



DEPARTMENT OF HUMAN RIGHTS AND ETHICS

RANJIT HAKIM

EXECUTIVE DIRECTOR

69 W. Washington St. Suite 3040 • Chicago, Illinois 60602 • (312) 603- 1100 • F (312) 603-9988

TONI PRECKWINKLE

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17th District

January 15, 2015

Honorable Joan P. Murphy
Commissioner, 6th District
Cook County Board of Commissioners
118 North Clark Street, Room 567
Chicago, Illinois 60602

Dear Commissioner Murphy:

In accordance with the Ordinance Adopting Guidelines for the Expenditure and Reimbursement of Contingency Funds for Cook County Commissioners (Cook County Ordinance 09-O-32), as amended on May 1, 2012, I have reviewed your revised April 2014 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation submitted on December 12, 2014. Thank you for limiting your airfare reimbursement request to only your own travel expenses.

I have approved, signed, and forwarded the 29C form (and supporting documentation) to the Office of the Comptroller for further review and processing.

As I noted in my letters to you on January 13, 2015, please remind your staff to submit your contingency fund reimbursement requests on a monthly or quarterly basis. Cook County Code of Ordinance ("County Code"), § 34-40(c)(4) ("Within 30 days of the end of each quarter of the County's fiscal year, or within each month of said quarter at the option of each Commissioner, Commissioners shall submit an expenditure report and supporting documentation[.]"). The next quarter ends February 28, 2014. Going forward, I will be unable to approve contingency fund reimbursement requests for expenses incurred more than one quarter prior to the date of the request.

If you have any questions, please do not hesitate to contact me at (312) 603-1106.

Sincerely,

Ranjit Hakim
Executive Director

cc: Lawrence Wilson, Comptroller, Office of the Cook County Comptroller
Ivana Dabizljevic, Director of Financial Control, Office of the Cook County
Comptroller
Matthew B. DeLeon, Secretary to the Board of Cook County Commissioners
Jamie Jones, Administrative Assistant III, Secretary to the Board

COOK COUNTY BOARD OF COMMISSIONERS

CONTINGENCY ACCOUNT EXPENSE REPORT FOR:

Commissioner Joe Patricia Murphy - 6th District
April 1, 2014 - April 30, 2014

1. ATTENDANCE AT MEETINGS AND EVENTS IN THE PERFORMANCE OF OFFICIAL DUTIES (HELD BY OTHERS)

- a. Meals (provide general detail as to how these costs are related to constituent services or official duties) _____ 0
- b. Cost for meetings and events (e.g., cost of tickets or admission fee) _____ 0
- c. Other costs (specify; cannot be for general promotion of an organization) _____ 0

2. TRAVEL AND TRANSPORTATION EXPENSE FOR COUNTY FUNCTIONS, MEETINGS AND DUTIES

- a. Fuel/Usage (automobile)
(usage at current mileage rate, cannot seek reimbursement for both fuel and usage) _____ \$253.68
- b. Parking Fees/Tolls _____ 0
- c. Financing Costs of Vehicle
(reimbursement for percentage attributable to official Cook County use only) _____ 0
- d. Fare (specify air, bus, train, etc.) _____ \$ 144.50
- e. Public Transit _____ 0
- f. Taxi _____ 0
- g. Livery _____ 0

Substantiating Documentation

For all categories, please attach the following documents in support of the above list of expenditures. All documents must be legible. Where it is indicated, please specify the necessary information on the attached documents.

- a. Executed mileage logs
- b. Fuel receipts
- c. Copies of travel documents
- d. Copies of cancelled checks, redacted bank/credit card statements which indicate proof of payment, and what payment was for
- e. Course/program/workshop description for pre-qualified educational programs and verification of completion or attendance, or passage, if applicable
- f. Detailed receipts (if for meals, specify whether the receipts for meals fall under number 1a or 6)

JOAN PATRICIA MURPHY - 6th District

PRINT COMMISSIONER NAME & DISTRICT

Joan P. Murphy

SIGN COMMISSIONER NAME

11/30/14

DATE

Dolores McLaughlin

PREPARED BY

11/30/14

DATE

Total \$398.18