

**DEPARTMENT OF FINANCE
LEGISLATIVE SUMMARY**

ORDINANCE NO.: 1236-2023

LEGISLATIVE DESCRIPTION: Authorizing the Director of Finance to enter into one or more contracts with various entities and individuals to implement a citywide program to provide travel-booking services for all City employees, including but not limited to, the following:

- Training
- National and International Conferences
- Speaking Engagements

Product and Services Requirements:

- Full-Service Travel booking and payment for all City Employees
- Reservation and fulfillment services
- Interface with City business systems and reporting; i.e. CGI Advantage
- City travel processes and travel management
- Self Service Booking online reservations through Travel Agent

Funding: Citywide