



Memorandum

RECEIVED
San Jose City Clerk

ITEM NO. 2.3

CITY OF
SAN JOSE
CAPITAL OF SILICON VALLEY

TO: Lee Price
City Clerk

2005 FEB 24 P 1:39

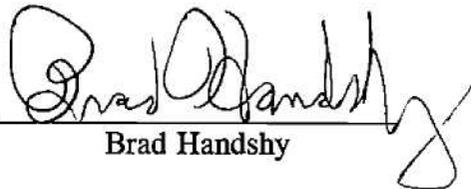
FROM: Brad Handsby
Exec. Asst. to the City
Auditor

SUBJECT: CITY AUDITOR'S TRAVEL CALENDAR
Through June 30, 2005 **DATE:** February 24, 2005

Please agendize for Council approval the following:

Approval of the City Auditor's Travel Calendar through June 30, 2005

Recommendation: Approval of the City Auditor Gerald Silva's travel calendar through June 30, 2005, at a total cost to the City of \$1,486. (City Auditor)


Brad Handsby



CITY OF SAN JOSÉ, CALIFORNIA

800 N. First Street, San Jose, California 95110 • Tel: (408) 277-4601

GERALD A. SILVA
City Auditor

February 24, 2005

Honorable Mayor and Members
of the City Council
801 North First Street, Room 600
San Jose, CA 95110

This is a request for City Council approval of my travel calendar through June 30, 2005. The events that I am requesting permission to attend are itemized in the attached schedule, which shows the date, estimated cost, and any associated professional education hours for the event.

My participation in these events is in accordance with City Council policy and satisfies the two-year continuing education requirement of generally accepted government auditing standards.

In addition, my participation at the Western Intergovernmental Audit Forum (WIAF) and the National Association of Local Government Auditors (NALGA) is preparatory to the 2006 WIAF and NALGA conferences, which will be held in San Jose. These two conferences are expected to generate about 3,000 hotel room nights for downtown San Jose hotels.

The City Auditor's non-personal budget has sufficient funds to cover the cost of this travel request.

Respectfully submitted,

Gerald A. Silva
City Auditor

RECEIVED
San Jose City Clerk
2005 FEB 24 P 1:39

0274I
GS:bh



**OFFICE OF THE CITY AUDITOR
TRAVEL CALENDAR through June 30, 2005
FOR GERALD A. SILVA**

Event and Date	Estimated Cost to City	Estimated Continuing Professional Education Hours
<i>Joint Conference - Association of Government Accountancy/Institute of Internal Auditors/ Information Systems Audit Control Association</i> Albany, NY March 13-15, 2005 Registration Hotel Airfare Meals and Misc. TOTAL	 \$-0- \$-0- \$-0- \$-0- \$-0-	 16
<i>Western Intergovernmental Audit Forum (WIAF) **</i> Phoenix, AZ June 1-3, 2005 Registration Hotel Airfare Meals and Misc. TOTAL	 \$-0- \$-0- \$-0- \$-0- \$-0-	 12
<i>Institute of Internal Auditors</i> Los Angeles, CA May 19, 2005 Registration Hotel Airfare Meals and Misc. TOTAL	 \$-0- \$-0- \$-0- \$-0- \$-0-	 8
<i>National Association of Local Government Auditors(NALGA) ***</i> Milwaukee, WI June 12-15, 2005 Registration Hotel Airfare Meals and Misc. TOTAL	 \$400 \$600 \$350 \$136 \$1,486	 16
Totals	\$1,486	52

* Not at City expense. The City Auditor has agreed to speak at this event, so the sponsoring organization has agreed to reimburse the City for the City Auditor's expenses.

** The City Auditor's participation at this conference is preparatory to the 2006 National Intergovernmental Audit Forum (NIAF) conference, which will be held in San Jose, along with the NALGA conference. This conference and the NALGA conference are expected to generate about 3,000 hotel room nights for downtown San Jose hotels. Should the City Auditor elect to attend this conference, it will be solely at the City Auditor's personal expense.

*** The City Auditor's participation at this conference is preparatory to the 2006 NALGA conference, which will be held in San Jose, along with the NIAF conference. This conference and the NIAF conference are expected to generate about 3,000 hotel room nights for downtown San Jose hotels.

