



## **METROPOLITAN LIBRARY SYSTEM**

### **Memorandum**

DATE: February 16, 2015

TO: Program Managers

FROM: Denyveta Davis  
Director of Library Operations

RE: 2015-2016 Travel Planning for Budget

Please use the following examples of typical costs to attend a professional library conference during 2015-2016. These are estimates only and are likely to be more or less by the time of the conference. Remember to prepare your travel request according to the Travel and Related Expenditure Guidelines in the P & P Manual, adjust for differences in the number of nights/days of travel and share a room when possible. Also, remember to add monies for miscellaneous travel in your budget request.

When submitting travel request, keep in mind that requests for attendance at ALA Midwinter will only be considered for staff members who are on a committee that requires attendance during this meeting. The midwinter conference is a business meeting with very few scheduled programs.

Priority will be given to administrators and managers who belong to the various associations and divisions. We expect managers to belong to the association and divisions that are hosting conferences. It costs the library system additional dollars to pay registration fees for non-members.

Approval to attend more than one major conference in one fiscal year; or for more than one staff member from one location to attend the same conference will be approved on the basis of available budget and by priority for MLS staff who are committee members with scheduled meetings.

**9th National Conference of African American Librarians August 4-8, 2015  
St. Louis, Missouri**

<b>Proposed Budget (Account 212 – Travel, etc.)</b>	<b>\$1500.00</b>
<b>Proposed Budget (Account 213 - Registration)</b>	<b>\$299.00</b>
Airfare	\$300.00
Lodging	170.00 per night, single
Meals and Incidentals** (\$49.50 First & Last Day)	66.00 per day
Ground Transportation	50.00 round trip
Baggage Fees	50.00 roundtrip
Airport Parking	35.00
Registration (Account 213)	299.00

**ALA Midwinter – Boston, MA**

**January 8-12, 2016**

<b>Proposed Budget (Account 212 - Travel, etc.)</b>	<b>\$2000.00</b>
<b>Proposed Budget (Account 213 - Registration)</b>	<b>\$210.00</b>
Airfare	\$450.00
Lodging	250.00 per night, single
Meals and Incidentals** (\$53.25 First & Last Day)	71.00 per day
Ground Transportation	50.00 round trip
Baggage Fees	50.00 roundtrip
Registration (Account 213)	210.00

**Public Library Association – Denver, CO**

**April 5-9, 2016**

<b>Proposed Budget (Account 212 – Travel, etc.)</b>	<b>\$2000.00</b>
<b>Proposed Budget (Account 213 – Registration)</b>	<b>\$255.00</b>
Airfare	\$350.00
Lodging	250.00 per night, single
Meals and Incidentals** (\$49.50 First & Last Day)	66.00 per day
Ground Transportation	50.00 round trip
Baggage Fees	50.00 roundtrip
Airport Parking	35.00
Registration (Account 213)	255.00

**Oklahoma Library Association – Tulsa, OK**

**Date: TBA**

<b>Proposed Budget (Account 212 – Travel)</b>	<b>\$115.00</b>
<b>Proposed Budget (Account 213 – Registration)</b>	<b>\$270.00</b>
Mileage (approx. 200 miles @ 57.5 cents/mile) - Account 212	\$115.00 round trip
Lodging	150.00 per night, single
Meals** (Dinner)	23.00 per day
Registration (Account 213)	270.00
Full Conference Registration include Thursday and Friday continental breakfasts, luncheons and Thursday All Conference Event	
Ticketed meal functions (Account 213)	(\$25 - \$50 per meal)

**ALA Annual – Orlando, FL****June 23–28, 2016**

<b>Proposed Budget (Account 212 – Travel, etc.)</b>		<b>\$2000.00</b>
<b>Proposed Budget (Account 213 – Registration)</b>		<b>\$270.00</b>
Airfare		\$450.00
Lodging		250.00 per night, single
Meals and Incidentals**	(\$42.00 First & Last Day)	56.00 per day
Ground Transportation		50.00 round trip
Baggage Fees		50.00 roundtrip
Registration (Account 213)		270.00

**\*\*Rates based on GSA Domestic Per Diem Rates - October 1, 2014–September 30, 2015**