

Mr. Charles F. Davis

etc

Dear Charles:

An unanticipated ~~the~~ ~~unexpected~~ expense item has arisen in connection with the Urban Corps Project. No ~~a~~ budget ~~allowance~~ ^{provision} was made for travel expenses in connection with any of the enrollees. Most of them are engaged in duties which do not require travel. However, a relatively small number have been assigned to work which does require the use of their personal vehicle. Examples are those in the Mayor's office assigned as Community Service Coordinators in the EOA centers. Also, those on the Urban Corps staff that are required to travel to the various work stations to interview supervisors, take care of complaints, and perform the evaluation function. Also, there is a problem, we find, in ~~moving~~ transporting the payroll records from the various work stations ~~to the~~ ~~city~~ to and from the central payroll unit in City Hall.

It is, of course, not right for the enrollees to be required to use their

private vehicles in the performance of their assigned duties without ~~compensation~~ ^{reimbursement}. I am well aware, however, that it would not be practical to request the Board of Aldermen to establish temporary auto allowances for such a program as this, especially in view of the fact that there are no established numbered positions.

We propose, therefore, to reimburse those enrollees who use their car ~~based~~ on the basis of the standard city rate. We propose to secure a signed statement certifying as to the miles driven on urban corps business within a given month and forward to your office for payment along with a miscellaneous requisition. Because the amounts will be relatively small both individually and in total, we will charge account 6-25-62-7704.

We believe that this will be the most expeditious way to handle this matter.

V T T

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cc: Sam Williams
G. Berry