rate for FY2024. Due to the cost of the hotel, \$332.78/night, we are asking for an additional \$17.78/night. The items are pursuant to AM 240-3 Board of Estimates Approval for Employee Travel. Her itinerary is below.

Itinerary

Oct. 2, 2023 - 2023 Fordham Law Blockchain Regulatory Symposium in NYC

Oct. 3, 2023 - Meeting with Outside Counsel at their offices in NYC

Oct. 4, 2023 - Meeting with Outside Counsel at their offices in NYC

Trip Related Costs:

Train Ticket: \$277.00

Hotel: \$315/night x 2 = \$630.00

Additional Cost for Hotel: \$17.78/night x 2 = \$35.56

Hotel Tax & Fees: \$63.23/night x 2 = \$126.46

First/Last Day of Travel: \$59.25 x 2 = \$118.50

Meals & Incidentals: \$79 x 1 = \$79.00

TOTAL Estimated Cost: \$1,266.52

COUNCIL DISTRICT: Citywide

EMPLOY BALTIMORE:	LIVING WAGE:	LOCAL HIRING:	PREVAILING WAGE:
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N/A	N/A	N/A	N/A
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1% FOR PUBLIC ART: N/A.

ENDORSEMENTS:

Finance (BBMR) has reviewed and approved for funds.

Law has reviewed and approved for form and legal sufficiency

