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# CITY DEBIT CARD REPORT

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Office of the Internal Auditor



NOVEMBER 24, 2025  
CITY OF PROVIDENCE  
25 Dorrance Street, Providence RI 02903

## TABLE OF CONTENTS

	<u>Description</u>	<u>Page Number</u>
CHART 1	Credit Card Spending	----- 1
	Summary of Findings	----- 2
	Endnotes	----- 15
ATTACHMENT A	Debit Card Purchasing Procedures and Policies	----- 16 - 18
ATTACHMENT B	City of Providence, Employee Travel Policy	----- 19 - 25
ATTACHMENT C	Uber Receipt for \$27.93	----- 26 - 28
ATTACHMENT D	Hotel Receipts	----- 29 - 34
	D-1 Marriot Marquis, Washington, DC 1 pg	30
	D-2 Hyatt Regency, Chicago 3 pgs	31 - 33
	D-3 Hyatt Regency, Chicago 1 pg	34
ATTACHMENT E	Approval to travel letter by Majority Whip	----- 35 - 36
ATTACHMENT F	Administration's Travel Request Form	----- 37 - 38
ATTACHMENT G	Email between Council President and Kat Kerwin, Local Progress member and former City Councilor	----- 39 - 40
ATTACHMENT H	Democratic Socialists of America Fund Homepage	----- 41 - 42
ATTACHMENT I	Total cost of taxpayer funded conferences	----- 43-44

The Office of the Internal Auditor was asked to review two (2) city issued debit cards since they were opened in April 2024. One was issued to the executive branch for use and the other to the City Council administration for use. During this time, there were one hundred eighty-three (183) transactions totaling \$48,663.12. The executive branch’s card has one hundred forty-one (141) transactions valued at \$32,991.36, approved by the Chief Operation Officer. The remaining forty-two (42) transactions valued at \$15,671.76 were approved by the City Council’s Chief of Staff and/or used by them. The chart below provides the associated category and cost by debit card.

Chart 1.

CREDIT CARD SPENDING APRIL 2024 THROUGH SEPTEMBER 2025			
CATEGORY	ADMINISTRATION	CITY COUNCIL	TOTAL, BY CATEGORY
AUTOMOTIVE	128.08		128.08
DMV - STATE OF RI	5,284.93		5,284.93
DOH - STATE OF RI	116.00		116.00
EDUCATION /TRAINING	212.93	4,028.00	4,240.93
EMERGENCY SHELTER	2,919.44		2,919.44
GOODS PURCHASE	4,894.94	420.12	5,315.06
INSURANCE	80.00		80.00
JOB ADVERTISEMENT	16,901.67		16,901.67
SOFTWARE PURCHASE		1,484.30	1,484.30
SUBSCRIPTION		267.76	267.76
TRAVEL	853.37	9,471.58	10,324.95
RECREATION EVENT	1,600.00		1,600.00
<b>TOTAL, BY CREDIT CARD</b>	<b>32,991.36</b>	<b>15,671.76</b>	<b>48,663.12</b>

The following is the debit card policy (**ATTACHMENT A**) that the Office of the Internal Auditor was provided:

“Debit Card Purchasing Procedures and Policies”

**Objective:** “To establish and maintain proper controls for the use of City of Providence debit card (s).

**Description:** The City seeks to make available a debit card for **emergency** and **limited** purposes. The sole authorized user of this debit card are the City Controller and the City Treasurer. Debit card purchases must be requested and approved in advance. Requested debit card purchases will be submitted to the Director of Purchasing for review to ensure the debit card is the only method to procure. Approval must come unanimously from City Controller, City Treasurer and Finance Director. Approved purchases will then require a requestion is created”

**Procedure:** *Purchasing receives a request to make a purchase utilizing the debit card.*

- *The Purchasing Department vets the request to ensure the debit card is the only method of payment.*
- *The Director of Purchasing convenes the City Controller, City Treasurer, and Finance Director to review and approve the purchase.*
- *Once authorized and all department hierarch approvals are complete, along with the approved issued purchase orders, the City Controller or City Treasurer will then make the purchase.*
- *Proof of Purchase must be provided to Controller's Office*
- *The Controller's Office matches the requisition (s), PO (s) and receipt (s). This package is then matched to the monthly statement sent by the debit card company and maintained in Fiscal.*

## **SUMMARY OF FINDINGS**

**Finding 1: The debit card policy was not followed; a material breach of internal controls.**

- a. **The debit card was used for non-emergency and "non-limited" purposes.**
- b. **The sole users of the debit cards were not the City Controller nor the City Treasurer.**
- c. **As of this date, there has been no supporting documentation provided to indicate that the City Controller, City Treasurer and Finance Director approved these purchases.**
- d. **Proof of purchase (i.e. receipts) was not always forwarded to the Controller's Office.**
- e. **The Controller's office did not have all the receipts that were forwarded.**

**Finding 2: City of Providence Home Rule Charter, Section 1206 (2) Prohibited activities and conflicts of interest, has been violated when City Council employees authorized payment to Local Progress Impact Lab and Democratic Socialists of America Fund and attended the Local Progress Impact Lab National Convening and Democratic Socialists of America "How We Win" event during work hours.**

**Finding 3: City of Providence, Code of Ordinances, Section 17-33(e) (1) Campaign Ethics, Political activities while on duty has been violated by City Council employees who attended and had the city pay for Democratic Socialists of America Fund and Local Progress Impact Lab events while being paid by the City of Providence.**

**Finding 4. The City of Providence potentially misappropriated approximately \$16,650.00 in payments for partisan events and salaries of employees to partisan conferences.**

**Recommendation of Findings:**

**Finding 1. The debit card policy was not followed, a material breach of internal controls.**

**a. The debit card was used for non-emergency and “non-limited” purchases.**

The City Charter, Section 1006 (c) Department of Public Property [*Purchases of less than two thousand dollars*] states “...*Emergency shall be defined for the purposes of this subsection as the unforeseen situation, requiring immediate attention in order to safeguard the welfare of the people of the city, and one that renders the process of competitive bidding impractical or impossible.*”

Based on that definition, there were eight (8) transactions on the executive debit card that would not be considered emergency or limited. These include flights to and from Washington D.C. for the 2025 Congressional City Conference and lodging (American Airline (\$188.48), Southwest (\$138.48) and Marriot Marquis, Washington (\$526.41) – total cost \$853.37). There were three transactions for goods, including window blinds (Select Blinds, USA - \$1,364.95), a projector (Staples - \$499.99), and city flags (Fast Signs - \$3,030.00).

The one transaction that may be considered an emergency was for a late fee for insurance for the City to Acadia Insurance. Technically, this was an oversight that became an emergency, but a definite necessity. The two remaining transactions are questionable for the reasoning of using debit card rather than a city check. Becker Professional Development was for a training course and Standard Autobody was to retrieve a city owned vehicle, however, like the remaining 132 “limited” transactions, the vendor may not accept checks. The term “limited” in the policy refers to the limited method of payment that the vendor will accept, such as the debit card.

The remaining transactions were for job postings on LinkedIn, Indeed, and the Government Finance Officers Association (GFOA), vehicle registrations, and hotel accommodations for displaced individuals because of Housing Court ruling. These vendors limit their payment to card payment only, based on the immediate need.

The Council’s debit card has been utilized for zero emergencies and the only limited transactions were for digital newspapers including The Boston Globe (9 transactions - \$222.76) and Gannett Media dba Providence Journal (1 transaction - \$45.00), software specific to their office including: Slack (2 transactions - \$38.82), Canva (2 transactions - \$403.35), Hootesuite (1 transaction - \$1,016.93), Constant Contact (1 transaction - \$25.20), and one transaction for Walmart (\$420.12), which was for a council event. Similar to the executive branch’s transactions, there were professional development payments to Bryant University (1 transaction - \$1,995.00) and Project Management Institute (3 transactions - \$2,033.00).

The remaining twenty-one (21) transactions were travel-related expenses for Local Progress Conferences in 2024 and 2025 and for a membership fee to FundDSA.org. Those transactions are summarized below:

Local Progress 2024	(3 transactions)	\$1,800.00
Oakland Marriot	(3 transactions)	\$2,434.92
American Airlines	(4 transactions) <sup>i</sup>	\$1,492.85
<b>Total cost for Local Progress 2024 Convening</b>		<b>\$5,727.77</b>
Local Progress	(2 transactions)	\$1,400.00
Hyatt Regency Chicago	(1 transaction)	\$1,270.49
Southwest Airlines	(2 transactions)	\$712.92
Harry Caray’s	(1 transaction)	\$33.97
Uber trip	(3 transactions)	\$93.43
SWA Inflight	(1 transaction)	\$8.00
<b>Total cost for Local Progress 2025 Convening</b>		<b>\$3,518.81</b>
Fund DSA.org	(1 transaction)	<b>\$ 225.00</b>

Both the executive branch and council administration used the debit card for travel expenses, which violates the long-standing travel policy (**ATTACHMENT B**). The conferences that the city council employees attended also violate the Providence City Charter, City of Providence Code of Ordinances and potentially state ethics and laws. This will be discussed further in Finding 4.

**b. The sole users of the debit cards were not the City Controller nor the City Treasurer.**

The transactions were issued by the Chief Operating Officer of the Administration and the Chief of Staff for the City Council, violating the debit card policy which states the sole authorized user(s) are the City Controller and City Treasurer.

**c. As of this date, there has been no supporting documentation provided to indicate that the City Controller, City Treasurer and Finance Director approved these purchases.**

When asked for documentation that purchases were approved by these three directors, the Director of Purchasing stated, “It might be helpful for us to have a group conversation with the Controller and the Treasurer. The previous policy wasn’t approved by Purchasing, and I’m not sure whether any updates or revisions have been made since then.”<sup>ii</sup>

The City Treasurer explained that there is another policy since this one was created.

**RECOMMENDATION: Reduce the number of debit cards to one with possession and authority resting with the Treasurer and share the policy city-wide on the City of Providence Employee Portal so all employees can be made are aware of the debit card policy.**

**d. Proof of purchase (i.e., receipts) was not always forwarded to the Controller’s Office.**

**e. The Controller’s office did not have all the receipts that were forwarded.**

Both the administration and city council administration failed to follow the section of the policy to provide receipts to the controller for each transaction, however, upon review, all the receipts for the administration could be found in a software program that is not accessible by the Controller or the Auditor.<sup>iii</sup>

When the Chief of Staff, Council, was asked for receipts, they were able to provide most, however, they were not all itemized. The lack of receipts and lack of detail on some of the receipts create a burden on the Controller to be able to assign the expense to the general ledger when a purchase order is not initially obtained<sup>iv</sup>. The lack of itemized detail also reduces or eliminates the ability to determine if it is related to a conference and eligible for reimbursement. For example, **ATTACHMENT C** is an Uber receipt from July 9, 2025 for \$27.93. The receipt does not provide a location where the passenger is being picked up or dropped off. The travel policy specifically states “On-site transportation costs, such as Uber, Lyft and taxis are subject to reimbursement if the costs are directly associated with sponsored travel, such as to and from a conference. Backup of costs and trip information should be submitted.” This receipt would not be sufficient for reimbursement had the proper controls been followed; the debit card should be reimbursed for all Uber fees.

The section titled “hotel receipts” on page 4 of the travel policy states “All folio pages for a stay must be turned in as a receipt, not just a single sheet noting the grand total. All pages, noting all individual charges are required.” Both the Chief of Staff, Council and the Chief Operating Officer failed to submit the proper hotel receipts. **ATTACHMENT D** includes backup for lodging in Washington D.C, provided by the Chief Operating Officer, backup for lodging for the conference in Chicago provided by the Council Chief of Staff and backup for lodging for the conference in Chicago by the Council’s Deputy Chief of Policy.

The first two are not itemized invoices like the one submitted by the Council’s Deputy Chief of Policy; they are reservation confirmations one receives via email when booking a hotel room. This is a violation of the travel policy. The same controls in place for reimbursement of travel expenses should be enforced regardless of the payment method.

Payment for travel should not be allowed on the city debit card as the City’s travel policy provides means to alleviate the burden of using personal credit cards to cover lodging and conference expenses, however, no matter what the vehicle for payment, government funds should not be used for political events or purposes.

### **RECOMMENDATION(S)**

**Amend the policy to include that the original receipt should be attached to the purchase order and submitted to the controller’s office and a copy maintained in the respective department. Deny departments access to the debit card until all proper receipts are provided to the city controller’s office for the previous expenses.**

**The Office of the Internal Auditor will conduct an annual audit of debit card expenses every fiscal year.**

The administration's trip was for a non-partisan event; however, the one-night lodging seems excessive. There is currently no cap amount on the cost for lodging in the current travel policy and it was pre-approved via the travel form.

Page one, paragraph two of the travel policy addresses exorbitant costs stating: *“An individual traveling on official City business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, delays, luxury accommodations and services, unjustified, or solely for the convenience or personal preference of the traveler in the performance of City business are not acceptable under this policy.”*

**RECOMMENDATION:**

**Amend the travel policy to cap the cost of lodging to the event host's group rate. Any cost beyond that is up to the employee to pay.**

The Chief of Staff, Council received verbal approval to attend the first Local Progress Impact Lab Convening and has written approval from the Majority Whip to attend the Democratic Socialists of America (DSA Fund) conference from December 5, 2025 through December 7, 2025 in New Orleans, Louisiana (**ATTACHMENT E**). This written approval was provided after the audit began and does not follow the same guidelines as the administration's pre-approval form, and there is no cost of accommodation, flights, or itineraries. There is also no justification that the function of the city job has any relation to the discussions at the Democratic Socialists of America Fund conventions. If a department does not have the costs identified in their budgets, it becomes difficult to determine if funding is available. Additionally, there is no one to confirm that there are no amenities added to the flight or lodging (i.e. flight upgrade, suite vs. one room).

**RECOMMENDATION:**

**The City Council should adopt a pre-approval policy for all travel like the Administration's to determine funding availability, conference purpose and its direct relation to the employee's job function; informing and obtaining approval by the Council President of employee absences should be included. Funding approval should**

**be completed by a fiscal department such as Treasury, Finance, Controller or Auditor.**  
**(ATTACHMENT F)**

**Finding 2. City of Providence Home Rule Charter, Section 1206 Prohibited activities and conflicts of interest, has been violated when City Council employees authorized payment to Local Progress Impact Lab and Democratic Socialists of America Fund and attended the Local Progress Impact Lab National Convening and Democratic Socialist of America “How We Win” event during work hours.**

**1206 (a) Prohibitions concerning partisan political activities.**

**(2) Employees and appointed officers are prohibited from engaging in political activities during working hours”**

City Council employees attended two conferences to Local Progress Impact Lab and payment was made to attend a Democratic Socialist of America Fund conference. The first Local Progress Impact Lab National Convening was July 25 – 27, 2024 in Oakland, California. At this event, three staffers and three councilors attended. The second Local Progress Impact Lab National Convening was July 10 – 12, 2025 in Chicago, Illinois with two staffers and two councilors. The Democratic Socialists of America Fund “How We Win” conference is New Orleans, Louisiana is scheduled for December 5 – 7, 2025, one staff member has used the debit card to pay the conference fees and is expected to attend. Both Local Progress Impact Lab and Democratic Socialists of America Fund are partisan organizations based on the definitions below.

**Definition & meaning** (<https://legal-resources.uslegalforms.com/p/partisan>) “The term "partisan" describes a strong supporter of a specific party, cause, or candidate, particularly in a political context. Partisans are often deeply committed to their beliefs and may prioritize party interests over broader public concerns. This term can also imply a level of militancy in support of these interests, suggesting that partisans may be willing to take significant actions to defend their chosen cause or candidate.

Merriam-Webster dictionary defines partisan as “inclined to favor one side over another and Dictionary.com, “an adherent or supporter of a person, group, party, or cause especially a person who shows a biased, emotional allegiance.”

The payments to these organizations, the work hours paid while attending these events, and all associated expenses including flights and lodging do not support the function of

government, or the employee's role in government. According to the Home Rule Charter of the City of Providence, Section 1206 (a), this is a conflict of interest and should not be funded by the city.

## **BACKGROUND**

The Chief of Staff, Council explained during an interview, on October 22, 2023, that they had received verbal approval for the event from the Councilors also attending the event – Council President, Council Whip and the Deputy Majority Whip. In addition to the verbal approval, an email between a Local Progress member<sup>v</sup> and former City of Providence Councilor, Kat Kerwin, the Council President clearly approves of the travel (**ATTACHMENT G**). They (Chief of Staff, Council) verbally approved the travel for the Council's Deputy Chief of Staff/Senior Director of Policy and the Council's Deputy Director of Policy.

Page one, paragraph four of the travel policy states “Employees will not be approved by Finance without an accompanying paragraph explaining why the travel is pertinent to the employee's position and what they hope to learn or how the knowledge gained will benefit their job or department. The purpose of travel should be directly related to one's job duties. The staffers who attended Local Progress do not pass or create policies; they research policy for those who do. Attendance at these conferences does not benefit their job or the city. The Executive branch does not approve the travel requests for the Legislative branch, but the policy to utilize taxpayer dollars should be a financial decision.

## **LOCAL PROGRESS IMPACT LAB BACKGROUND**

Local Progress (official name is Local Progress Policy Action on their form 990), has a “Progressive Governance Academy” to ensure that state and local elected officials that align with us have the resources, assets, tools and skills that are needed to become powerful and effective leaders”.<sup>vi</sup>

“This program is jointly hosted by Local Progress Impact Lab, re:power and the State Innovation Exchange.<sup>vii</sup>: These programs are directed toward elected officials in government, not support staff.

“Local Progress Impact Lab brings together local leaders, partners and experts to build the knowledge, skills, and leadership needed to advance racial and economic justice at the local level. We do this through providing policy support on issues and bringing out members together through state chapters, issue steering committees, identity caucuses, and a national convening. In addition, we jointly host the Progressive Governing Academy Program with Re:Power and the State Innovative Exchange. The Progressive Governance Academy

help Progressive State and Local elected officials develop the Leadership and governance skills they need to be powerful and effective leaders.”<sup>viii</sup>

It was explained that a staff member was needed for each councilor. However, during the 2025 Local Progress Conference in which two councilors and two staffers were in attendance, one of the staffers left before the end of the conference.

The debit card only had lodging for one person for this event. The second employee did not use the city debit card for lodging, rather the Council’s Deputy Director of Policy booked the lodging on their own debit card and sought reimbursement from the city. While searching the general fund<sup>ix</sup> for the second lodging expense, another Democratic Socialists of America Fund trip was discovered. According to the Council’s Chief of Staff, the Majority Whip authorized the Council’s Deputy Director of Policy to attend a “Fund DSA How We Win” conference in Philadelphia in September 2024. The “How We Win” conference “brings together elected officials who govern and organize as democratic socialist, their staff, and DSA chapters.” “There are over 200 democratic socialists in elected office across the country. DSA Fund leads the *How We Win* network to help grow their power, share best practices and highlight their leadership”<sup>x</sup>(<https://dsafund.org>).

## **DEMOCRATIC SOCIALISTS OF AMERICA FUND BACKGROUND**

Democratic Socialists of America Fund, Inc. (DSA Fund) stated mission is to “promote understanding of democratic socialism.”

“DSA Fund is the 501(c)3 political education sister organization to the Democratic Socialists of America, investing in projects that help build a democratic socialist future”  
**(ATTACHMENT H)**

Similar to Local Progress and Local Progress Impact Lab, the Democratic Socialists of America Fund is the 501(c)3 organization to the Democratic Socialists of America, the 501 (c) 4 organization. Article II of the DSA Constitution states “We are socialists because we reject an economic order based on private profit, alienated labor, gross inequalities of wealth and power, discrimination based on race, gender identity, sexual orientation, disability status, age, religion, and national origin, and brutality and violence in defense of the status quo...”<sup>xi</sup>

The Democratic Socialists of America Fund teaches socialism. The function of government does not include educating employees on the various political parties. Employees are to

remain neutral during working hours, to effectively serve the constituents and, in this situation, fifteen council members.

The Democratic Socialists of America Program<sup>xii</sup> includes the following as support:

We Fight For:

- **Thriving Working Communities**
  - Medicare for All
  - End the War on Drugs
  - Fight Mass Incarceration and Police Brutality
  - College for All
  - Housing for All
  - Support Working Families
  
- **And Economy for the Working Class**
  - 32-Hour Workweek
  - Union Power
  - Tax the Rich
  - Green New Deal
  
- **Working Class Foreign Policy**
  - Free Palestine
  - End the U.S. War Machine
  - No More Economic Warfare
  - Freedom of Movement
  
- **Working-Class Democracy**
  - Universal Suffrage
  - A Representative Congress
  - Popular Vote for President
  - Reduce the Power of the Supreme Court

The caption below is from the Rhode Island Chapter of Democratic Socialists of America website homepage: (<https://ridsa.org>)11.13.2025)



The two major political parties serve the interests of the ruling class. Working people need a party of their own.

That's why Rhode Island DSA is building an alternative. Our goal is an economy that is run democratically by the working class.

## ELECTING SOCIALISTS

We campaign to elect accountable representatives of our movement who fight both the Democrats and Republicans.

[LEARN MORE](#)



### **RECOMMENDATION:**

**Review all travel documentation for the last three years to determine if there are other partisan travel expenses or any other expenses paid by taxpayer dollars that are not for the purpose of supporting the function of government.**

**Finding 3. City of Providence, Code of Ordinances, Section 17-33(e) (1) Campaign Ethics, Political activities while on duty has been violated by City Council employees who attended and had the city pay for Democratic Socialists of America Fund and Local Progress Impact Lab events while being paid by the City of Providence.**

**Finding 4. The City of Providence potentially misappropriated approximately \$16,650.00 in payments for partisan events and salaries of employees to partisan conferences.**

City employees should never attend partisan events during city time and, in my opinion, partisanship is based on an ideology, not an Internal Revenue Service status. Therefore, the employees or those who mandated their travel should be responsible for repayment of the misappropriated taxpayer dollars. **ATTACHMENT I** provides a breakdown of the cost by conference and employee that incurred the expense. The highlighted numbers are expenses from the general fund that were discussed previously.

**RECOMMENDATION:**

**Seek to recover taxpayer dollars in the amount of \$16,648.72**

**ETHICAL AND LEGAL IMPLICATIONS**

In addition to the Home Rule Charter, the City of Providence also has a Code of Ethics in the Code of Ordinances, Section 17-33.

“17 -33 (e) Campaign Ethics. Political activities while on duty. It is unlawful for an employee of the city or independent agency to take any active part in political management or in political campaigns during duty hours’....”

The City of Providence Code of Ethics, 17-33 (f) Aiding and Abetting states “No person shall knowingly and intentionally provide assistance to or otherwise aid or abet any other person in violating any provision of this article.” The assumption that an IRS code defines an organization’s political view seems to be a weak argument when directing employees to attend such conferences.

17-33 (h) of the Code of Ordinances contains Penalties and enforcements.

- (1) Criminal Penalties. Any person who knowingly and willfully violates the provisions of this article shall be guilty of a misdemeanor, punishable by a fine of not more than five hundred dollars (\$500.00) for each violation and/or imprisonment of not more than thirty (30) days.
- (2) Civil penalties. Any person who intentionally or negligently violates the provisions of this article shall be liable in a civil action brought by the city solicitor in the municipal court for an amount up to two hundred fifty dollars (\$250.00) for each violation as well as the pecuniary value of any unjust enrichment realized by the violator, a family member of the violator or a business association of the violator as the result of his or her violation of this article.

## **RECOMMENDATION**

**It would be prudent to seek an ethics opinion (City and/or State) to determine if the payment to, and travel on behalf of Local Progress Impact Lab and Democratic Socialist of America Fund is a proper taxpayer expense.**

The Code of Ethics, Sec 17-33 (a) Legislative Intent and Declaration of Policy: “It is declared to be the policy of the city that all officers and employees of the city are public servants of the people and hold their positions for the benefit of the public. These public servants shall fulfill conscientiously, according to the Providence Home Rule Charter, the Code of Ordinances of the city and all applicable laws, their duties and shall prove themselves in their behavior worthy of the esteem which their position requires. In all official activity, such officers and employees shall strive to meet the highest standards of ethics consistent with this code and state law, regardless of personal considerations, recognizing that maintaining the respect of the people must be their foremost concern...In enacting this code of ethics, the City recognizes that the state code of ethics applies to all city employees and officials...” This potentially incurs violations at the State level which may include RI General Law 36-4-52 “No classified employee shall during working hours engage to any extent **in any form of partisan politics** except that he or she may attend and vote at any party caucus, primary, or election held during working hours.”

## **RECOMMENDATION:**

**Have the City Solicitor determine if payment and attendance to the Local Progress Impact Lab and Democratic Socialists of America Fund conferences is a criminal or civil offense.**

(This analysis does not include any potential federal and state violations that may apply).

<sup>i</sup> One of the four American Airline transactions (\$152.00) was for a flight change to Washington D.C. for the Chief of Staff when they attended Netanyahu's speech to Congress on July 24, 2024. The city required reimbursement, which was done.

<sup>ii</sup> Email dated October 27, 2025, at 8:00 am from the Director of Purchasing.

<sup>iii</sup> The receipts were maintained in Monday.com by the Deputy Director of Finance.

<sup>iv</sup> The lack of purchase orders occurred mostly for travel in 2025.

<sup>v</sup> <https://www.justicecatalyst.org/fellowships/fellows/kat-kerwin>

<sup>vi</sup> [Progressive Governance Academy - Local Progress](#)

<sup>vii</sup> (<https://localprogress.org/about/progressiver-governance-academy/>)

<sup>viii</sup> 2022 Form 990 Pat III, Lind 4a Local Progress Policy Institute d/b/a Local Progress Impact Lab.

<sup>ix</sup> The general fund refers to the budgeted fund dollars that is introduced by the Mayor, vetted by Council and then approved by the Mayor.

<sup>x</sup> [DSA Fund | Building a Democratic Socialist Future](#)

<sup>xi</sup> DSA Constitution and Bylaws Article II. Purpose

<sup>xii</sup> <https://platform.dsausa.org>

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# ATTACHMENT A

## Debit Card Purchasing Procedures and Policies



**Finance Department**  
*"Building Pride In Providence"*

**Debit Card Purchasing Procedures and Policies**

**Objective :** To establish and maintain proper controls for the use of City of Providence debit card(s).

**Description :** The City seeks to make available a debit card for emergency and limited purchases. The sole authorized user of this debit card are the City Controller and the City Treasurer. Debit card purchases must be requested and approved in advance. Requested debit card purchases will be submitted to the Director of Purchasing for review to ensure the debit card is the only method to procure. Approval must come unanimously from City Controller, City Treasurer, and Finance Director. Approved purchases will then require a requisition is created.

**Procedure :** - Purchasing receives a request to make a purchase utilizing the debit card.

-The Purchasing Department vets the request to ensure the debit card is the only method of payment.

-The Director of Purchasing convenes the City Controller, City Treasurer, and Finance Director to review and approve the purchase.

-Once authorized and all department hierarchy approvals are complete along with the approved issued purchase orders, the City Controller or City Treasurer will then make the purchase.

-Proof of purchase must be provided to Controller's Office.

-The Controller's Office matches the requisition(s), PO(s), and receipt(s). This package is then matched to the monthly statement sent by the debit card company and maintained in Fiscal.

Sara Silveria  
Finance Director



Brett P. Smiley  
Mayor

**Finance Department**  
*"Building Pride In Providence"*

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: Controller \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: Treasurer \_\_\_\_\_

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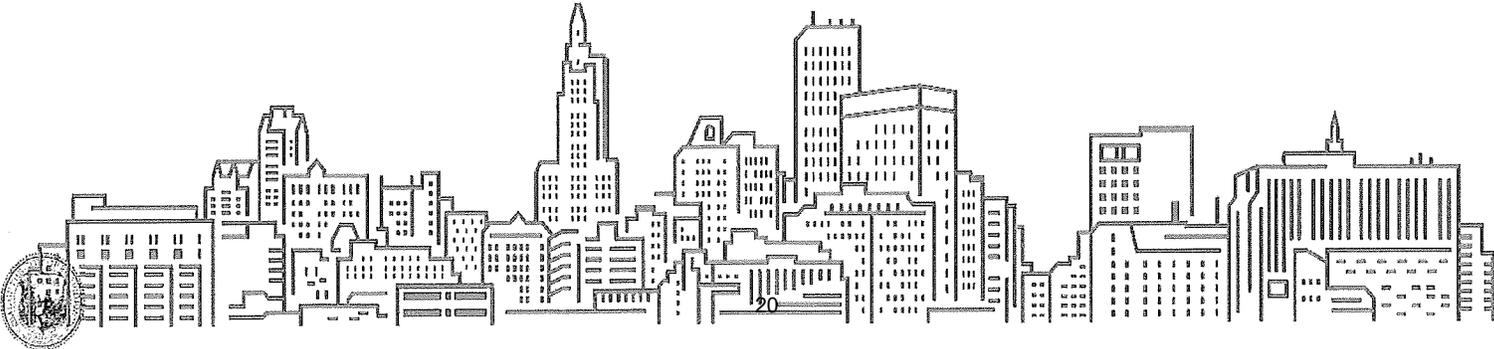
## ATTACHMENT B

### City of Providence Employee Travel Policy

# EMPLOYEE TRAVEL POLICY



**MAYOR BRETT P. SMILEY**  
CITY OF PROVIDENCE



## POLICY OVERVIEW

The intent of this policy is to establish provisions for reimbursement of necessary expenses of City of Providence employees or officials who are required to travel in performance of their duties and in the interest of the City. The City of Providence recognizes employees and officials may be required to travel for the purpose of representing the City at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their duties within City government. The following guidelines are to be used in reporting travel-related expenses, and requesting reimbursement associated with such travel.

An individual traveling on official City business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, indirect routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of City business are not acceptable under this policy.

Travel-related expenses for City employees may be third-party funded if the purpose of the travel is to engage in an activity that serves a legitimate public purpose. An activity has a legitimate public purpose if it is intended to promote the interests of the municipality. Attendance at training and educational events and conferences designed to improve the effectiveness and efficiencies of public services or enhance the knowledge and skills of public employees relative to their official duties, are eligible for third-party reimbursement or funding as long as they do not present a conflict of interest. Conflicts of interest are decisions related to public duties that provide a financial benefit or detriment to an employee, an employee's family or household member, an outside employer, or an employee's business associate.

Employee requests for travel will not be approved by Finance without an accompanying paragraph explaining why the travel is pertinent to the employee's position and what they hope to learn or how the knowledge gained will benefit their job or department.

Pre-approved employee expenses are eligible for reimbursement with a Travel Reimbursement Form and valid receipts. Employees who wish for travel to be paid upfront by the City may contact the Department of Purchasing for more information.

All expenses associated with employee travel must be pre-approved by the employee's department director, the Chief of Staff in the Mayor's Office, and the Finance Director, using the employee **Travel Request Form**, which is available for download on the ProvNet server under **Forms + Docs, Travel**.

## TRAVEL REQUEST FORM: Step-by-Step Guide

An employee seeking City-sponsored travel must first obtain permission from their department director, then locate the Travel Request Form on the ProvNet server under Forms + Docs. Travel. To complete the Travel Request Form, please download the form and adhere to the following instructions:

- 1) Tally travel-related expenses. For instructions on how to tally each expense, see individual sections for Lodging, Meals, Airfare, and Transportation in this document.
- 2) Record each expense on the corresponding line on the Travel Request Form. Some conference fees cover meals and/or lodging. Do not expense any items that are included within the conference fee.
- 3) Attach all back-up for expenses to Travel Request Form. An example would be a printout of hotel costs from the hotel Web site.
- 4) Include an attachment with a paragraph explaining why the travel is pertinent to your position and/or what you hope to learn and incorporate into your job function.
- 5) Obtain your department director's signature on the Travel Request Form.
- 6) Create an Asana task with the documentation uploaded in PDF form.
- 7) Tag the executive assistant to the Chief of Staff and the confidential assistant to the Finance Director on the Asana task. Assign the task to the Chief of Staff's assistant first. Once CoS signature is obtained and the signed request is returned and uploaded into the task, reassign the task to the Confidential Assistant to the Finance Director for Finance Director's signature.
- 8) If using a travel agent to pre-pay expenses through Purchasing, submit the complete signed Travel Request Form to Purchasing, so they can complete the booking.

## LODGING

When choosing lodging for City-sponsored travel, the first choice should be where the conference is being held or where it is recommending. If an employee is unable to stay where the conference is recommending, they should choose a comparably-priced hotel or the most economical option.

Lodging must be in a standard hotel. Out of precaution for safety, City employees are not allowed to book Air BnB or other privately-owned residences for travel reimbursement. Should the hotel have a policy whereby it does not accept a PO as payment, or employees do not want to pay upfront and receive reimbursement from the City for lodging expenses upon trip completion, they may contact Purchasing to help book lodging.

## MEALS

The City uses the GSA Per Diem Meals & Incidental Rates: Standard Rate. Meals are reimbursed per diem and a la carte. For example, if breakfast/lunch are included in the conference fee, only include the reimbursement rate for dinner. If no meals are covered by conference vendors, use the MI&E Total daily standard rate. First and last days of travel are subject to a percentage of the Standard Rate. Employees can access the GSA Rates via GSA Meals & Incidentals Rates or reference the included table. In lieu of the City's travel reimbursement policy with regard to meals – per diem includes all taxes and tips that the employee may incur on the trip. No special per diems will be allocated based on the destination.

	<i>M&amp;IE Total</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>	<i>Incidental Expenses</i>	<i>First &amp; Last Day of Travel</i>
<b>Standard Rate FY23</b>	\$59	\$13	\$15	\$26	\$5	\$44.25

## AIRFARE

If airfare is required, the most economical flights for the dates and times of travel should be purchased. Employees may also choose to purchase through the City's travel agent. To purchase through the City's travel agent:

- 1) Submit a PO to Purchasing for Pearson Travel in the amount of \$1.
- 2) Provide Purchasing with information regarding the preferred date and times for the flights.
- 3) Purchasing will provide flight options via Pearson. Choose the most efficient option.
- 4) Purchasing will update the PO to reflect the correct amount to Pearson.
- 5) Pearson will invoice your department. Invoice to be paid with the PO.

## TRANSPORTATION

On-site transportation costs, such as Uber, Lyft, and taxis are subject to reimbursement if the costs are directly associated with sponsored travel, such as to and from a conference. Backup of costs and trip information should be submitted.

Travelers will be reimbursed for business travel use of personal vehicles at the approved mileage rate according to GSA standards and in effect at the time of travel. Employees can access current rates at [GSA Mileage Reimbursement Rates](#) or reference the following table:

		<i>POV Auto</i>	<i>Govt Auto</i>	<i>Motorcycle</i>
<b>Mileage FY23</b>	<i>Rate per mile</i>	\$0.655	\$0.22	\$0.635

The standard mileage allowance is in lieu of all actual operating expenses such as fuel, oil, towing charges, repairs, tires, insurance, accident deductibles, etc.

Personal vehicles used for City travel purposes shall be insured for public liability insurance protection. Travelers are responsible for insuring their own vehicles. Travelers will not be reimbursed by the City of Providence for collision losses that occur during travel business use of a personal vehicle.

Tolls, ferries, and parking expenses incurred while on business travel are reimbursable in addition to the mileage allowance. Reimbursement for these expenses will not be made without adequate receipts.

## REPORTING REQUIREMENTS

Travel Reimbursement Forms, including all valid receipts, should be turned in to the department director for approval within five business days of the employee's return from a trip. Trips cannot be combined in a single report, nor can money due the employee or the City be "rolled over" to the employee's next expense report. Each expense report is for an individual employee's travel expense.

All expense reports are to be reviewed by department directors, transmuted into a Direct Pay form, signed by the department director, and then sent to the Finance Director for review and signature. Once the Direct Pay is approved and signed by Finance, it may be submitted to Accounts Payable.

## RECEIPTS

**Receipt:** A paper document detailing information about a specific purchase. The more detailed the receipt, the better. Individual receipts for each employee are easier to report than receipts listing multiple employees' purchases. **A plain adding machine tape isn't a valid receipt.** If a business gives you ONLY an adding machine tape, they must write on the back, as specified above for a hand-written receipt, in order for the adding machine tape to be accepted as a valid receipt.

- **Credit Card Receipts:** All receipts should include as much detail as is shared with the employee at time of purchase. If a credit card is used for payment, the backup for what is actually purchased must be included with the expense report – not just the credit card receipt with the total amount charged and date on it.
- **Hotel Receipts:** All folio pages for a stay must be turned in as a receipt, not just a single sheet noting the grand total. All pages, noting all individual charges are required.
- **Internet Purchases:** Screen prints are acceptable as back-up if they are included with a credit card receipt, purchase confirmation number, or a packing slip. Screen prints should include vendor name, what was purchased, tax if applicable, and total cost.

## WHAT IS NOT COVERED

The following items are not reimbursable:

- Car rental, except when specifically approved in advance
- Mileage to and from the airport from the employee's home
- Parking tickets, traffic fines and penalties, towing charges, accidents, and theft losses
- Newspapers, magazines
- Snacks, unless the snack is in substitution for a covered meal
- Personal long distance phone calls
- Alcohol
- Entertainment not covered in the conference package
- Expenses for spouses.  
If bringing a spouse, the employee will be responsible for any additional lodging costs beyond the cost of a single-occupancy room. Meals and any other expenses for the spouse **will not be** reimbursed.

## COMMONLY ASKED QUESTIONS

*I received a PO for some line items of my trip, but also had to use my own personal credit card. How many Travel Reimbursement Forms must I complete on my return?*

You will be completing only one expense report containing travel/training expenses that you paid for at cost.

*There are so many different forms. Could you explain when I should use each one?*

The **Travel Request Form** should be used when requesting a trip.

The **Travel Reimbursement Form** should be used when requesting reimbursement for City travel-related expenses.

*I can never find a blank form when I need one. Where can I find these forms?*

All forms are available on ProvNet.

---

ATTACHMENT C  
Uber Receipt (\$27.93)

Uber

Total \$27.93

July 9, 2025

Thanks for being an Uber One member, June

We hope you enjoyed your ride this evening.



Total

\$27.93

👉 You earned \$1.30 with Uber One

Surcharges mandated by the City of Chicago may make your trip more expensive. [Learn more.](#)

Trip fare

\$34.09



Subtotal	\$34.09	
Booking Fee <a href="#">?</a>		\$2.59
Chicago Accessibility Surcharge <a href="#">?</a>		\$0.10
Chicago Ground Transportation Surcharge <a href="#">?</a>		\$1.13
Chicago Special Venues Surcharge <a href="#">?</a>		\$5.00
Chicago TNP Administrative Surcharge <a href="#">?</a>		\$0.02
Promotion	-\$15.00	



Payments



Mastercard ●●● [REDACTED]

\$27.93

7/10/25 8:48 AM

[Switch Payment Method](#)

[Download PDF](#)

---

## ATTACHMENT D

### Hotel Receipts

C-1	Marriot Marquis, Washington, DC	1 pg
C-2	Hyatt Regency, Chicago	3 pgs
C-3	Hyatt Regency, Chicago	1 pg

Print



Marriott Marquis Washington, DC  
901 Massachusetts Avenue NW, Washington,  
District Of Columbia USA, 20001

Confirmation Room 1: 90830558

The required deposit has been charged to your Mastercard card.

### Stay Details

STAY DATES	TOTAL FOR STAY	
Sun, Mar 09, 2025 - Mon, Mar 10, 2025	561.20 USD	
ROOM TYPE	ROOMS	ADULTS
Guest room, 2 Double	1	1
ROOM PREFERENCES	RATE	
No room preferences were selected.	Prepay Non-Refundable Non-Changeable	

### Summary of Charges

1 room for 1 night(s)	
Sunday, Mar 09, 2025	454.00 USD
<hr/>	
Total Cash Rate	454.00 USD
Estimated Government Taxes and Fees	77.20 USD
Destination Fee	30.00 USD
<hr/>	

**Total for Stay** ~~561.20 USD~~

#### Cancellation Policy

Changes to your reservation are not permitted. Please note that you may cancel your reservation for no charge before 11:59 PM local hotel time on February 11, 2025. After this time, please note that your prepayment for this special rate is non-refundable.

**Reservation Details**

**Confirmation #**

10032660

**Guest Name**

June Rose

**Membership #**

\*\*\*

**Check-in**

Wednesday, 09-Jul-2025

03:00 PM

**Checkout**

Sunday, 13-Jul-2025

12:00 PM

**Adults**

1

**Children**

0

**Room(s) booked**

1

**Room type**

1 King Bed

**Room description**

1 Grand bed:65 inch smart TV

**Nightly rate per room**

July 9 - July 12 - 239.00 US DOLLARS

**Type of rate**

LOCAL PROGRES...

**Rate information**

Rate is eligible to earn points and tier credit.

**Additional tax, fees and service charges**

**OCCUPANCY TAX**

17.390%

**DESTINATION FEE**

15.00

**DEST FEE TAX**

2.61

**Contact**



151 East Wacker Drive, Chicago, IL, US, 60601



+1 312 565 1234



chicago.regency@hyatt.com



Hotel Website

**Note from Hyatt Regency Chicago**

THANK YOU FOR CHOOSING HYATT REGENCY CHICAGO! PLEASE  
NOTE A \$100 INCIDENTAL HOLD PER NGT ON DEBIT/CREDIT CARD  
ANY UNUSED FUNDS WILL RELEASE 10 DAYS AFTER C/O. VALET

PARKING ON-SITE \$87 PER NGT. MUST BE 21 OR OLDER TO BOOK  
RESERVATIONS



**Hyatt Regency Chicago**  
 151 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-1234  
 Fax: 312-239-4414  
 chicagoregency.hyatt.com

**INVOICE**

Miguel Youngs  
 25 Dorrance St.  
 Providence RI 02903

Room No. 2160  
 Arrival 07-09-25  
 Departure 07-12-25  
 Folio Window 1  
 Folio No. 4272939

Confirmation No. 517698801  
 Group Name Local Progress

Date	Description	Charges	Credits
07-09-25	Accommodation	239.00	
07-09-25	Occupancy Tax	41.56	
07-09-25	Destination Fee	15.00	
07-09-25	Destination Fee Occupancy Tax	2.61	
07-10-25	Accommodation	239.00	
07-10-25	Occupancy Tax	41.56	
07-10-25	Destination Fee	15.00	
07-10-25	Destination Fee Occupancy Tax	2.61	
07-11-25	Accommodation	239.00	
07-11-25	Occupancy Tax	41.56	
07-11-25	Destination Fee	15.00	
07-11-25	Destination Fee Occupancy Tax	2.61	
07-12-25	Master Card		894.51
<b>Total</b>		<b>894.51</b>	<b>894.51</b>

Guest Signature \_\_\_\_\_ **Balance** 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

Thank you for choosing the Hyatt Regency Chicago.  
 Please feel free to provide us with feedback regarding your visit.  
 Please send comments to [Hyatt.Chicago.Regency@hyatt.com](mailto:Hyatt.Chicago.Regency@hyatt.com)  
 or 888-565-5586.

For inquiries concerning your bill please call 855-869-0846  
 or email [na.customerservice@hyatt.com](mailto:na.customerservice@hyatt.com)

**World of Hyatt Summary**

Membership: XXXXXX [REDACTED]  
 Bonus Codes:  
 Qualifying Nights: 3  
 Eligible Spend: 762.00  
 Redemption Eligible: 0.00

Summary Invoice, please see front desk for eligibility details.

Please remit payment to:  
 Hyatt Regency Chicago  
 Lockbox 301588  
 Dallas, TX 75303-1588  
 FEIN # 94-1649123

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**ATTACHMENT E**  
**Approval of travel letter by Majority Whip**

**Miguel A. Sanchez**  
**Majority Whip**  
**Councilor – Ward 6**

PROVIDENCE CITY HALL  
25 DORRANCE STREET, ROOM 310  
PROVIDENCE, RI 02903  
OFFICE: 401-521-7477  
MSANCHEZ@PROVIDENCERI.GOV



**PROVIDENCE**  
CITY COUNCIL

## COMMITTEES

Pathway to End Gun Violence Advisory  
Council, Chair  
Committee on Public Works, Vice-Chair  
Rules Committee, Vice-Chair  
Special Committee on Environment and  
Resiliency, Vice-Chair  
Special Committee on Health, Opportunity,  
Prosperity, and Education, Member  
Committee on Finance, Member

October 2, 2025

To whom it may concern:

I have requested City Council Chief of Staff June Rose accompany me to the *How We Win* conference in New Orleans, taking place from Friday, December 5 through Sunday, December 7, 2025.

The conference is hosted by DSA Fund, a 501(c)(3) organization whose events are open exclusively to elected officials and government staff acting in their official capacity. Campaign staff and any electioneering activities are not permitted at this or any DSA Fund event. At my request and with my approval, June will be attending in their capacity as City staff.

Accordingly, I request approval for all related travel expenses—including conference registration, transportation, and accommodations—in accordance with the purchasing requirements established in the City's charter and code of ordinances.

Sincerely,

Miguel Sanchez  
Majority Whip  
Councilor – Ward 6

**Providence City Council**

Providence City Hall, 25 Dorrance Street, Providence, RI 02903

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**ATTACHMENT F**  
**Administration's Travel Request Form**



MAYOR BRETT P. SMILEY  
CITY OF PROVIDENCE

### Travel Request Form

Name/Title \_\_\_\_\_ Department \_\_\_\_\_

Destination/Conference \_\_\_\_\_ Dates of Travel \_\_\_\_\_

Purpose of Travel (Related to Job Function or Department Need):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Estimate of Expenses

Transportation	_____	\$ _____
Lodging	_____	\$ _____
Conference Fees	_____	\$ _____
Meals	_____	\$ _____
Other:	_____	\$ _____
	_____	\$ _____
	Estimated Total	\$ _____

The Travel will be charged to Account Code: \_\_\_\_\_

\_\_\_\_\_  
Department Director

Permission to travel on the above dates has been:  APPROVED  DENIED

\_\_\_\_\_  
Chief of Staff

\_\_\_\_\_  
Date

I certify that funds have been budgeted and sufficient funds exist to pay the expenses of the requested travel.

\_\_\_\_\_  
Finance Department

---

## ATTACHMENT G

Email between Council President  
and Kat Kerwin, former City Councilor

## Costa, Gina

---

**From:** Rose, June  
**Sent:** Wednesday, October 22, 2025 12:14 PM  
**To:** Costa, Gina  
**Subject:** Fw: Convening



**June Rose (They/Them)**

*Chief of Staff*  
Providence City Council  
City Hall, Room 304  
25 Dorrance Street  
Providence, RI 02903  
[jrose@providenceri.gov](mailto:jrose@providenceri.gov)  
M: (401) 316-9355

---

**From:** Miller, Rachel <[Rmiller@providenceri.gov](mailto:Rmiller@providenceri.gov)>  
**Sent:** Wednesday, October 22, 2025 12:11 PM  
**To:** Rose, June <[Jrose@providenceri.gov](mailto:Jrose@providenceri.gov)>  
**Subject:** Fw: Convening

[Get Outlook for iOS](#)

---

**From:** Miller, Rachel <[Rmiller@providenceri.gov](mailto:Rmiller@providenceri.gov)>  
**Sent:** Monday, May 20, 2024 7:53:33 PM  
**To:** [kkerwin@localprogress.org](mailto:kkerwin@localprogress.org) <[kkerwin@localprogress.org](mailto:kkerwin@localprogress.org)>  
**Subject:** Convening

Hi Kat,

Thank you for all your support of our Council's work. We're really looking forward to the LP site visit this weekend. Three of our staff members—Chief of Staff June Rose, Senior Director of Policy Aaron Easter Gardner, and Policy and Public Affairs Coordinator Miguel Youngs—applied to attend the Local Progress Convening this summer. With our Council hoping to pass the most progressive housing legislation in the country later this year, I believe it would be extremely beneficial to have these three staff members attend the Convening, learn from your programming, and meet LP members. Please let me know if there is any more information we can provide to make this possible!

Thanks,

Rachel

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**ATTACHMENT H**  
**Democratic Socialists of America Fund**  
**Homepage**



DSA FUND

# Building a democratic socialist future.

## OUR PURPOSE

DSA Fund is the 501(c)(3) political education sister organization to the Democratic Socialists of America, investing in projects that help build a democratic socialist future.

HOW WE WIN

LEADERSHIP

MEDIA

### STAY UP TO DATE

Sign up to hear about upcoming events and programs, and stay up to date on all of the Fund's partners across the country as we work to build a democratic socialist future.

#### Stay updated

First name \*

Last name \*

First name

Last name

Email address \*

Email address

Subscribe

By signing up, you agree to receive emails from DSA Fund. You also



### HOW WE WIN

How We Win brings together elected officials who govern and organize as democratic socialists, their staff, and DSA chapters.

HOW WE WIN

LEARN MORE

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**ATTACHMENT I**  
**Total cost of taxpayer funded partisan  
conferences**

Taxpayer Funded Partisan Conferences

Travel	Chief of Staff, Council	Deputy Chief of Staff/ Sr. Director of Policy	Deputy Director of Policy	Total By Conference
<b>Local Progress Impact Lab</b>				
Wednesday, July 24, 2024	150.09	399.73	309.82	
Thursday, July 25, 2024	525.30	399.73	309.82	
Friday, July 26, 2024	525.30	399.73	309.82	
Saturday, July 27, 2024	-	-	-	
Sunday, July 28, 2024	-	-	-	
Conference Fees	600.00	600.00	600.00	
American Airlines 7/24 - 7/28	446.95	446.95	446.95	
	152.00			
Oakland Marriot	831.54	801.64	801.64	
	<u>3,231.18</u>	<u>3,047.78</u>	<u>2,778.05</u>	9,057.01
<b>DSA Fund</b>				
Friday, September 20, 2024	n/a	n/a	309.82	
Saturday, September 21, 2024	n/a	n/a	-	
Holiday Inn Express	n/a	n/a	375.30	
			<u>685.12</u>	685.12
<b>Local Progress Impact Lab</b>				
Wednesday, July 9, 2025	262.65	n/a	318.34	
Thursday, July 10, 2025	525.30	n/a	318.34	
Friday, July 11, 2025	525.30	n/a	318.34	
Saturday, July 12, 2025	-	n/a	-	
	-	n/a	-	
Conference Fees	700.00	n/a	700.00	
Southwest Airlines	395.96		316.96	
Hyatt Regency Chicago	1,270.49	n/a	894.51	
<b>Miscellaneous</b>				
Uber Trips	27.93	n/a		
Uber Trips	12.88	n/a		
Harry Caray's	33.97	n/a		
Uber Trips	52.62	n/a		
SWA In Flight	8.00	n/a		
	<u>3,815.10</u>	-	<u>2,866.49</u>	6,681.59
<b>DSA Fund</b>				
Friday, December 5, 2025				
Saturday, December 6, 2025				
Sunday, December 7, 2025				
Conference Fee	225.00	n/a	n/a	
	<u>225.00</u>	-	-	225.00
<b>Total By Person</b>	<b>7,271.28</b>	<b>3,047.78</b>	<b>6,329.66</b>	<b>16,648.72</b>