



Completed only by the Clerk of the Board's Office

Agenda Date:

10/24/23

CBS Sign Off

COUNTY OF ALAMEDA OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST

AUTHORIZATION NUMBER _____

TO: Susan S. Muranishi, County Administrator
 FROM: Agency / Department Head - Print GSA, Kimberly Gasaway Signature
 SUBJECT: OUT-OF-STATE TRAVEL (OOST) AUTHORIZATION REQUEST
 DATE: September 25, 2023

DocuSigned by:

8D4CA1317A0B4C2...

I am requesting your approval of the following OOST request prior to the event taking place.

PLEASE TYPE / PRINT LEGIBLY <u>General Services Agency</u> AGENCY / DEPARTMENT	<u>Logistics</u> DIVISION / UNIT
PLEASE TYPE / PRINT LEGIBLY TRAVELER'S NAME * 1. _____ 2. _____ 3. _____	JOB TITLE / CLASSIFICATION or VENDOR # Administrative Specialist II

* NOTE: The only eligible personal services contractors are those who are reimbursed travel/events as stated in his/her contractual agreement with the County. Must specify Vendor # above.

DETAILS OF TRAVEL	
DATES (DURATION): From: <u>11/05/2023</u> To: <u>11/08/2023</u>	
POINT OF ORIGIN (City/State): <u>Sacramento, CA</u>	DESTINATION (City/State): <u>Houston, Texas</u>
PURPOSE OF TRIP: <input checked="" type="checkbox"/> CONFERENCE <input type="checkbox"/> MEETING <input type="checkbox"/> SEMINAR <input type="checkbox"/> TRAINING <input type="checkbox"/> OTHER	
NAME OR TITLE OF EVENT (no acronyms please): <u>Transit Mobility Alliance User Conference</u>	
1. AUDITOR'S MAXIMUM REIMBURSEMENT: \$ <u>714.24</u> (per person)	COST PER TRANS TICKET PER PERSON: \$: <u>2,000</u>
TOTAL COST (Max Reimb/person x no. of travelers): \$ <u>714.24</u>	<input type="checkbox"/> COUNTY TIME-OFF ONLY

ACCOUNTING INFORMATION / FUNDING SOURCE					
BUSINESS UNIT	ACCOUNT No.	FUND No.	DEPT ID No.	PROGRAM No.	PROJECT/GRANT No.
GENSA	610211	31020	400100	00000	
2. NAME OF FUNDING SOURCE (Please Specify): <u>MV ISF</u>					
3. AMOUNT OF FUNDING <u>3709.24</u>			4. COUNTY COST AMOUNT (Noted on the Board Agenda) <u>3709.24</u>		

REQUESTED BY AND RETURN FORM TO: <u>Ashwin Swenson</u> 20119 Swenson, Ashwin GSA - Logistics Digitally signed by Swenson, Ashwin GSA - Logistics (PRINT NAME) (QIC) (SIGNATURE) Date: 2023.09.25 16:53:34 -07'00' 09/25/2023 (DATE)			
PHONE NUMBER: <u>510-224-7326</u>		TIE LINE: <u>26021</u>	
APPROVED BY: <u>Scott Transou</u> DEPT. (PRINT NAME)		<u>Scott Transou</u> (SIGNATURE) 89E6454B4E8D403... (DATE)	
CAO: <u>Peilin Chen</u> (PRINT NAME)		<u>Peilin Chen</u> (SIGNATURE) 10/3/23 (DATE)	