



METROPOLITAN LIBRARY SYSTEM

Memorandum

DATE: February 17, 2014

TO: Program Managers

FROM: Denyveta Davis
Director of Library Operations

RE: 2014-2015 Travel Planning for Budget

Please use the following examples of typical costs to attend a professional library conference during 2014-2015. 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.

ALA Midwinter – Chicago, IL**January 30-February 3, 2015**

Proposed Budget (Account 212 - Travel, etc.)	\$1600.00
Proposed Budget (Account 213 - Registration)	\$185.00
Airfare	\$450.00
Lodging**	200.00 @ night, single
Meals and Incidentals** (\$53.25 First & Last Day)	71.00 @ day
Ground Transportation	50.00 round trip
Baggage Fees	50.00 roundtrip
Registration (Account 213)	185.00

OLA – TBA**Dates: TBA**

Proposed Budget (Account 212 – Travel)	\$310.00
Proposed Budget (Account 213 – Registration)	\$230.00
Mileage (approx. 200 miles) – Account 212	\$112.00
Lodging**	\$150.00 @ night, single
Meals	46.00 @ day
Registration (Account 213) *	180.00
Ticketed meal functions (Account 213)	(\$25 - \$50 per meal)

*Registration includes continental breakfasts, luncheons and All Conference Event

ALA Annual – San Francisco, CA**June 25–30, 2015**

Proposed Budget (Account 212 – Travel, etc.)	\$1600.00
Proposed Budget (Account 213 – Registration)	\$235.00
Airfare	\$450.00
Lodging**	200.00 @ night, single
Meals and Incidentals** (\$53.25 First & Last Day)	71.00 @ day
Ground Transportation	50.00 round trip
Baggage Fees	50.00 roundtrip
Registration (Account 213)	235.00

****Rates based on GSA Domestic Per Diem Rates - October 1, 2013–September 30, 2014**