



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

January 15, 2014

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 June 2013 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation submitted on January 15, 2014.

You are seeking mileage reimbursement at a rate of \$0.55 per mile driven for County business. In addition, although your contingency account expense report lists \$75 in expenses for electronic subscriptions, it is my understanding that you have not included this amount in your reimbursement request or the Form 29C.

Based on the foregoing, I have approved, signed, and forwarded the 29C form (and supporting documentation) to the Office of the Comptroller for further review and processing. As we discussed, please advise your staff that all receipts, including those for reimbursable meal expenses while travelling for County business, meetings or duties, must be retained to obtain an ethics approval for reimbursement using contingency funds.

If you have any questions, 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
Timothy Kinsella, Director of Financial Controls, Office of the Cook County
Comptroller
Matthew B. DeLeon, Secretary to the Board of Cook County Commissioners

TONI PRECKWINKLE

PRESIDENT

Cook County Board
of Commissioners

EARLEAN COLLINS

1st District

ROBERT STEELE

2nd District

JERRY BUTLER

3rd District

STANLEY MOORE

4th District

DEBORAH SIMS

5th District

JOAN PATRICIA MURPHY

6th District

JESUS G. GARCIA

7th District

EDWIN REYES

8th District

PETER N. SILVESTRI

9th District

BRIDGET GAINER

10th District

JOHN P. DALEY

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JOHN A. FRITCHEY

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LARRY SUFFREDIN

13th District

GREGG GOSLIN

14th District

TIMOTHY O. SCHNEIDER

15th District

JEFFREY R. TOBOLSKI

16th District

ELIZABETH ANN DOODY GORMAN

17th District

COOK COUNTY BOARD OF COMMISSIONERS
CONTINGENCY ACCOUNT EXPENSE REPORT FOR:

Commissioner Joan Patricia Murphy
June 1, 2013 - June 30, 2013

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) _____ *\$ 256.30*
- 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.) _____ *0*
- e. Public Transit _____ *0*
- f. Taxi _____ *0*
- g. Livery _____ *0*

3. PRE-APPROVED EDUCATIONAL EXPENSES DIRECTLY RELATED TO COUNTY GOVERNMENT (ENROLLED IN BY YOU)

- a. Tuition 0
- b. Fees 0
- c. Books 0
- d. Other Materials (specify) 0

4. PERIODICALS AND PUBLICATIONS RELATED TO OFFICIAL DUTIES

- a. Newspapers 0
- b. Journals 0
- c. Magazines 0
- d. Books 0
- e. Electronic Subscriptions Comcast for home office of \$75.00 for internet, telephone, fax used for county business
- f. Other (specify) 0

5. MEMBERSHIP FEES FOR COMMUNITY OR CIVIC ORGANIZATIONS (specify organization)

0

6. OTHER COSTS DIRECTLY RELATED TO THE PROVISION OF COUNTY CONSTITUENT SERVICES (BY YOUR OFFICE) (specify type of service/program - generally, type of service/activity provided or engaged in)

0

7. I HAVE NOT ACCEPTED CONTINGENCY FUNDS FOR THE PERIOD

June 1, 2013 to June 30, 2013

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

1/8/14
DATE

[Signature]
PREPARED BY

9/18/13
DATE



DEPARTMENT OF HUMAN RIGHTS AND ETHICS

RANJIT HAKIM
EXECUTIVE DIRECTOR

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17th District

January 15, 2014

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 July 2013 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation submitted on January 15, 2014.

You are seeking mileage reimbursement at a rate of \$0.55 per mile driven for County business. In addition, although your contingency account expense report lists \$75 in expenses for electronic subscriptions, it is my understanding that you have not included this amount in your reimbursement request or the Form 29C.

Your hotel receipt for your lodging during your July trip to attend a National Association of Counties ("NACo") meeting in Forth Worth, Texas is at least \$1,029.35 after backing out package delivery and room service charges (and associated taxes). Further you have represented to me that you incurred meal-related expenses of, or in excess of, \$428 during your July trip for the NACo meeting. As we discussed, please advise your staff that all receipts, including those for reimbursable meal expenses while travelling for County business, meetings or duties, must be retained to obtain an ethics approval for reimbursement using contingency funds.

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

If you have any questions, 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
Timothy Kinsella, Director of Financial Controls, Office of the Cook County
Comptroller
Matthew B. DeLeon, Secretary to the Board of Cook County Commissioners

COOK COUNTY BOARD OF COMMISSIONERS
CONTINGENCY ACCOUNT EXPENSE REPORT FOR:

Jan Patricia Murphy - 6th District
July 1, 2013 - July 31, 2013

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) _____
_____ \$ 15.00
- c. Other costs (specify; cannot be for general promotion of an organization) _____
_____ \$ 1029.35
_____ \$ 10.00
_____ \$ 428.00

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) _____
_____ \$ 160.80
- b. Parking Fees/Tolls _____
_____ 0
- c. Financing Costs of Vehicle
(reimbursement for percentage attributable to official Cook County use only) _____

- d. Fare (specify air bus, train, etc.) _____
_____ \$ 423.80
_____ \$ 25.00 AA checked bag
- e. Public Transit _____

- f. Taxi _____

- g. Livery _____
_____ \$ 38 RT shuttle to/from
_____ \$ 84 Limo return airport/hotel
_____ from office to Crestwood

3. PRE-APPROVED EDUCATIONAL EXPENSES DIRECTLY RELATED TO COUNTY GOVERNMENT (ENROLLED IN BY YOU)

- a. Tuition _____ 0
- b. Fees _____ 0
- c. Books _____ 0
- d. Other Materials (specify) _____ 0

4. PERIODICALS AND PUBLICATIONS RELATED TO OFFICIAL DUTIES

- a. Newspapers _____ 0
- b. Journals _____ 0
- c. Magazines _____ 0
- d. Books _____ 0
- e. Electronic Subscriptions _____ \$75.00
Comcast
- f. Other (specify) _____ 0

5. MEMBERSHIP FEES FOR COMMUNITY OR CIVIC ORGANIZATIONS (specify organization)

_____ 0

6. OTHER COSTS DIRECTLY RELATED TO THE PROVISION OF COUNTY CONSTITUENT SERVICES (BY YOUR OFFICE) (specify type of service/program - generally, type of service/activity provided or engaged in)

_____ 0

7. I HAVE NOT ACCEPTED CONTINGENCY FUNDS FOR THE PERIOD

7/1/13 to 7/31/13.

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

1/8/14
DATE

Dolores M. Anglin
PREPARED BY

9/19/13
DATE



DEPARTMENT OF HUMAN RIGHTS AND ETHICS

RANJIT HAKIM

EXECUTIVE DIRECTOR

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January 15, 2014

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 August 2013 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation submitted on January 15, 2014.

You are seeking mileage reimbursement at a rate of \$0.55 per mile driven for County business. In addition, although your contingency account expense report lists \$75 in expenses for electronic subscriptions, it is my understanding that you have not included this amount in your reimbursement request or the Form 29C.

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

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

Sincerely,

Ranjit Hakim
Executive Director

TONI PRECKWINKLE

PRESIDENT

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of Commissioners

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1st District

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17th District

cc: Lawrence Wilson, Comptroller, Office of the Cook County Comptroller
Timothy Kinsella, Director of Financial Controls, Office of the Cook County
Comptroller
Matthew B. DeLeon, Secretary to the Board of Cook County Commissioners

COOK COUNTY BOARD OF COMMISSIONERS
CONTINGENCY ACCOUNT EXPENSE REPORT FOR:

Commissioner Joan Patricia Murphy - 6th District
August 1, 2013 - August 31, 2013

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) _____ *e*
- 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) _____ *\$ 187.00*
- 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.) _____ *0*
- e. Public Transit _____ *0*
- f. Taxi _____ *0*
- g. Livery _____ *0*

3. PRE-APPROVED EDUCATIONAL EXPENSES DIRECTLY RELATED TO COUNTY GOVERNMENT (ENROLLED IN BY YOU)

- a. Tuition 0
- b. Fees 0
- c. Books 0
- d. Other Materials (specify) 0

4. PERIODICALS AND PUBLICATIONS RELATED TO OFFICIAL DUTIES

- a. Newspapers 0
- b. Journals 0
- c. Magazines 0
- d. Books 0
- e. Electronic Subscriptions \$ 75.00
- f. Other (specify) 90% of Comcast telephone, fax, internet used for Ct business

5. MEMBERSHIP FEES FOR COMMUNITY OR CIVIC ORGANIZATIONS (specify organization)

0

6. OTHER COSTS DIRECTLY RELATED TO THE PROVISION OF COUNTY CONSTITUENT SERVICES (BY YOUR OFFICE) (specify type of service/program - generally, type of service/activity provided or engaged in)

0

7. I HAVE NOT ACCEPTED CONTINGENCY FUNDS FOR THE PERIOD

8/1/13 to 8/31/13

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

1/8/13
DATE

Robert J. Jughela
PREPARED BY

9/18/13
DATE