



CITY OF CORONA

CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)

Vice Mayor Tom Richins is requesting to travel to Sacramento, CA to attend the 2023 California Annual Peace Officer's Memorial with Corona Police Department. on May 6th – May 8th, 2023. Vice Mayor Tom Richins will be attending with the City of Corona Police Department to represent the City, act as a good will ambassador at the event, and pay tribute to the Riverside County Officer and Deputy who were killed in the line of duty. All actual and necessary expenses incurred by Vice Mayor Tom Richins for this trip, including, meals, lodging, transportation, and airfare, will be paid for or reimbursed by the City, so long as and to the extent such expenses comply with Administrative Policy 01200.001, Travel and Other Expense Reimbursement Policy. Estimated total costs for the requested trip are listed below:

Registration	Meals	Lodging	Transportation	Airfare	Other (Please list)	Total*
\$	\$159.00	\$ 838.42	\$	\$346.96	\$	\$1344.38

* Total cost is an estimate only, based on event information provided by requestor.

ATTACHMENTS: Hotel fees, Airfare, meals and schedule

PREPARED BY: DocuSigned by:
Angela Nieto **Date:** 03/29/23
Angela Nieto, Executive Assistant

REQUESTED BY: DocuSigned by:
Tom Richins **Date:** 03/29/23
Tom Richins, Vice Mayor

COST ESTIMATED BY: DocuSigned by:
Denise Burns **Date:** 03/29/23
Denise Burns, Administrative Services Dept.

APPROVED BY: _____ **Date:** _____
 Tony Daddario, Mayor

Guidelines and Procedures for City Official Advance Travel Request Form

The following are to be used in conjunction with Administrative Policy 01200.001 (Travel & Other Expense Reimbursement Policy). These guidelines and procedures in no way supersede or override Administrative Policy 01200.001.

- The City Official Advance Travel Request Form is to be used whenever a City Official is requesting to travel either overnight or via airplane.
- Pursuant to Administrative Policy 01200.001, City Officials include elected officials and appointed members of City legislative bodies.
- Pursuant to Administrative Policy 01200.001, City Officials will be reimbursed for their actual and necessary expenses incurred in the performance of the official duties for their position, provided that reimbursement shall always be at the lesser of the actual cost or the current Internal Revenue Service (“IRS”) rates, unless otherwise approved by the City Council in advance as discussed further below.
- Pursuant to Administrative Policy 01200.001, advance approval shall be obtained from the City Council, unless the Mayor finds that last minute travel up to \$1,000 is necessary and advance Council agenda deadlines cannot be met. With Mayor approval, reporting must be made to the City Council at the next available meeting.
- Approval shall be obtained before incurring any expenses. Expenses incurred outside the approved parameter of travel, as noted on the City Official Advance Travel Request Form, or in excess of that allowed under Administrative Policy 01200.001, will not be borne by the City. If these expenses are paid by the City Official, no reimbursement will be made by the City; if these expenses were charged to a City credit card, the City Official is responsible for the expense and shall promptly reimburse the City.
- As noted in Administrative Policy 01200.001, the City will not pay or reimburse certain categories of expenses, including, but not limited to, the following:
 - Personal portion of the trip, including expenses incurred for family member(s), friends and/or pets who accompany the City Official;
 - Travel relating to political events;
 - Entertainment expenses not directly required as part of official business;
 - Personal automobile expenses, including traffic citation;
 - Personal losses incurred while on City business.
- City Officials shall provide necessary documentation such as receipts and hotel folio to substantiate all expenses incurred. Expenses incurred without receipts will not be reimbursed; if such an expense is charged on a City credit card, the City may request the City Official to reimburse the City if the expense cannot be substantiated in another manner.



Thank you for choosing to stay with Hyatt Hotels & Resorts

Confirmation: # [REDACTED]

Hyatt Regency Sacramento

1209 L Street Sacramento, 95814 United States

Tel: +1 916 443 1234

Reservation Summary

Check-in	Sat, May 6, 2023 03:00 PM
Check-out	Mon, May 8, 2023 12:00 PM
Guests	1 Guest
Rate	Standard Rate
Room	(1) 1 King Bed Capitol View
<hr/>	
Total Cash Per Room*	\$838.42
Sat, May 6	\$361.00
Sun, May 7	\$361.00
<hr/>	
Subtotal	\$722.00
TOURISM FEE	\$28.88
OCCUPANCY TAX	\$86.64
CA ASSESSMENT	\$0.90
<hr/>	
Taxes & Fees	\$116.42

*Changes in taxes or fees will affect the total price.

Guest Details

Name	Mr. Thomas Richins
Email	TOM.RICHINS@CORONA CA.GOV
Address	400 S. Vicentia Ave. 315 Corona, CA 92882 US
Phone Number	(951) 279-3710

Membership Details

World of Hyatt Membership # [REDACTED]

Payment Details

Visa xxxx8668
Exp: [REDACTED]

Live Chat

Special Requests

Terms & Conditions

Deposit Policy

Credit Card Guarantee Required

Cancellation Policy

24Hours PRIOR TO 11:59 PM LOCAL TIME THE DAY OF ARRIVAL or 1 Night Fee/ Credit Card Req



Important information below.

At least one of the Rapid Rewards® numbers entered was not added to this reservation. Please [review the Passenger information](#) below to update this reservation with the correct Rapid Rewards® number(s).



Credit card saved to account

Your credit card has been added to your account.

Thanks for flying with us!

Price

Payment

Confirmation

✔ Your flight is booked!

We're sending you a confirmation email to the address below. If the email hasn't arrived in 2 minutes, check your junk or spam folder.
angela.nieto@coronaca.gov

Trip summary

Print

Flight

CONFIRMATION #
[REDACTED]

MAY 6 - 8
ONT ✈️ **SMF**

FLIGHT TOTAL
\$346.96

Add a car



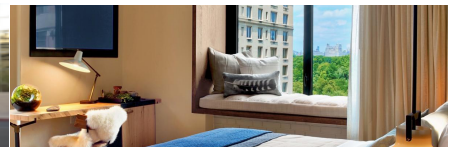
Book now. Pay later!
From \$50.39*/day in Sacramento

*Taxes and fees excl. Terms apply.



Book now

Add a hotel



The perfect stay is moments away

WHERE ARE YOU HEADED?

Sacramento

CHECK-IN

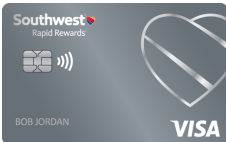
05/06/2023

CHECK-OUT

05/08/2023

Search

Feedback



Earn 50,000 points.

[Learn more](#)

The account information is only an estimate for a specific point in time. Please reference your Rapid Rewards® account for the most up-to-date information.

Your current balance: 0

+50,000 points: 50,000

Estimated total points: **50,000**

5/6 - Sacramento



100% free inflight entertainment* — all on your devices.

[Learn more](#)

*Download the Southwest app to view movies and on-demand content. Inflight messaging only allows access to iMessage and WhatsApp. Apps must be downloaded before the flight.

MAY 6 - 8

Ontario/LA, CA to Sacramento, CA

Confirmation # ██████████

PASSENGERS	EST. POINTS	EXTRAS ?	FARE
Thomas Richins Rapid Rewards® number > Add Known Traveler # / Redress # > Special Assistance >	+ 2,951 PTS		Anytime

Transparency®: Defined
Low fares. Nothing to hide.

Change fees don't fly with us
Flexibility for your travel plans.

Pack with care
Guidelines for carryon luggage.

Departing 5/6/23 Saturday Anytime \$161.93
(Passenger x1)

DEPARTS 3:55 PM Nonstop ARRIVES 5:10 PM	ONT Ontario/LA, CA - ONT SMF Sacramento, CA - SMF	FLIGHT 2929 SCHEDULED AIRCRAFT Boeing 737-700 <i>Subject to change</i> TRAVEL TIME 1hr 15min	SUBTOTAL \$161.93
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Returning 5/8/23 Monday Anytime \$133.10
(Passenger x1)

DEPARTS 6:40 PM Nonstop ARRIVES 8:00 PM	SMF Sacramento, CA - SMF ONT Ontario/LA, CA - ONT	FLIGHT 2677 SCHEDULED AIRCRAFT Boeing 737-700 <i>Subject to change</i> TRAVEL TIME 1hr 20min	SUBTOTAL \$133.10
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Taxes & fees \$51.93

Flight total **\$346.96**

Icon legend

- WiFi available
- Live TV available
- EarlyBird Check-In®

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ award travel reservations: if you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your award travel reservation. For Anytime or Business Select® award travel reservation: the points used for booking will continue to be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the award travel reservation will be converted into a flight credit for future use.
- Please read the [fare rules](#) associated with this purchase.

Feedback

- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- **REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Book your hotel with us and earn up to 10,000 points per night.



The perfect stay is moments away

WHERE ARE YOU HEADED?

Sacramento

CHECK-IN

Sat, May 6, 2023

CHECK-OUT

Mon, May 8, 2023

ROOMS

1

ADULTS

1

CHILDREN

0

Search

Payment summary

PAYMENT INFORMATION			AMOUNT PAID
	XXXXXXXXXXXX8668	CARD HOLDER Corona City Council	BILLING ADDRESS 400 S. Vicentia Ave. #315 Same Corona, CA US 92882
			\$346.96

Total charged

You're all set for your upcoming trip.

Get ready to enjoy two bags for the price of none*, no fees to change your flight**, and some Southwest® love.

*First and second checked bags. Weight and size limits apply. **Fare difference may apply.



SUBTOTAL

\$295.03

TAXES & FEES

\$51.93

TOTAL DOLLARS

\$346.96

Show price breakdown

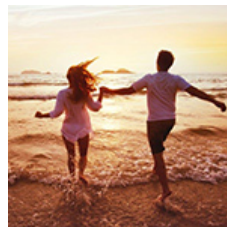
Feedback

Earn up to 1,800 Rapid Rewards® points.

Plus save up to 30% off base rates with Budget®.



Book car >



Score! You qualify for up to a 30% discount on points.

Buy now and boost your balance. Don't wait – this offer is only valid while on this page.

Buy points

FY 2023 Per Diem Rates for Sacramento, California



Meals & Incidentals (M&IE) rates and breakdown ⁱ



Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
Sacramento	Sacramento	\$69	\$16	\$17	\$31	\$5	\$51.75

Saturday, May 6 th	Sunday, May 7, 2023	Monday, May 8, 2023	TOTALS
Breakfast – None	Breakfast - \$16.00	Breakfast - \$16.00	\$32.00
Lunch – None	Lunch - \$17.00	Lunch - \$17.00	\$34.00
Dinner - \$31.00	Dinner - \$31.00	Dinner - \$31.00	\$93.00
TOTAL - \$31.00	TOTAL - \$64.00	TOTAL - \$64.0000	\$159.00



45th Annual

CALIFORNIA PEACE OFFICERS' MEMORIAL CEREMONIES

May 7 & 8, 2023 ♦ 10th Street at Capitol Mall ♦ Sacramento

IN THE LINE OF DUTY

Officer Tyler Ryan Lenehan

Elk Grove Police Department
EOW: January 21, 2022

Officer Nicholas Vella

Huntington Beach Police Department
EOW: February 19, 2022

Correctional Lieutenant Steve M. Taylor

Riverside Co. Sheriff's Office
EOW: February 24, 2022

Officer Jorge David Alvarado

Salinas Police Department
EOW: February 25, 2022

Officer Houston Ryan Tipping

Los Angeles Police Department
EOW: May 29, 2022

Sergeant Michael Paredes

El Monte Police Department
EOW: June 14, 2022

Officer Joseph Santana

El Monte Police Department
EOW: June 14, 2022

Deputy Isaiah Cordero

Riverside Co. Sheriff's Office
EOW: December 29, 2022

∞ ENROLLED FROM PRIOR YEARS ∞

Officer Michael Edward Wall

Los Angeles Co. Probation Department
EOW: April 30, 2021