



November 13, 2012

Honorable Board of Supervisors  
County of Alameda  
1221 Oak Street, Suite 536  
Oakland, California 94612-4305

Dear Board Members:

SUBJECT: REQUEST TO INCREASE PREVIOUSLY APPROVED AMOUNT FOR  
OUT-OF-STATE-TRAVEL

RECOMMENDATION:

Increase the Out-of-State Travel amount authorized by your Board on September 11, 2012, by \$606.42 from \$850.00 to \$1,456.42, to include airfare expenses that were not included on the original request for travel to the Green Fleet Conference & Expo 2012 in Schaumburg, IL, (travel date: October 1-October 4, 2012).

DISCUSSION/SUMMARY:

On September 11, 2012 your Board approved an Out-of-State Travel Authorization Request in the total amount of \$850.00 for our Sustainability Specialist to travel and attend the Green Fleet Conference & Expo 2012, in Schaumburg, IL, from October 1 to October 4, 2012. There was an error on the form and travel expenses of \$606.42 were not included in the total costs detailed on the form.

FUNDING:

Appropriations for this are included in General Services Agency-Motor Vehicle Division's FY 2012-13 Approved Budget. There will be no increase in net County cost.

Respectfully submitted,

  
Aki K. Nakao  
Director, General Services Agency

AKN:PV:hh\Board Letters\Motor Vehicles\Board Letters\OOST Increase BL

cc: Susan S. Muranishi, County Administrator  
Patrick J. O'Connell, Auditor Controller  
Donna R. Ziegler, County Counsel