



Memorandum

To: Steven Feinberg (cc: Carol Conley; Diane Pertuso)
From: Randall Rosenbaum, Executive Director
Date: November 1, 2006
Re: RULES RE: TRAVEL AND MEAL EXPENSES FOR FILM OFFICE

I have had the opportunity to review your request for reimbursement for travel and personal expenses related to your duties as director of the RI Film & TV Office. I will approve the expenses you have submitted as of 11/1/06, but they suggest that it is important to remind you of some of the ground rules that were established two years ago by the State Controller's Office, and establish some other ground rules that ensure the accountability for the expenditure of state funds.

1. The ***Policies for Entertainment Expenses Incurred by the RI Film and Television Office***, dated November 1, 2004, state that expenses for meals "will be paid with the express advance approval of the Director of Administration or the Executive Director/Operations Office". While no one in this office is questioning that the expenses incurred were for anything other than legitimate purposes, past history with other agencies in state government suggest the need for a higher level of accountability.
 - a. Therefore, in light of the ***Policies*** and at the recommendation of the State Controller, I ask that you submit two lists to me by the last business day of each month:
 - i. The first list is a schedule of proposed meetings for the coming month that will include meals. The list will include the date and time of the meeting, who is scheduled to attend, and a sentence or two on the business to be discussed.
 - ii. The second list is an annotated version of the previous month's meetings, updating the list with new information and the results (or anticipated results) of the meeting. Attached to this list will be copies of your receipts from any meals for which you have paid.
 - b. I recognize that business meetings with meals may be scheduled throughout the month, and that some of these meals will not be anticipated. You will, of course, be eligible for reimbursement. However, every effort should be made to plan ahead. Any unanticipated meals still require the same level of documentation, after the fact, as outlined in (i) and (ii) above.
2. The ***Policies*** require that you be "reasonable and prudent" in your expenditures. Be aware that public funds are being expended. A \$200 bill for

dinner for three people, including \$60 for liquor, stretches the boundaries somewhat.

3. I realize that you can't control what people order at lunch, but you've asked for reimbursement for a glass of Merlot for lunch at Angelo's, and the *Policies* say that alcoholic beverage consumption is "expected to occur after normal work hours".
4. You have a request for reimbursement for \$90 in purchases at Staples. These appear to be legitimate items that needed to be secured in a hurry, but these kinds of purchases need to be the exception, and not the rule. There is an established process for the purchase of materials of this sort.

I have discussed these issues with Larry Franklin and Jerry Williams. They agree that what I am establishing are necessary and appropriate steps in order to ensure accountability for state funds. Jerry has agreed to allow me to act as his designee in pre-approving your anticipated expenditures, so these two monthly lists will be considered the required part of the "advance approval" process as outlined in the *Policies*.

I realize you made a personal decision not to request reimbursement for your last trip to Los Angeles, not wanting to go through the bother of submitting receipts. However, the State paid your airfare and hotel bill for that trip, and reconciliation is a necessary part of the process. You must complete a travel reimbursement form for this trip, even if you are not requesting reimbursement, and this must be done at the end of each trip. This must be done before you leave on November 3rd for Los Angeles.

Be aware that the state travel regulations, and these requirements, are not designed to prevent you from doing the important work of the Film & TV Office. They are in place because you are operating with public funds, as part of a public agency. You are being given tools that no one else in state government has in order to do your work, and you need to be fully accountable, before and after the fact, for your expenditures.