

Item 22



Travis County Commissioners Court Agenda Request

Meeting Date: April 9, 2013

Prepared By/Phone Number: Denise Bell ext 43997

Elected/Appointed Official/Dept. Head: Dana DeBeauvoir x43996

Commissioners Court Sponsor:

AGENDA LANGUAGE:

Consider and take appropriate action on travel for Elections Specialists

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

see attachment

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

1200050128 / 512090

REQUIRED AUTHORIZATIONS:

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.



Dana DeBeauvoir
Travis County Clerk

PO Box 149325, Austin TX 78714-9325
Phone: (512) 854-9188 Fax: (512) 854-3942
<http://www.co.travis.tx.us>

**Recording, Elections, Computer Resources,
Accounting, and Administration Divisions**
5501 Airport Boulevard, Austin, Texas 78751-1410

**Misdemeanor Records, Civil/Probate,
and Records Management Divisions**
1000 Guadalupe, Austin, Texas 78701-2328

April 2, 2013

TO: Travis County Commissioners Court
FROM: Dana DeBeauvoir
RE: Reimbursement Request for Election Expert Travel Costs

We have requested the assistance of six individuals from the private sector and universities throughout the country who are considered among the nation's most accomplished in the field of election system security and design. These individuals will be providing their expertise to assist Travis County in designing an RFP for a new voting system. They will be meeting at our office April 11 – 15, 2013. They are not charging for their valuable time, but we have offered to cover their airfare, hotel, and receipt-based per diem.

These individuals are non-County employees. We are requesting that we pay Four Seasons Travel directly for flights not previously paid for our visitors. We would then like to reimburse the costs for the hotel, per diem, and any remaining airfare costs after their visit. The total estimated cost is \$10,100. The funds are to come out of is 1200050128 / 512090.

Airfare for travelers \$1200 x up to 4 = \$4800
Estimated mileage reimbursement for group driving into Austin \$200
Hotel per person for 4 nights \$650 x 6 = \$3900
Meals per person for 4 days \$200 x 6 = \$1200
Total estimate = \$10,100

If you have any questions or need further information, please do not hesitate to contact me.

Thank you.