

2019 Travel Request and Authorization City of Lawrence, Kansas

Employee Name: Jennifer Ananda Supervisor: _____ Department: _____

Leave Date: 04/15/19 Destination: Albuquerque, NM
 Return Date: 04/18/19 Trip Purpose: Attend Governmental Alliance on Race & Equity Annual Meeting

Per Diem Rate: \$ -
 Per Diem Rate located: www.gsa.gov/portal/content/104878
 use M&IE column

Method of Travel: (Check all that apply)

City Vehicle: _____		
Personal Vehicle: <u>x</u>	No. of Miles <u>102</u> @ \$.58 a mile	Cost of Travel \$ <u>55.08</u>
Air: <u>x</u>	Airfare <u>\$612.00</u>	Cost of Travel \$ <u>612.00</u>
Specify other: _____	Other _____	Cost of Travel \$ <u>-</u>
		Total Travel Cost: \$ <u>667.08</u>

Taxi/Shuttle: \$ <u>50.00</u>	No. of Nights <u>3</u> Single Room Rate <u>\$182.00</u>
Registration Cost: \$ <u>128.49</u>	No. of Meals <u>5</u>
Accommodations: \$ <u>546.00</u>	
Cost of Meals: \$ <u>\$110.00</u>	For help estimating your meals, please see M&IE Cost Estimate tab.
Estimated Cost: \$ <u>834.49</u>	

Advance Requested: \$ 110.00

When filling out the Account Number split, please use the advance amount to split.

Account Number	Amount
001.1.1010.2040	\$ 110.00
001.1.1010.2022	\$ 1,391.57
	\$ -

No travel will be processed prior to 14 days before travel per Travel Policy. Each employee submitting a TRAVEL REQUEST including an advance must submit a TRAVEL EXPENSE STATEMENT within a reasonable amount of time after return from trip.

TOTAL: \$ 1,501.57

Total Cost: \$ 1,501.57

Please explain below in detail the purpose of your travel and what you are hoping to gain from this experience. Be sure to include copies of any materials associated with this conference, class, training, etc.

The City recently joined GARE, the Government Alliance on Race & Equity and this annual meeting is an opportunity to engage at the national level with other members of the Alliance. There is also an opportunity to attend a preconference training on the role of government in racial equity that the City should consider conducting for the entire organization. Teh meeting is designed to increase capacity and deepen expertise related to racial equity in the City organization. The conference registration cost is included in the annual membership fee making this a relatively affordable way to gain this expertise and training.

APPROVAL OF REQUEST

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Dept. Dir Approval: _____ Date: _____

City Manager Approval (out of state travel): _____ Date: _____

Mayor (If Required): _____ Date: _____

NOTE: NO OUT-OF-STATE TRAVEL IS TO BE MADE WITHOUT CITY MANAGER'S PRIOR APPROVAL

M&IE Per Diem Estimate

Meal per diem is defined by the U.S. Government Services Administration

To find your rate, go to: <http://www.gsa.gov/portal/content/104877>
 Select State
 City (Optional) - recommend entering city
 Choose "Find Rates"
 M&IE rates are last column on right, enter below.

Enter your daily per diem rates for this trip: **\$55.00**

Mark each meal with an X			Breakfast* (X)	Lunch* (X)	Dinner* (X)	Total
			Travel Days: if travel TO and FROM HOME falls between times below, meal is provided.			
			Before 0700 HRS Return After 0900 HRS	Before 1100 HRS Return After 1300 HRS	Before 1700 HRS Return After 1800 HRS	
Enter Dates:	Travel Day (X)	Full Day (X)				
Meals included as part of the conference registration should be deducted from the per diem rates. Enter the word "Provided" on those meals covered.						
4/15/2019					x	\$27.50
4/16/2019			x	x		\$27.50
4/17/2019					x	\$27.50
4/18/2019					x	\$27.50
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
TOTAL						\$110.00

No. of Meals 1 1 3 5

**Partial Days (including travel days) will be paid for breakfast, lunch, and dinner depending on when travel takes place. See above for those times.*



< ALL EVENTS

[GARE Members] Register now for the 2019 GARE Annual Membership Meeting: GAREing up for Impact!

April 16 – April 18 Special Event

\$125 – \$420

GARE is happy to announce that the City of Albuquerque, New Mexico, will host our 2019 Annual Membership Meeting!



As a GARE member, the City of Albuquerque has furthered its commitment to advancing racial equity. Mayor Tim Keller's newly formed Office of Equity and Inclusion has focused on equity in city employment, procurement, and capital improvements.

April 16th–18th, 2019

REGISTER HERE!

Core Membership jurisdictions are eligible for a limited number of complimentary registrations. Please contact your jurisdiction point of contact for further details.

Last year, many of you were able to join us in Chicago for the most successful membership meeting to date, where more than 320 representatives from 66 jurisdictions came together to swap tactics, gain inspiration, and build momentum for this growing movement to advance racial equity.

This year promises to be even more sensational as GARE moves into its fifth year of building a national network of local government! ***GAREing Up for Impact*** will explore how, as this movement comes of age, we demonstrate that the change we believe is critical for our communities is not only possible, but is happening.

The event's theme is ***GAREing Up For Impact!***, exploring how as our movement comes of age, we are demonstrating that the change we believe is critical for our communities is not only possible, is happening. The event will be designed to support teams representing the breadth of knowledge and skill-level of your jurisdiction. The event will feature some of the things you've loved about past gatherings and some new features incorporated by popular demand.

SPEAKERS

New Mexico State Representative, Deb Haaland

Congresswoman Haaland grew up in a military family; her father was a 30-year combat Marine who was awarded the Silver Star Medal for saving six lives during Vietnam, and her mother is a Navy veteran who was a federal employee for 25 years in Indian education. As a single mother, she volunteered at her daughter's pre-school in order to afford an early childhood education. Like many New Mexicans, she had to rely on food stamps at times as a single parent, has lived paycheck-to-paycheck, and struggled to put herself through college. Though hard work and determination, she earned degrees from the University of New Mexico and UNM Law School. For several years, she ran her own small business producing and canning Pueblo Salsa and later became the first Chairwoman elected to the Laguna Development Corporation Board of Directors. She is a 35th generation New Mexican who is an enrolled member of the Pueblo of Laguna, and has Jemez Pueblo heritage. After a lifetime of organizing communities to stand up for New Mexico families, Congresswoman Deb Haaland was elected as one of the first Native American women to serve in Congress



Darrick Hamilton, Executive Director of the Kirwan Institute

Darrick Hamilton is the Executive Director of the Kirwan Institute for the Study of Race and Ethnicity at The Ohio State University. In addition, Professor Hamilton holds a primary faculty appointment in the John Glenn College of Public Affairs, with courtesy appointments in the departments of economics and sociology in the College of Arts and Sciences. Professor Hamilton is a pioneer and internationally recognized scholar in the field of stratification economics, which fuses social science methods to examine the causes, consequences and remedies of racial, gender, ethnic, tribal, nativity, etc. inequality in



education, economic and health outcomes. This work involves crafting and implementing innovative routes and policies that break down social hierarchy, empower people, and move society towards greater

equity, inclusion, and civic participation.

Professor Hamilton was born and raised in the Bedford Stuyvesant section of Brooklyn, NY, and now resides in the Short North section of Columbus, OH. He is a graduate of Oberlin College and earned a Ph.D. in economics from the University of North Carolina. He is frequently cited in the media, consults with various public official and serves as an advisor to/fellow with several non-profit and think tank organizations.

AGENDA HIGHLIGHTS

- **A working version of the Program is available here.**
- The program will feature Keynote Speakers, Regional Caucuses, , Learning Labs, Networking Sessions, and more.
- Site visits in partnership with the City of Albuquerque.

PRE-EVENT TRAININGS: APRIL 16

The 2019 GARE Membership Meeting is in Albuquerque April 16 to 18. This annual event is open only to members, so if your jurisdiction has been considering joining GARE, now is an opportune time. **If you aren't a member, there will be opportunities to participate in workshops on April 16th.**

- **Advancing Racial Equity:** The Role of Government training
- **Train-the-Trainer:** Advancing Racial Equity
- **Train-the-Trainer:** Using a Racial Equity Toolkit
- **Practices for Racial Equity in Supervision and Human Resource Advising:** A Workshop for Supervisors, Managers and Human Resource Professionals.
- **Advancing Racial Equity in Local Justice Reform Initiatives:** A workshop for elected officials, judges, law enforcement leadership, and local leadership with interface and decision making authority regarding criminal justice related policy, practice, procedure, or initiatives.

Types of Breakout Sessions

- **Learning Lab:** Lab sessions are 2 hours time blocks for skill-building and in-depth trainings led by members and GARE Staff.
- **Breakout Session:** Breakout sessions are 1 hour and 30 minutes long and provide an opportunity for members to lead panels, peer exchanges, or workshops.
- **Networking Session:** Open space will be provided during the conference to give members an opportunity to connect in more informal settings regarding their work. Networking proposals can include a particular topic and/or an offer to lead an open space.

HOTEL ACCOMMODATIONS:

GARE has two official conference hotels. There is limited availability at the Doubletree by Hilton and at the Hyatt Regency.

Click here to register for the 2019 GARE Membership Meeting!

Please note that this event is open to GARE Members only. To learn more about applying for membership please visit our [Membership page](#) or contact rwyant@raceforward.org.



A special thanks to our Membership Meeting Planning Committee made up of the following GARE Members:

- Michelle Melendez, City of Albuquerque
- Torri Jacobus, City of Albuquerque
- Brittany Ortiz, City of Albuquerque
- Mariela Ruiz-Angel, City of Albuquerque
- Peggy Rowe, City of Asheville
- Helen Chin, Culver City
- Theola Carter, Dane County
- Manisha Paudel, City of Des Moines
- Toriana Pettaway, City of Madison
- Joy Stephens, City of Minneapolis
- Benjamin Duncan, Multnomah County
- Judith Mowry, City of Portland
- Diana Falchuk, City of Seattle

+ GOOGLE CALENDAR + ICAL EXPORT

Details

Start:

April 16

End:

April 18

Cost:

\$125 - \$420

Event Category:

Special Event

Website:

<https://www.eventbrite.com/e/gare-2019-membership-meeting-gareing-up-for-impact-tickets-52913457576>

Organizer

Government Alliance on Race and Equity

Website:

<https://attendee.gotowebinar.com/register/7431172861838682114>

Venue

Albuquerque Convention Center
401 2nd Street Northwest
Albuquerque, New Mexico 87102 United States + Google Map



Related Events



Build your skills at the 2019 Annual Meeting- Register now for Advancing Racial Equity: The Role of Government and Train the Trainer Series!

April 16 @ 8:00 am - 5:00 pm
UTC-8

RACE & SOCIAL JUSTICE INITIATIVE



Build your skills at the 2019 Annual Meeting- Register now for Creative Practices for Racial Equity in the Government Workforce Pre-Meeting!

April 16 @ 8:30 am - 5:00 pm
UTC-8

« NATIONAL DAY OF RACIAL HEALING WITH ONEALBUQUERQUE

BUILD YOUR SKILLS AT THE 2019 ANNUAL MEETING- REGISTER NOW FOR ADVANCING RACIAL EQUITY: THE ROLE OF GOVERNMENT AND TRAIN THE TRAINER SERIES! »

CONTACT US

Government Alliance on Race & Equity

For information about membership, contact Rachael Wyant at rwyant@raceforward.org.

For media inquiries, contact MEDIA@RACEFORWARD.ORG.

JOIN OUR MAILING LIST

Email Address *

By subscribing to this mailing list, you are opting in to receive bi-monthly newsletters from the Government Alliance on Race & Equity. You may have the ability to opt-out at any time.

SUBSCRIBE



GARE is a joint project of the new Race Forward and the Haas Institute for a Fair & Inclusive Society.
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RACE & EQUITY

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2019 GARE Annual Membership Meeting

Search:

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SHOW MY PICKS SHOW/HIDE ALL

▶ **Tuesday 16 Apr 2019**

▶ **6:30 pm – 9:00 pm Indian Pueblo Cultural Center Opening Night**

▶ **Wednesday 17 Apr 2019**

▶ **6:45 am – 7:45 am Mindfulness Session**

▶ **7:30 am – 8:30 am Breakfast**

▶ **7:45 am – 11:45 am Registration**



Registration

📍 Main Level, 2nd Street Entrance

🕒 Wed 7:45 am - 11:45 am

👉 registration

▶ **8:45 am – 10:00 am Opening Plenary**



2019 Annual Meeting Welcome Plenary

👤 Mayor Tim Keller 📍 Ballroom B&C, Upper Level

🕒 Wed 8:45 am - 10:00 am

📁 Albuquerque Highlights

👉 plenary

▶ **10:00 am – 10:30 am Break**

› **10:30 am – 12:00 pm Breakout Series One**

› **12:00 pm – 1:00 pm Lunch**



Keynote: Darrick Hamilton

 Darrick Hamilton  Ballroom B&C, Upper Level

 Wed 12:00 pm - 1:00 pm

 keynote

› **1:00 pm – 2:10 pm Afternoon Plenary**



Centering Indigeneity

 Michelle Otero, Regis Pecos, Estevan Rael

 Ballroom B&C, Upper Level

 Wed 1:00 pm - 2:10 pm

› **2:30 pm – 4:00 pm Breakout Series Two**

› **4:00 pm – 4:30 pm Afternoon Refreshments**

› **4:30 pm – 6:00 pm Regional Caucuses**



East Region

Jaqueline Tucker

Wed 4:30 pm - 6:00 pm

Regions



Midwest Region

Gordon Goodwin

Wed 4:30 pm - 6:00 pm

Regions

midwest



Northwest Region

Nora Liu

Wed 4:30 pm - 6:00 pm

Regions

northwest



South Region

Shawna Davie

Wed 4:30 pm - 6:00 pm

Regions

south



West Region

Leslie Zeitler

Wed 4:30 pm - 6:00 pm

Regions

west

► 6:00 pm – 8:00 pm Explore Albuquerque

Please see the list provided for recommendations of restaurants and venues for self-organized dinners.

► Thursday 18 Apr 2019

- › **6:45 am – 7:45 am Mindfulness Session Day 2**
- › **7:30 am – 8:30 am Breakfast Day 2**
- › **8:45 am – 10:45 am Racial Equity Labs**
- › **10:45 am – 11:15 am Morning Refreshments**
- › **11:15 am – 12:30 pm Networking Sessions**
- › **12:30 pm – 2:00 pm Afternoon Plenary Day 2**



**Working From Positions of Power:
Advancing Racial Equity at All Levels**

📍 Ballroom B&C, Upper Level

🕒 Thu 12:30 pm - 2:00 pm

👉 plenary

- › **2:30 pm – 4:00 pm Breakout Series Three**
- › **4:15 pm – 5:30 pm Closing Plenary**



GAREing Up for Impact

📍 Ballroom B&C, Upper Level

🕒 Thu 4:15 pm - 5:30 pm

CONTACT US

Government Alliance on Race & Equity

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For media inquiries, contact MEDIA@RACEFORWARD.ORG.

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