



## **METROPOLITAN LIBRARY SYSTEM**

### **Memorandum**

**DATE:** February 6, 2013

**TO:** Program Managers

**FROM:** Denyveta Davis  
Director of Library Operations

**RE:** 2013-2014 Travel Planning for Budget

Please use the following examples of typical costs to attend a professional library conference during 2013-2014. 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 considering travel request, keep in mind that requests for attendance at ALA Midwinter will only be approved 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.

**8th National Conference of African American Librarians August 7-11, 2013  
Greater Cincinnati/Northern Kentucky –(Cincinnati, OH & Covington, KY)**

<b>Proposed Budget (Account 212 – Travel, etc.)</b>	<b>\$1300.00</b>
<b>Proposed Budget (Account 213 - Registration)</b>	<b>\$299.00</b>
Airfare	\$450.00
Lodging*	141.00 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
Airport Parking	35.00
Registration (Account 213)	299.00

**ALA Midwinter – Philadelphia, PA**

**January 24-28, 2014**

<b>Proposed Budget (Account 212 - Travel, etc.)</b>	<b>\$1600.00</b>
<b>Proposed Budget (Account 213 - Registration)</b>	<b>\$185.00</b>
Airfare	\$450.00
Lodging*	200.00 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)	185.00

**PLA - Indianapolis, IN**

**March 11-15, 2014**

<b>Proposed Budget (Account 212 – Travel, etc.)</b>	<b>\$1600.00</b>
<b>Proposed Budget (Account 213 – Registration)</b>	<b>\$185.00</b>
Airfare	\$450.00
Lodging*	200.00 per night, single
Meals and Incidentals* (\$45.75 First & Last Day)	61.00 per day
Ground Transportation	50.00 round trip
Baggage Fees	50.00 roundtrip
Airport Parking	35.00
Registration (Account 213)	185.00

**OLA – Tulsa, OK**

**Dates: TBA**

<b>Proposed Budget (Account 212 – Travel)</b>	<b>\$310.00</b>
<b>Proposed Budget (Account 213 – Registration)</b>	<b>\$180.00 - \$220.00</b>
Mileage (approx. 200 miles) – Account 212	\$113.00
Lodging	150.00 per night, single
Meals	46.00 per day
Registration (Account 213)	180.00
Ticketed meal functions (Account 213)	40.00

**ALA Annual – Las Vegas, NV****June 26–July 1, 2014**

<b>Proposed Budget (Account 212 – Travel, etc.)</b>		<b>\$1600.00</b>
<b>Proposed Budget (Account 213 – Registration)</b>		<b>\$230.00</b>
Airfare		\$450.00
Lodging*		200.00 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
Airport Parking		35.00
Registration (Account 213)		230.00

**\*Rates based on GSA Domestic Per Diem Rates - October 1, 2012–September 30, 2013**