

Task Order – 2023 May Press Trip

Agency Job # - OKTDD-23025

Task order is for the cost of travel, meals, and activities for five journalists and their five children to be in the destination for four days in May 2023. Their accommodations are comp'd.

Three members of the agency, plus 2 county staff will host the journalists in market. The task order reflects the cost for their travel, meals, activities, and accommodations while accompanying over and above the standard per diem.

Press Trip Expense Breakdown		Day 2	Day 3	Day 4	Day 5
Dinner		\$500	\$500	\$500	
Breakfast			\$300	\$300	\$300
Lunch		\$400	\$400	\$400	
Activities			\$5,000	\$5,000	
Tips			\$200	\$200	
Ground Transportation		\$375	\$200	\$200	\$375
Airfare		\$6,000			\$6,000
Promotional Items		\$750			
Agency Travel (see breakdown below)	\$9,749				
TOTAL		\$8,025	\$6,600	\$6,600	\$6,675
GRAND TOTAL	\$37,649				

Agency Travel	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	\$21	\$180	\$180	\$180	\$180
Lunch	\$36	\$240	\$240	\$240	\$36
Dinner	\$66	\$300	\$300	\$300	
Activities			\$1,000	\$1,000	
Airfare	\$2,000				
Car Rental /Transportation/Fuel	\$1,300				
Accommodations	\$600	\$450	\$450	\$450	
	\$4,023	\$1,170	\$2,170	\$2,170	\$216
TOTAL	\$9,749				

Total not to exceed \$37,649.

Payment Schedule:

Airfare \$14,000 to be invoiced upon Task Order signature and as travel booked.

Balance of expenses not exceeding task order total of \$37,649 based on actuals to be invoiced upon conclusion of trip to include receipts and one travel voucher for all journalists and children and individual travel vouchers for each agency member.

Offered by:

Katy Spiecha

Katy Spiecha, Boone Oakley

Accepted by:

Jennifer Adams
Digitally signed by Jennifer Adams
Date: 2023.04.05 10:01:35 -05'00'

Charlotte Dunworth
Digitally signed by Charlotte Dunworth
Date: 2023.04.05 09:35:00 -05'00'

DeRita Mason
Digitally signed by DeRita Mason
Date: 2023.04.05 10:03:53 -05'00'

Faye Douglas
Digitally signed by Faye Douglas
Date: 2023.04.06 14:38:45 -05'00'

Faye Douglas, OMB Director