



**Office of Inspector General**  
**City of New Orleans**  
**525 Saint Charles Avenue**  
**New Orleans, LA 70130-3409**  
**Office: (504) 681-3200 Fax: (504) 681-3230**  
[www.nolaoig.org](http://www.nolaoig.org)

April 7, 2010

Brenda Hatfield, Ph.D. Chief Administrative Officer  
City Hall, Suite 9E06  
1300 Perdido Street  
New Orleans, LA 70112

Dear Dr. Hatfield:

In connection with the Office of Inspector General's Department of Sanitation's Contract Oversight Performance Audit, we noted several cases of questionable expense reimbursement report items and possible excessive travel that may suggest abuse by the Director of Sanitation, Mrs. Veronica White (Ms. White). We bring these items to your attention so that the City may take appropriate action as deemed necessary.

**Expense Items**

While reviewing Ms. White's expense reports, the auditors found multiple occasions where Ms. White failed to follow the CAO's Policy 9R – Travel and Business Expenses. The review revealed that the City reimbursed items without a receipt, reimbursed meals charged while collecting a per diem, and reimbursed items that are disallowed by City Policy. While reviewing the travel expenses, it was discovered that the Sanitation Director was accompanied by another person to conferences on three separate occasions. While it appears that the City received reimbursement on two of the airfares, the practice of putting non-City employee charges on the City credit card should be discontinued.

The most recent travel policy provides that employees use good judgment regarding expenses and exercise care in the expenditure of City funds. It further states that business travel reimbursements should only be requested for reasonable and necessary expenses.

The Auditors noted expenses that appear to be neither reasonable nor necessary and indicate that perhaps the City needs to clarify its Policy to avoid future occurrences. The questionable reimbursements are outlined in Table 1.

<b>Table 1. Summary of Questioned Expenses</b>	<b>Total \$ Reviewed By Description</b>	<b>Expenses Without Receipts</b>	<b>Reimburse- ment and Per Diem Received</b>	<b>Policy Violations</b>	<b>Total Questioned Expenses</b>
Hotel	\$9,507	1,470	-	-	\$1,470
Airfare	7,420	1,902	-	-	1,902
Local Entertainment	348	348	-	-	348
Per Diem <sup>1</sup>	4,545		1,585	-	1,585
Conf Registration	2,844		-	-	-
Parking	807	182	-	-	182
Transportation	796		-	405	405
Miscellaneous	864		-	462	462
Totals	\$27,131	\$3,902	\$1,585	\$867	\$6,354
Percentages	100%	14%	6%	3%	23%

A detailed schedule of these questioned expenses is attached for your review.

**City’s Comment<sup>2</sup>:** *“Documentation is submitted to substantiate her travel expenses.” “It appears that the OIG reviewed only City credit card charges for Ms. White that were housed in the Finance Department, while much of the documentation such as personal cancelled checks and receipts were on file in the Sanitation Department.”*

<sup>1</sup> Per Diem amounts include advances made by check from the City of \$ 2,960 and meals paid on Ms. White’s credit card provided by the City of \$ 1,585.

<sup>2</sup> All comments included in this letter are direct quotes from the City or Ms White’s comments. No corrections to original responses have been added.

**OIG's Consideration:** *the Auditors reviewed documents provided by Ms. White during the course of this review which included personal cancelled checks maintained in the Sanitation Department. Ms. White did not provide documentation for the expenses shown in Table 1.*

*The Finance Department should be the central repository for supporting documentation so that the substantiation of expenses can be determined in the Finance Department prior to processing payments and reimbursements.*

**Ms. White's Comment to Airfare:** *"The travel agent was unable to retrieve a receipt."*

*"Airfare charges to New York City in the amount of \$ 232.45 were double charged to the City in era via online booking."*

**OIG's Consideration:** *It is the employee's responsibility to maintain and submit supporting documentation for amounts expended. Proper reviews by the employee and the Finance Department could have prevented this double charge. The Finance Department should not pay credit card bills or expense reimbursements without proper supporting documentation.*

*The City's Policy 9R clearly states that, "Employees are expected to use good judgment regarding expenses and exercise care in the expenditure of City funds. Bills, receipts, and other documents must be checked for accuracy before payment or acceptance."<sup>3</sup>*

**Ms. White's Comment to Local Entertainment:** *"All local charges were for official city business meeting (lunch/dinner)."*

**OIG's Consideration:** *It is the employee's responsibility to maintain and submit supporting documentation for amounts expended. Further, the name(s) and purpose of the lunches/dinners should also be required prior to approval, if allowable. The Finance Department should not pay credit card bills or expense reimbursements without proper supporting documentation.*

**Ms. White's Comment to Misc. Charges:** *"All Misc. charges to gift stores were a part of the business travel. Gift were purchased for officials in Japan, Germany and New Orleans."*

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<sup>3</sup> The City's policy 9R is dated November 1, 2008.

**OIG's Consideration:** *The City's policy 9R clearly states that, "Employees are expected to use good judgment regarding expenses and exercise care in the expenditure of City funds. The purchase of gifts with City funds is questionable judgment.*

**Ms. White's Comment to Parking:** *"I was unable to locate the actual receipt for parking."*

**OIG's Consideration:** *It is the employee's responsibility to maintain and submit supporting documentation for amounts expended. The purpose for the expenditure should also be documented prior to approval. The Finance Department should not pay credit card bills or expense reimbursements without proper supporting documentation.*

**Ms. White's Comment to Per Diem Expenditures:** *"All charges were my share of a business meeting or I sponsored the business related meetings."*

**OIG's Consideration:** *Ms. White's comment fails to address the comment. The per diem expenditures were questionable because Ms. White received a per diem and applied for and received reimbursement for the very same expenses.*

### **Travel**

Between January 2007 and December 2008 Ms. White attended thirteen national or international conferences. Ms. White's travel schedule indicates travel every two or three months throughout 2007 and 2008. Several of these conferences appear to be unrelated to the Department of Sanitation. Our audit focused on the Sanitation Department, and thus we are unable to confirm if other department heads attended similar conferences. We should note that paying for City officials to attend conferences not directly related to their job responsibilities appears wasteful.

Note: Table 2. and Table 3. have been combined into Table 2 in this report.

**Table 2. City Funded Travel Taken by Ms. White**

<b>Dates</b>	<b>Location</b>	<b>Event</b>	<b>Amount</b>
<b>January 7-10, 2007</b>	New York, NY	10 <sup>TH</sup> Annual Wall Street Project Economic Summit: Rainbow Push Coalition	\$ 1,877
<b>March 1 – 3, 2007</b>	New York, NY	Startech Facility	1,058
<b>April 21-25, 2007</b>	Phoenix, AZ	National Forum for Black Administrators	2,385
<b>May 20-25, 2007</b>	Emmitsburg, MD	IEMC Training Disaster Planning	1,179
<b>July 9 – 17, 2007</b>	Frankfurt, Germany	Recycling Seminar	3,087
<b>September 16-20, 2007</b>	Sacramento, CA	Greener-Landfill Workshop	831
<b>September 27-30, 2007</b>	Washington, DC	Annual Legislative Conference, Congressional Black Caucus	1,542
<b>October 15-19, 2007</b>	Reno, NV	SWANA 2007 Conference	2,680
<b>November 9-15, 2007</b>	Utashinai, Japan	Waste to Energy Facility	3,168
<b>January 5-10, 2008</b>	New York, NY	11 <sup>TH</sup> Annual Wall Street Project Economic Summit: Rainbow Push	2,627
<b>April 20-23, 2008</b>	Little Rock, AK	National Forum for Black Public Administrators	1,736
<b>June 8-12, 2008</b>	Palm Springs, CA	SWANA 2008 Conference	2,364
<b>September 24-28, 2008</b>	Washington, DC	Congressional Black Caucus Foundation, Inc.	2,249
<b>Total 2007-2008 Travel</b>			<b>\$ 26,783</b>

**Ms. White’s Comments to Table 3:** *“I represented the City on panel and attended various seminar related to my job responsibilities.”*

**OIG’s Consideration:** *The assertion by Ms. White was not supported by corroborating evidence of her participation “on panel.” An explanation of the reason for the trip(s) would have been helpful in demonstrating the business purpose for these trips.*

Please contact Eileen Andrus, Deputy Inspector General for Audit and Review, at 504-681-3200 if you have any questions.

Sincerely,



E.R. Quatrevaux  
Inspector General

Department of Sanitation  
Travel and Expense Review  
January 1, 2007 - December 31, 2008

Date	Description	Trip	OIG Comment	\$ Amount
27-12-06	Airfare	New York City	No Documentation	\$ 232.45
27-12-06	Airfare	New York City	No Documentation	\$ 232.45
23-Feb-07	Airfare	New York City	No Documentation	\$ 134.40
23-Feb-07	Airfare	New York City	No Documentation	\$ 378.30
13-Jul-07	Airfare	Frankfurt Germany	No Documentation	\$ 200.00
13-Jul-07	Airfare	Frankfurt Germany	No Documentation	\$ 60.00
23-Jul-07	Airfare	Reno, NV	No Documentation	\$ 162.49
23-Jul-07	Airfare	Reno, NV	No Documentation	\$ 367.10
9-Oct-07	Airfare	Utashinai, Japan	No Documentation	\$ 134.38
9-Apr-08	Car Rental	Palm Springs, CA	See below	\$ 197.91
13-Jun-08	Car Rental	Palm Springs, CA	Excessive Cost of Rental 5 days Average \$81.18 per day	\$ 207.98
4-Mar-07	Hotel	New York City	No Documentation	\$ 349.86
27-Apr-07	Hotel	Phoenix, AZ	No Documentation	\$ 1,120.05
6-Feb-07	Local Entertainment	New Orleans	No Documentation	\$ 60.12
15-Feb-07	Local Entertainment	New Orleans	No Documentation	\$ 70.49
26-Aug-07	Local Entertainment	New Orleans	No Documentation	\$ 129.00
27-Feb-08	Local Entertainment	New Orleans	No Documentation	\$ 49.49
26-Mar-08	Local Entertainment	New Orleans	No Documentation	\$ 39.00
14-Jun-08	Misc	Palm Springs, CA	Gift Shop Charges	\$ 16.15
12-Jan-07	Misc	New York City	Health Club Charges	\$ 24.34
15-Jul-07	Misc	Frankfurt Germany	No Documentation	\$ 10.15
13-Jul-07	Misc	Frankfurt Germany	Gift Shop Charges	\$ 7.03
13-Jul-07	Misc	Frankfurt Germany	Gift Shop Charges	\$ 63.33
23-Jul-07	Misc	Reno, NV	Travel Related Policy- No Documentation	\$ 45.00
23-Jul-07	Misc	Reno, NV	Travel Related Policy- No Documentation	\$ 58.28
30-Sep-07	Misc	Washington, DC	Health Club Charges	\$ 25.40
9-Nov-07	Misc	Utashinai, Japan	Gifts for Japanese officials- No Documentation	\$ 116.21
13-Nov-07	Misc	Utashinai, Japan	Gifts at Duty Free Shop Travel Related Policy- No Documentation	\$ 33.06
17-Mar-08	Misc	Little Rock	Documentation	\$ 62.94
26-Apr-07	Parking	Phoenix, AZ	No Documentation	\$ 17.00
27-Apr-07	Parking	Phoenix, AZ	No Documentation	\$ 75.00
25-May-07	Parking	Emmitsburg, MD	No Documentation	\$ 90.00
9-Jan-07	Per Diem	New York City	Meal for 2 while on per diem	\$ 73.18
9-Jan-07	Per Diem	New York City	Meal for 2 while on per diem	\$ 160.87
12-Jan-07	Per Diem	New York City	Meal while on per diem	\$ 78.87
26-Apr-07	Per Diem	Phoenix, AZ	Meal while on per diem	\$ 146.06
30-Sep-07	Per Diem	Washington, DC	Meal while on per diem	\$ 29.00
17-Oct-07	Per Diem	Reno, NV	Meal for 2 while on per diem	\$ 91.00
19-Oct-07	Per Diem	Reno, NV	Meals while on per diem	\$ 171.47
14-Nov-07	Per Diem	Utashinai, Japan	Meal while on per diem	\$ 33.53
14-Nov-07	Per Diem	Utashinai, Japan	No Documentation	\$ 52.80
6-Jan-08	Per Diem	New York City	Meal for 2 while on per diem	\$ 51.37
7-Jan-08	Per Diem	New York City	Meal while on per diem	\$ 66.36
11-Jan-08	Per Diem	New York City	Bar charges	\$ 39.16
11-Jan-08	Per Diem	New York City	Meal while on per diem	\$ 43.98
8-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	\$ 73.00
9-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	\$ 79.89
12-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	\$ 38.00
14-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	\$ 124.00
25-Sep-08	Per Diem	Washington, DC	Meal while on per diem	\$ 47.00
27-Sep-08	Per Diem	Washington, DC	Meal while on per diem	\$ 13.63
27-Sep-08	Per Diem	Washington, DC	Meal for 2 while on per diem	\$ 38.20
28-Sep-08	Per Diem	Washington, DC	Meal while on per diem	\$ 60.00
28-Sep-08	Per Diem	Washington, DC	Meal while on per diem	\$ 73.31
<b>TOTAL:</b>				<b>\$ 6,354.04</b>
<b>TOTAL Travel &amp; Expense:</b>				<b>\$ 27,131.12</b>
<b>% of Total</b>				<b>23%</b>

# CITY OF NEW ORLEANS

C. RAY NAGIN  
MAYOR

BRENDA G. HATFIELD, Ph.D.  
CHIEF ADMINISTRATIVE OFFICER

April 20, 2010

Edouard R. Quatrevaux  
Inspector General  
City of New Orleans  
535 Saint Charles Avenue  
New Orleans, Louisiana 70130

Dear Mr. Quatrevaux:

In response to your report dated April 6, 2010 regarding travel and expense reports by Mrs. Veronica White, Director of Sanitation, documentation is submitted to substantiate her travel expenses. The attached explanatory Expense Reports, cancelled checks and receipts, reference all travel expenses and credit card charges cited as questionable by the Office of the Inspector General (OIG). These documents provide requisite explanations attested to by Mrs. White and confirmed by the Finance Department for every trip taken from the beginning of her employment with the City of New Orleans in 2006 until present.

It appears that the OIG reviewed only City credit card charges for Mrs. White that were housed in the Finance Department, while much of the documentation such as personal cancelled checks and receipts were on file in the Sanitation Department. This protocol has changed, and now all such documents including explanatory statements pertinent to expenses from employees are retained in the Finance Department.

Note that travel authorizations for the director of Sanitation were determined by criteria related to duties and performance of this position such as garbage collection, waste to energy technology, environmental and landfill management, public policy and administration, and disaster recovery pursuant to natural disasters. Job related travel is permitted for every department head, provided budgeted funding is available and time away would not unduly impair department performance. Additionally, many of our department heads such as Mrs. White are often requested to serve as experts on conference panels or frequently receive awards in honor of their public and professional services since the disaster of Hurricane Katrina.

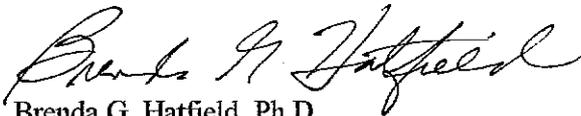
Enclosed are revised and updated City policies that further clarify procedures pertinent to travel by City employees and City credit card procedures that address concerns raised in the OIG report (Policy Memorandums No.9 (R) and No. 116 (R) respectively). Also enclosed is substantiation from MWH for occasional travel by the company's employee with Mrs. White (letter dated April 20, 2010). Most important, the City has provided an acceptable, balanced and full accounting for Mrs. White's travel expenses of \$6,354 that were judged questionable reimbursements by the OIG.



Edouard R. Quatrevaux  
April 19, 2010  
Page 2

Indeed, the OIG is welcome to review travel and credit card documentation directly in the Sanitation Department and further clarify matters with the staff of the Finance Department. Please contact Finance Director Reginald Zeno at (504) 658-1502 or Finance Comptroller Kim DeLarge, Sr. at (504) 658-1519, if necessary.

Respectfully,



Brenda G. Hatfield, Ph.D.  
Chief Administrative Officer

Cc: Mayor C. Ray Nagin  
City Attorney Penya Moses-Fields  
Veronica White  
Reginald Zeno  
Kim DeLarge, Sr.

**City of New Orleans Expense Detail**  
**Prepared by Department of Finance and Department of Sanitation**  
 April 15, 2010

Date	Description	Trip	OIG Comment	\$ Amount	City Comments
27-12-06	Airfare	New York City	No Documentation	232.45	Documentation provided, see attached Item A
27-12-06	Airfare	New York City	No Documentation	232.45	See response
23-Feb-07	Airfare	New York City	No Documentation	134.40	Documentation provided, see attached Item B
23-Feb-07	Airfare	New York City	No Documentation	378.30	Documentation provided, see attached Item B
13-Jul-07	Airfare	Frankfurt Germany	No Documentation	200.00	See response
13-Jul-07	Airfare	Frankfurt Germany	No Documentation	60.00	See response
23-Jul-07	Airfare	Reno, NV	No Documentation	162.49	Documentation provided, part of package C
23-Jul-07	Airfare	Reno, NV	No Documentation	367.10	Documentation provided, part of package C
9-Nov-07	Airfare	Utashinai, Japan	No Documentation	134.38	Documentation provided, part of package F
9-Apr-08	Car Rental	Palm Springs, CA	See below	197.91	See response
			Excessive Cost of Rental 5 days		
13-Jun-08	Car Rental	Palm Spngs. CA	Average 81.18 per day	207.98	See response
4-Mar-07	Hotel	New York City	No Documentation	349.86	Documentation provided, see attached Item D
27-Apr-07	Hotel	Phoenix, AZ	No Documentauon	1,120.05	Documentation provided, see attached Item E
6-Feb-07	Local Entertainment	New Orleans	No Documentation	60.12	See response
15-Feb-07	Local Entertainment	New Orleans	No Documentation	70.49	See response
26-Aug-07	Local Entertainment	New Orleans	No Documentation	129.00	See response
27-Feb-08	Local Entertainment	New Orleans	No Documentation	49.49	See response
26-Mar-08	Local Entertainment	New Orleans	No Documentation	39.00	See response
14-Jun-08	Misc	Palm Spngs, CA	Gift Shop Charges	16.15	See response
12-Jan-07	Misc	New York City	Health Club Charges	24.34	See response
15-Jul-07	Misc	Frankfurt Germany	No Documentation	10.15	See response
13-Jul-07	Misc	Frankfurt Germany	Gift Shop Charges	7.03	See response
13-Jul-07	Misc	Frankfurt Germany	Gin Shop Charges	63.33	See response
			Travel Related Policy- No		
23-Jul-07	Misc	Reno, NV	Documentation	45.00	Documentation provided, part of package C
			Travel Related Policy- No		
23-Jul-07	Misc	Reno, NV	Documentation	58.28	Documentation provided, part of package C
30-Sep-07	Misc	Washington, DC	Health Club Charges	25.40	See response
			Gifts for Japanese officials- No		
9-Nov-07	Misc	Utashinai, Japan	Documentation	116.21	See response
13-Nov-07	Misc	Utashinai, Japan	Gifts at Duty Free Shop	33.06	See response
			Travel Related Policy- No		
17-Mar-08	Misc	Little Rock	Documentation	62.94	See response
26-Apr-07	Parking	Phoenix, AZ	No Documentation	17.00	See response
27-Apr-07	Parking	Phoenix, AZ	No Documentation	75.00	See response
25-May-07	Parking	Emmitsburg, MD	No Documentation	90.00	See response
9-Jan-07	Per Diem	New York Cty	Meal for 2 while on per diem	73.18	See response
9-Jan-07	Per Diem	New York Cty	Meal for 2 while on per diem	160.87	See response
12-Jan-07	Per Diem	New York City	Meal while on per diem	78.87	See response
26-Apr-07	Per Diem	Phoenix, AZ	Meal while on per diem	146.06	See response
30-Sep-07	Per Diem	Washington, DC	Meal while on per diem	29.00	See response
17-Oct-07	Per Diem	Reno, NV	Meal for 2 while on per diem	91.00	See response
19-Oct-07	Per Diem	Reno, NV	Meal while on per diem	171.47	See response
14-Nov-07	Per Diem	Utashinai, Japan	Meal while on per diem	33.53	See response
14-Nov-07	Per Diem	Utashinai, Japan	No Documentation	52.80	See response
6-Jan-08	Per Diem	New York City	Meal for 2 while on per diem	51.37	See response
7-Jan-08	Per Diem	New York City	Meal while on per diem	66.36	See response
11-Jan-08	Per Diem	New York City	Bar charges	39.16	See response
11-Jan-08	Per Diem	New York City	Meal while on per diem	43.98	See response
9-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	73.00	See response
9-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	79.89	See response
12-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	38.00	See response
14-Jun-08	Per Diem	Palm Springs, CA	Meal while on per diem	124.00	See response
25-Sep-08	Per Diem	Washington, DC	Meal while on per diem	47.00	See response
27-Sep-08	Per Diem	Washington, DC	Meal while on per diem	13.63	See response
27-Sep-08	Per Diem	Washington, DC	Meal for 2 while on per diem	38.20	See response
28-Sep-08	Per Diem	Washington, DC	Meal while on per diem	60.00	See response
28-Sep-08	Per Diem	Washington, DC	Meal while on per diem	73.31	See response

**TOTAL: 6,354.04**

*Veronica L. [Signature]*  
4.15.10

**Note:** This is not your receipt, which is needed for identification purposes at airport check-in. You will receive an itinerary confirmation with your receipt soon.

**Reservation Details**

<b>Record Locator</b> <b>CSLJZJ</b> Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.	<b>Status</b> Purchased - 12/27/2006	<b>Reservation Name</b> <b>MSY/LGA</b> You can name your reservation so it's easier to locate when you return to AA.com (e.g. Quarterly Meeting).
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**Your Itinerary**

Carrier	Flight Number	Departing		Arriving		Cabin	Seats
		City	Date & Time	City	Date & Time	Booking Code	
AA AMERICAN AIRLINES	1756	MSY New Orleans	01/08/2007 01:45 PM	LGA New York	01/08/2007 05:29 PM	Economy G	11E
AA AMERICAN AIRLINES	1293	LGA New York	01/11/2007 10:40 AM	MSY New Orleans	01/11/2007 01:05 PM	Economy S	19F

**Fare Summary**

Average Discount Fare per Person - 211.85 USD				
Passenger Type Used in Pricing	Fare per Person	Fare Per Person After Discount	Additional Taxes and Fees per Person	Total Price
1 Adult	223.00 USD	211.85 USD	20.60 USD	232.45 USD
<b>Total Savings</b>			<b>11.15 USD</b>	<b>Total Price</b>
				<b>232.45 USD</b>

**Summary Details**

**Credit Card Information**

Card Type: VISA  
 Account #: \*\*\*\* \* 0297  
 Expiration Date: June 07  
 Description: Business Visa

**Delivery Information**

Option Type: E-Ticket  
 Delivery Address: VWHITE@CITYOFNO.COM  
 Delivery Method: E-MAIL

**Passenger Summary**

<b>Passenger Name(s)</b> (1) VERONICA WHITE	<b>AA Advantage Number</b> J6696L4	<b>Contact Information</b> Home Phone: (1) 504-366-0046 Business Phone: (1) 504-658-3800 Email Address: VWHITE@CITYOFNO.COM	<b>Business Extra Account Number</b> ID Number: ARC / IATA Number
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B



60 Directors Drive , Greenville SC, 29615 , (864) 297-8726

Message From Your Agent  
etkts have been issued....thanks vivian

The airline ticket you have purchased is an E-Ticket which does not require a paper ticket coupon in order to check-in. You will not receive Flight Coupons. See Confirmation Below. If you do not pick up or use your E-Ticket you must notify your Travel Agent Immediately. This e-Itinerary(tm) is the only confirmation of the booking that you will receive.

Please review -all remarks at the bottom of your itinerary for additional information-

<b>Traveler</b>	<b>Printable Version</b>		
Traveler From	<b>WHITE, VERONICA</b> <b>MWH</b> 300 North Lake Ave Suite 1200 Pasadena Ca 91109	Itinerary Date	<b>February 23, 2007</b>
		Account No.	M99430
		Record Loc.	MI895A / 05T
		Agency Phone	864 297-8726 / 800 262-1175 800 952-8739 Vacations

Itinerary

Thursday, Mar 01 **Leaving** (MSY) New Orleans at 6:30A **Ata Airlines #1568**

**Arriving** (HOU) Houston-Hobby at 7:40A **Plane - 73G / Meal - Unknown**  
Flight Time: 1.10 Hour(s)

[Arrival Weather](#) | [View Forecast](#)

Houston TX  
Mar. 1, 2007

**Day**  
Isolated T-Storms

**Night**  
Clear

**Temperature**  
High: 70 °F  
Low: 48 °F

Seating: Coach (H Class) **Check Original Text Format** **Confirmed Flight FF#**

**Flight Operated By Another Carrier Which May Require Check-In At The Following Airline:**  
Southwest - Wn1568  
Tz Confirmation #Ctinzn

Thursday, Mar 01 **Leaving** (HOU) Houston-Hobby at 10:40A **Ata Airlines #4232**

**Arriving** (LGA) Nyc/Laguardia at 2:52P **Plane - 737 / Meal - Unknown**  
Flight Time: 3.12 Hour(s)  
Terminal: M

[Arrival Weather](#) | [View Forecast](#)

New York NY  
Mar. 1, 2007

**Day**  
Mostly Cloudy

**Night**  
Showers

**Temperature**  
High: 41 °F  
Low: 38 °F

Seating: Coach (H Class) **White/Veronica** **17-C \*\*Reserved\*\* Confirmed Flight FF#**

Tz Confirmation #Ctinzn  
Seat 17-C \*\*Reserved\*\*  
White/Veronica

Saturday, Mar 03 **Leaving** (LGA) Nyc/Laguardia at 10:40A **American Air #1293**  
Terminal: M

Arrival Weather | View Forecast

New Orleans LA  
Mar. 3, 2007

Temperature  
High: 67 °F  
Low: 47 °F



Day  
Scattered  
Showers



Night  
Clear

**Arriving**

(MSY) New Orleans at 1:05P  
Flight Time: 3.25 Hour(s)

Seating:  
Coach (G White/Veronica  
Class)

**Aa Confirmation** #Ebrvrd  
Seat 27-E **\*\*Reserved\*\***  
White/Veronica

Plane - M80 / Meal -  
Unknown

27-E **\*\*Reserved\*\***  
Confirmed Flight  
FF#

Monday, Mar 05

**Fee-Domestic Air** - Transaction

2007 Item Cost \$25.00

Additional Fees May Apply For Voids \* Refunds \* Exchanges

**Additional**

Additional Fees May Apply For Voids \* Refunds \* Exchanges

Passenger  
White/Veronica

Plan To Arrive At The Airport A Minimum Of Two  
Hours Prior To Departure. Photo Id Is Required  
Upon Check In.

Please Note Airport Security May Require A  
Boarding Pass

In Case Of A Car Accident While On Company

Business Please Contact The Health And

Safety Manager For Mwh At 866-469-4456

Reservation Requested By Michelle Herbert.

Reservation Booked By Vivian Williams.

\*\*\*\*\*-----Attention Traveler-----\*\*\*\*\*

This Ticket Is Non-Refundable

Penalty Applies For Changes/Cancellation  
Changes/Cancellation Must Be Completed

Prior To Flight Time To Retain Ticket Value

\*\*\*\*\*-----\*\*\*\*\*

Multiple Tickets Have Been Issued For Your Itinerary

Ticket- 3667663841065 \$378.30 American Trans Air

Ticket- 0017663841067 \$134.40 American Airlines

Have A Pleasant Trip

Powered By Travel Incorporated  
Weather data provided by:



weather.com

.1762700 .42545378 .MI895AI.

C

Pick-up date: Monday, Oct 15, 2007 11:51 AM PDT  
Drop-off date: Friday, Oct 19, 2007 11:15 AM PDT  
Pick-up location:  
Rudget  
101 E Plumb Ln  
Reno  
NV  
89502

Reno Tahoe International Apt  
Drop-off location: Same as pick up

Car rental reservation phone number(s):  
775-785-2409

Shuttle information:  
[PICKUP SERVICE IS NOT AVAILABLE AT THIS LOCATION. ]

Package Information  
CheapTickets package record locator: KBVQRW  
Total package cost: \$999.97 USD

Unless otherwise specified, all costs are provided in US dollars.

Schedule Changes

You may receive an e-mail from CheapTickets if a schedule change occurs prior to or during your trip. Such changes also will be noted in "My Trips  
<[http://www.cheaptickets.com/App/PerformDisplaySelectedTrip?selectedTravelPlanLocatorCode=JUL70876912&oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/App/PerformDisplaySelectedTrip?selectedTravelPlanLocatorCode=JUL70876912&oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)> ". We recommend you check there periodically before your trip.

If there are changes to the flight(s), bring a printout with the updated itinerary and ticket number(s) to the airport. You can use the e-mail that comes 2-3 days before departure.

Terms and conditions

Please read the full CheapTickets Package Terms and Conditions  
<[http://www.cheaptickets.com/shared/pagedef/content/dp/terms\\_package.jsp?oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/shared/pagedef/content/dp/terms_package.jsp?oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)> for details on applicable cancellation and change fees and other important terms and conditions applicable to your CheapTickets Package.

Lastly, please remember that your travel itineraries and information always are available online in "My Trips <[http://www.cheaptickets.com/App/PerformDisplaySelectedTrip?selectedTravelPlanLocatorCode=JUL70876912&oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/App/PerformDisplaySelectedTrip?selectedTravelPlanLocatorCode=JUL70876912&oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)> ". If you have any questions, you can e-mail  
<[http://www.cheaptickets.com/App/PartnerTracking?partnerUrl=FAQHOME&oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/App/PartnerTracking?partnerUrl=FAQHOME&oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)> us.

Thank you for choosing CheapTickets.

Enjoy your trip!

CheapTickets Customer Care

P.S. Need an answer? Check out our Customer Service <[http://faq.cheaptickets.com?oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://faq.cheaptickets.com?oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)> section.

<[http://www.revresda.com/click.ng/site=ctix&channel=email&Section=email\\_confirm\\_air&adsize=336x280&origin=MSY&dest=RNO&transactionID=35287655f996&oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.revresda.com/click.ng/site=ctix&channel=email&Section=email_confirm_air&adsize=336x280&origin=MSY&dest=RNO&transactionID=35287655f996&oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)>

<<http://www.cheaptickets.com/site/img/emails/d.gif>>

July 23, 2007

This purchase is subject to our Privacy Policy

<[http://www.cheaptickets.com/pagedef/content/legal/privacy05.jsp?oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/pagedef/content/legal/privacy05.jsp?oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)> and our Terms and Conditions

<[http://www.cheaptickets.com/pagedef/content/legal/terms05.jsp?oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/pagedef/content/legal/terms05.jsp?oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)> .

Billing Information

Please note: you will see separate charges for this purchase totaling the purchase amount.  
Credit card holder's name: veronica white Credit card type: Visa Credit card number:  
xxxxxxxxxxxx0297

Address:

1300 Perdido Suite 3W03

New Orleans, LA 70112

United States

E-Mail:

vwhite@cityofno.com

Great rates

Click for hotel and attractions & services rates in Reno

Add a Hotel <[http://www.cheaptickets.com/App/OffsiteHotelSearch?city=RNO&inDate=15-Oct-07&outDate=19-Oct-07&originPage=email.crossSell&oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/App/OffsiteHotelSearch?city=RNO&inDate=15-Oct-07&outDate=19-Oct-07&originPage=email.crossSell&oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)>

Add Attractions and Services <[http://www.cheaptickets.com/App/PerformDisplaySelectedTrip?selectedTravelPlanLocatorCode=JUL70876912&oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.cheaptickets.com/App/PerformDisplaySelectedTrip?selectedTravelPlanLocatorCode=JUL70876912&oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)>

CheapTickets extras

You have purchased Trip Protector for the following traveler(s): veronica t white David E White

You should have received a separate confirmation e-mail detailing your policy. Please be sure to carry a copy of that confirmation with you on your trip. If you need any assistance with your travel protection, please contact Access America at 800-269-9726. See additional coverage options <[http://www.etravelprotection.com/cheaptickets.html?oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.etravelprotection.com/cheaptickets.html?oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)>

<[http://www.revresda.com/click.ng/site=ctix&channel=email&Section=email\\_confirm\\_air&adsize=160x600&origin=MSY&dest=RNO&transactionID=30628013r8058&oe\\_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc\\_ev=emailclick](http://www.revresda.com/click.ng/site=ctix&channel=email&Section=email_confirm_air&adsize=160x600&origin=MSY&dest=RNO&transactionID=30628013r8058&oe_id=ITINCOMP&WT.dcsvid=1010301070&WT.mc_ev=emailclick)>

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<<http://www.cheaptickets.com/site/img/emails/d.gif>>

6942

14-17/23  
660  
4882440

VERONICA T. WHITE

DATE *Oct 28, 2007*

Pay to the order of *City of New Orleans* \$ *367.10*  
*Three hundred sixty seven and 10/100*

Security Features  
Check for them

Whitney

SELECT

WHITNEY Whitney National Bank  
Elmwood Village Branch  
Harahan, Louisiana

*Pay to the order of Veronica White*

MP

© 2007 THE FIRST UNION NATIONAL BANK

AMERICAN

D

# LA GUARDIA **Marriott**

102-05 Ditmars Boulevard, East Elmhurst, LaGuardia, New York 11369 (718) 565-8900

## GUEST FOLIO

ROOM	NAME	RATE	DEPART	TIME	6937
303	White/veronica	\$149.00	3/3/2007		
TYPE			ARRIVE	TIME	
			3/1/2007		

DATE	REFERENCE	PAYMENT		BALANCE DUE
		CHARGES	CREDITS	
03/01/07	Room Rate	\$ 149.00		
	8.375% Sales Tax	\$ 12.48		
	5% Occupancy Tax	\$ 7.45		
	\$3.50 Occupancy Tax	\$ 3.50		
03/02/07	Room Rate	\$ 149.00		
	8.375% Sales Tax	\$ 12.48		
	5% Occupancy Tax	\$ 7.45		
	\$3.50 Occupancy Tax	\$ 3.50		
3/3/2007	Evian	\$ 5.00		
		\$ 349.86	349.86	

0

# LA GUARDIA **Marriott**

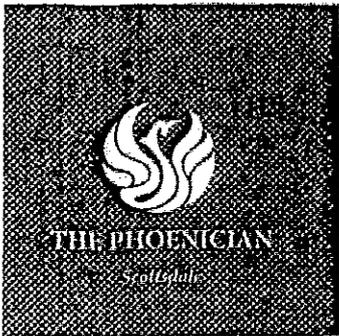
102-05 Ditmars Boulevard  
East Elmhurst, LaGuardia, New York 11369  
(718) 565-8900

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. [The credit card company will bill in the usual manner.] If for any reason the credit card company does not make payment on this amount, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us the interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

\_\_\_\_\_

E



6000 East Camelback Road  
Scottsdale, Arizona 85251  
United States  
tel 480 941 8200  
fax 480 947 4311

Veronica White  
G 1300 Perdido  
U Suite 1W03  
E New Orleans, LA 70112  
S United States

ROOM 8321  
RATE  
NO PERS. 2  
FOLIO 402189 A  
PAGE 1  
ARRIVE 22-APR-07 00:00  
DEPART 26-APR-07 00:00  
PAYMENT VI

MODIFIED BY  
CITY

DATE	REFERENCE	DESCRIPTION	DEBIT - CREDIT
22-APR-07	RT8321	Room Charge	639.00
22-APR-07	RT8321	Accommodation Tax	77.13
22-APR-07	DEPOSIT	Deposit Applied	727.33-
23-APR-07	RT8321	Room Charge	639.00
23-APR-07	RT8321	Accommodation Tax	77.13
23-APR-07	4516050	Terrace Restaurant	41.00
24-APR-07	RT8321	Room Charge	639.00
24-APR-07	RT8321	Accommodation Tax	77.13
25-APR-07	RT8321	Room Charge	639.00
25-APR-07	RT8321	Accommodation Tax	77.13
25-APR-07	43553570	Room Service	17.57
25-APR-07	43547310	Room Service	44.34
26-APR-07	VI	Visa	1120.05-
26-APR-07	VI	Visa	1120.05-
Balance Due			0.00

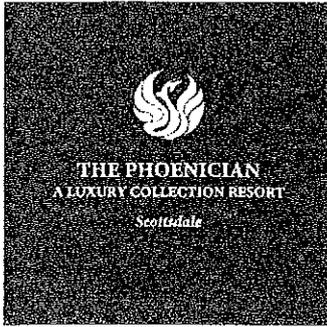
EXPENSE REPORT SUMMARY

Date	Room/Tax	Food/Bev	Telephone	Activities	Other	Total	Payment
22-APR-07	639.00	0.00	0.00	0.00	77.13	716.13	727.33-
23-APR-07	639.00	0.00	0.00	0.00	118.13	757.13	0.00
24-APR-07	639.00	0.00	0.00	0.00	77.13	716.13	0.00
25-APR-07	639.00	0.00	0.00	0.00	139.04	778.04	0.00
26-APR-07	0.00	0.00	0.00	0.00	0.00	0.00	2240.10-
Total	2556.00	0.00	0.00	0.00	411.43	2967.43	2967.43-

Thank you for choosing The Phoenician. We look forward to welcoming you back soon!

As a Starwood Preferred Guest, you could have earned 5112 Starpoints for this visit. Please provide your member number or enroll today.

Veronica White ROOM 8321 DEPART 22-APR-07 AGENT  
FOLIO 402189



Dear Ms. White,

I'm writing in response to our recent conversation concerning your 2007 visit.

Please view the attached folio information. Please note that these charges were split 50/50, hence the identical charges of \$1120.05 on the two difference credit cards.

Please do not hesitate to contact me directly if you have any questions or need additional assistance.

Have a terrific day, and we'll hopefully see you soon.

Kindest Regards,

Jeffrey Kern  
Reservations Manager  
P: 480-423-2647  
F: 480-423-2532  
E: [Jeffrey.Kern@luxurycollection.com](mailto:Jeffrey.Kern@luxurycollection.com)

6000 EAST CAMELBACK ROAD  
SCOTTSDALE, ARIZONA 85251 USA

[luxurycollection.com/phoenician](http://luxurycollection.com/phoenician)

# BOULEVARD TRAVEL

F

## Invoice

ALTER  
SUITE 420, 1414 8 ST SW  
CALGARY AB  
T2R 1J6

Invoice No: 224490  
Invoice Date: 9 Oct 2007  
Client No: 99  
Agent: KAREN HOLLAND  
PNR: HYZQDE

Passenger(s) WHITE/VERONICA MS

### FLIGHT INFORMATION

A/I	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
DL	00865	09Nov07 06:25 pm	09Nov07 08:52 pm	NEW ORLEANS - LOS ANGELES
DL	01785	14Nov07 08:15 pm	14Nov07 08:52 pm	ATLANTA - NEW ORLEANS

### CAR/HOTEL BOOKING DETAILS

KEIO PLAZA HOTEL SA  
KITA 5-JO NISHI 7-CHOME  
SAPPORO JP 060-0005  
81-11-2710111

Daily Rate: \$225.00 CAD for 3 Nights.  
Conf. No. 1083495641-  
11 Nov 2007 to 14 Nov 2007

REFERENCE / SALE DESCRIPTION	BASE FARE	GST	OTHER TAXES	TOTAL
BSP CANADA, I.A.T.A., 9525985623	120.00	7.20	0.00	127.20
Ticket # 4985448096/97 for WHITE/VERONICA MS	1,612.00	0.00	59.54	1,671.54
Total Fares:				1,732.00
Total Taxes:				59.54
Total GST:				7.20
<b>Invoice Total:</b>				<b>1,798.74</b>
<b>Payment(s):</b>				
09 Oct 07 Credit Card Vxxxxxxxxxxxxxxxx0297				1,671.54
09 Oct 07 Credit Card Vxxxxxxxxxxxxxxxx0297				127.20
<b>Total Payments:</b>				<b>1,798.74</b>
<b>Balance Due (CAD):</b>				<b>0.00</b>

**Explanation Prepared by Veronica White, Director of Sanitation  
April 15, 2010**

**Response to Airfare**

Airfare charges to USA air from Frankfurt Germany in the amount of \$260.00 are exchange fees for early departure from Frankfurt Germany to New Orleans. The travel agent was unable to retrieve a receipt.

Airfare charges to American Airline to New York City in the amount of \$232.45 were double charged to the city in era via online booking. I have contacted the Airline they are researching the matter.

**Response to Local Entertainment:**

All local entertainment charges were for official city business meeting (lunch/dinner).

**Response to Misc. charges**

All Misc charges to Gift stores were a part of the business travel. Gift were purchased for officials in Japan, Germany and New Orleans.

**Response to Parking**

I was unable to locate the actual receipt for parking. However; the credit card statement clearly shows parking at the New South Parking System at the New Orleans Airport. All parking was business related in the amount of \$165.00.

Please note on April 26, 2007 a charge of \$17.00 was for shuttle services to the hotel in Phoenix AZ. Not parking.

**Response to Per Diem Expenditures:**

All charges were my share of a business meeting or I sponsored the business related meetings.

  
4. 15. 10

**Submitted by Veronica White, Director of Sanitation  
April 15, 2010**

**Table 2. City Funded Travel by Ms. White to Events with MWH Engineer**

<b>Dates</b>	<b>Location</b>	<b>Event</b>	<b>\$ Amount</b>
March 1-3, 2007	New York, New York	Startech Facility	\$1,058
July 9-17, 2007	Frankfurt, Germany	Recycling Seminar	3,087
September 16-20, 2007	Sacramento, California	Greener-Landfill Workshop	831
October 15-19, 2007	Reno, Nevada	Solid Waste Association of North America (SWANA) 2007 Conference	2,680
November 9-15, 2007	Utsushinai, Japan	Waste to Energy Facility	3,168
June 8-12, 2008	Palm Springs, California	Solid Waste Association of North America (SWANA) 2008 Conference	2,364
<b>Total</b>			<b>\$13,188</b>

**Response**

The relationship with MWH employee is strictly a business relationship. All out of town workshops, site visits and conferences were pre-approved and working trips for the Department of Sanitation. MWH provided technical and engineering support to the city in reviewing alternative technologies for the recycling, processing and disposal of miscellaneous waste streams. The OIG is assuming more than a business relationship based on travel for business purposes.

*Veronica White*  
4/15/2010

**Submitted by Veronica White, Director of Sanitation  
April 15, 2010**

**Table 3. Travel by Ms. White to Other Conferences**

<b>Dates</b>	<b>Location</b>	<b>Event</b>	<b>\$ Amount</b>	<b>City Comments</b>
January 7-10, 2007	New York, NY	10th Annual Wall Street Project Economic Summit; Rainbow Push Coalition	\$1,877	Panelist (Quality of Life Move on Up)
April 12-25, 2007	Phoenix, AZ	Nat'l Forum for Black Public Administrators	2,385	City Representative Award Recipient (Black Public Administrator)
September 27-30, 2007	Washington, DC	Annual Legislative Conference Congressional Black Caucus	1,542	City Representative (Disaster Recovery)
January 5-10, 2008	New York, NY	11th Annual Wall Street Project, Economic Summit, Rainbow Push Coalition	2,627	Panelist (Women Leaders in Government) Award Recipient
April 20-23, 2008	Little Rock, Ar	National Forum for Black Public Administrators	1,736	City Representative (Black Public Administrator)
September 27-30, 2008	Washington, DC	Congressional Black Caucus Foundation, Inc.	2,249	City Representative (Green Technology)
<b>Total Other Tips</b>			<b>\$12,416</b>	

**Response**

All above travel were related to my job duties as Director of Sanitation. I represented the City on panel and attended various seminar related to my job responsibilities.

  
 4/15/2010

**CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE**

**POLICY MEMORANDUM No. 9(R)**

**November 1, 2008**

**TO:** All Departments, Boards, Agencies and Commissions  
**FROM:** Brenda G. Hatfield, Ph.D., Chief Administrative Officer   
**SUBJECT:** TRAVEL AND BUSINESS EXPENSES

**I. PURPOSE.**

This memorandum is republished and revised to increase the amount allowed for meals to \$58.00 per diem per day and to increase the mileage allowance to 58.5 cents per mile for travel in privately owned vehicles. It is the traveling employee's responsibility to adhere to this policy when making travel expenditures. It is also the appointing authority's responsibility or their designated representative's responsibility to review expenditures and reimbursements for acceptability.

**II. TRAVEL GUIDELINES**

- A. Employees are expected to use good judgment regarding expenses and exercise care in the expenditure of City funds. Bills, receipts, and other documents must be checked for accuracy before payment or acceptance. Reimbursement should be requested only for reasonable or best available rate and necessary official expenses.
- B. Lowest possible rates must be requested on all hotel reservations and accommodations for official City travel. (e.g. Government rates, conference rates, web rates, etc.)
- C. Air fare is authorized at the lowest possible rate (e.g. economy or coach rate). Any exception must be approved by the CAO.
- D. The use of rental automobiles requires prior written approval from the Chief Administrative Officer.

**III. TRAVEL AUTHORIZATION FORM.**

- A. A travel request is initiated on a Travel Authorization Form, a copy of which is attached to this memorandum. The form must be signed by the employee's appointing authority or representative.

- B. All Travel Authorization forms must be signed by the Chief Administrative Officer; direct reports to the Mayor must obtain the Mayor's authorization.
- C. One copy of the Travel Authorization Form shall be retained in the department's files and one copy shall accompany the payment document for travel advance or settlement.

**IV. TRAVEL ADVANCE.**

- A. A travel advance may be requested using a payment document that must be accompanied by a properly signed Travel Authorization Form as explained in Section III of this memorandum. The travel advance payment document shall clearly itemize the number of days of authorized travel.
- B. The employee is allowed fifty-eight dollars (\$58.00) per diem per day of authorized travel for meals.
- C. The employee may also receive the cost of air fare in advance as part of the travel advance.
- D. The employee may receive the cost of hotel in advance.
- E. The employee may receive an advance of registration, if applicable.
- F. Travel advances must be submitted to the Department of Finance at least ten (10) work days prior to the beginning of travel.
- G. Travel advances shall be for a specific employee and a specific destination only. If changes occur in destination, travel advances must be returned.
- H. Advance checks shall not be endorsed to any employee other than the one named on the documents.

**V. AIR TRAVEL INSURANCE POLICY**

- A. The City provides a blanket air travel insurance policy for City employees. This policy will cover all employees who travel on City business provided that the employees receive prior approval for travel.
- B. The air travel policy covers City employees only while in transit on airplanes and only on scheduled flights of commercial airlines. The amount of coverage is \$125,000.00 per person.

- C. The estate of the City employee shall receive the insurance payments, unless the employee has designated a specific beneficiary. Designation of a specific beneficiary may be included on the Travel Authorization Form.
- D. No reimbursement shall be made by the City to any employee who purchases flight insurance.

**VI. TRAVEL EXPENSE ACCOUNT FORM**

- A. Travel settlements shall be accomplished using the Travel Expense Account Form, a copy of which is attached to this memorandum.
- B. Settlements shall be made no later than forty (40) days after expiration of the travel authorization period.

**VII. DOCUMENTATION OF EXPENSES**

- A. Expenses are documented on the Travel Expense Account Form.
- B. Transportation, taxi fares, lodging, official entertainment and any other expenses must be documented by receipts. The documentation for entertainment must include receipts for the purpose of the expense and a listing of participants, if applicable.
- C. Receipts for per diem are not required.
- D. Entertainment expenses are incurred at the employee's risk and are subject to review by the Chief Administrative Office.

**VIII. MILEAGE ALLOWANCE FOR TRAVEL IN PRIVATELY OWNED VEHICLES**

- A. An employee may use personal transportation such as a private automobile in lieu of air travel. In such cases, the employee is entitled to the equivalent of the lowest available air fare or a mileage allowance, whichever is lower. The mileage allowance is 58.5 cents per mile. The employee will not receive an advance or reimbursement for lodging, meals, and other expenses while traveling to and from the authorized destination. Expenses will be honored only during authorized time spent at the destination. While traveling under these circumstances, the employee shall be required to use annual leave.

- B. A mileage allowance of 58.5 cents per diem per mile is authorized for a City employee using a personal vehicle while in travel status on approved City travel.
- C. For recurring use, mileage reimbursement shall be accomplished once monthly by payment document. If employees are required to travel frequently within the City or nearby for official business they should use City vehicles or draw an auto allowance as prescribed in Policy Memorandum No. 21(R). Employees that must use a personal vehicle infrequently, reimbursement may be requested at the rate of 58.5 cents per mile.
- D. No mileage allowance shall be authorized to an employee for travel within the City limits if the employee is receiving a flat monthly automobile allowance.

**IX. OFFICIAL BUSINESS EXPENSE**

- A. Documentation must include the purpose of the expense and a listing of participants, if applicable.
- B. Documentation should be attached to the voucher for reimbursement.
- C. Lack of compliance to policies shall be referred to the Chief Administrative Office.

**X. ENFORCEMENT**

The Department of Finance, Bureau of Accounting, is responsible for reviewing travel advances and settlements for accuracy and compliance.

# TRAVEL AUTHORIZATION

- 1) Name of Employee \_\_\_\_\_
- 2) Name of Agency: \_\_\_\_\_
- 3) Purpose of Travel: \_\_\_\_\_
- 4) Destination: \_\_\_\_\_
- 5) Number of Days in Travel Status: \_\_\_\_\_
- 6) Source of Funds: \_\_\_\_\_
- 7) Itinerary while in Travel Status: \_\_\_\_\_

DATE	LOCATION	TELEPHONE NUMBER

8) I do hereby designate \_\_\_\_\_, whose address is \_\_\_\_\_ and whose relationship to me is that of \_\_\_\_\_, as my beneficiary.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Director

Circle One:      Approved:  
                         Disapproved:

\_\_\_\_\_  
Brenda G. Hatfield, Ph.D.  
Chief Administrative Officer



**CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE**

**POLICY MEMORANDUM No. 116(R)**

**March 25, 2010**

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Brenda G. Hatfield, Ph.D., Chief Administrative Officer 

**RE:** **CREDIT CARD ISSUANCE AND USE**

---

**I. PURPOSE**

The purpose of this memorandum is to establish an efficient and effective policy and procedure method for the use and issuance of credit cards to purchase goods and services.

**II. STATEMENT OF POLICY**

It is the intent of this policy to enable employees to purchase items with the convenience of a credit card, while providing management with a means of maintaining control over those purchases. It will also improve the efficiency and effectiveness associated with the purchasing of goods and services.

**III. DESCRIPTION OF CREDIT CARD AND AUTHORIZED CREDIT LIMITS**

The City of New Orleans shall use the City's primary credit card to purchase goods and services. The Department of Finance will be responsible for securing and issuing credit cards to assigned Departments and Personnel. Account credit limit will vary between \$2,500.00 and \$15,000.00, as determined by Chief Administrative Officer. The credit card limit will be applicable to all Classified and Unclassified Personnel. All credit cards will be insured with fraud protection and loss coverage.

**IV. REQUEST FOR ISSUANCE**

Request for issuance of a credit card(s) shall be made to the Chief Administrative Officer (CAO) by a department's appointing authority or his/her designated representative. Upon approval by the CAO, the Department of Finance shall have a credit card issued in the name of the designated employee and the City of New Orleans.

**V. APPOINTING AUTHORITY GUIDELINES FOR ISSUANCE, USE AND RECONCILIATION**

- a. It is the responsibility of the appointing authority or designated representative to request the issuance of a credit card for employees of their department.
- b. Upon issuance, the appointing authority or designated representative must ensure that employees acknowledge receipt of the credit card as well as their role in properly caring for the card by signing or initialing a Property Issuance/Return Form (**Attachment A**) as referred to in Policy Memorandum No. 109. The credit card number, expiration date and credit limit must be recorded. A copy of this form must be retained in the employee's personnel file.
- c. The appointing authority or his/her designated representative must ensure proper maintenance of the card, prompt reconciliation of monthly statements and proper budgetary controls.
- d. The appointing authority or designated representative must ensure that all cards lost or stolen are reported immediately to the credit card company and the Department of Finance.
- e. The appointing authority or designated representative must provide the necessary training on proper use of the credit cards.
- f. The appointing authority or designated representative must notify the Department of Finance to terminate the use of a credit card for any employee assigned a credit card who has resigned, retired or terminated from the service of the City of New Orleans.
- g. The appointing authority or designated representative shall review and approve the monthly statement as well as receipts and purchase logs to verify that purchases are for city business related expenses.
- h. Upon approval, the appointing authority or designated representative shall forward within fifteen (15) days of receipt of billing, copies of receipts and detail/purpose of expenditures to Department of Finance for payment.

**VI. CARDHOLDER RESPONSIBILITIES**

The cardholder will utilize the credit card for the purchase of authorized goods and services and business related expenses in strict compliance with the Policy Memorandum No. 24(R) – Services and Moveable Property Procurements and Purchases and Policy Memorandum No. 9(R) – Travel and Business Expenses.