



Human Services Department

**ELDERLY AND VETERANS SERVICES DIVISION**

1 North University Drive, Suite 4108B • Plantation, Florida 33324 • 954-357-6622 • FAX 954-357-8815

**MEMORANDUM**

**TO:** William O'Reilly, Director  
Accounting Division

**FROM:** Tara Williams, Director  
Human Services Department

**DATE:** February 18, 2026

**SUBJECT:** Request for Foreign Travel

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Tara Williams

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We are requesting that Andrea Busada, Director of the Elderly and Veterans Services Division, be authorized to participate as the invited U.S. Fellow in the Young Southeast Asian Leaders Initiative Professional Fellows Program ("YSEALI PFP") from May 1, 2026 to May 11, 2026 in Manila, Philippines.

Ms. Busada will attend meetings and make presentations to University of Manila administration in support of Dr. Kim Leonard delaLuna's YSEALI PFP project proposal that was accepted for funding. Dr. delaLuna is the post-doctoral Professional that spent one month with the Human Services Department as part of the YSEALI PFP.

**All expenses will be paid by the U.S. Department of State's Bureau of Educational and Cultural Affairs, American Councils for International Education.**

Thank you for your consideration of this request.

Broward County Board of County Commissioners

## Summary of Travel

**Meeting/Travel Dates:** May 1, 2026 – May 11, 2026

**Location:** Manila, Philippines

**Reason for Agenda Item:** Travel is outside the Continental United States

**Department:** Human Services Department

**Purpose of Travel:** Ms. Busada will serve as the U.S. Fellow, partnering with Dr. Kim Leonard delaLuna , post-doctoral YSEALI PFP Fellow, and will assist him in presenting his proposed project to administration at the University of Manila.

**Name of Staff Traveling:** Andrea Busada

**Estimated Travel Cost:** There is no cost to Broward County for this foreign travel. All expenses will be paid by the U.S. Department of State's Bureau of Educational and Cultural Affairs, American Councils for International Education.