



## CITY OF CORONA

### CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)

Council Member Jacque Casillas is requesting to travel to Long Beach, CA. to attend the League of California Cities 2024 Annual Conference & Expo on October 16<sup>th</sup> – 18<sup>th</sup>, 2024. The League of California Cities Annual Conference is a valued tradition attended by the Council and staff members from many California cities. The conference provides networking, advocacy, and educational programs that bring together elected and appointed officials, as well as city staff from all departmental areas to serve the grassroots interests of local municipalities. All actual and necessary expenses incurred by Council Member Jacque Casillas for this trip, including any registration, meals, and transportation, 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*
\$725.00	\$86.00	\$ n/a	\$ \$178.27	\$ n/a	\$	<b>\$989.27</b>

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

ATTACHMENTS: Registration, Meals, and Transportation.

**PREPARED BY:**

DocuSigned by:

*Angela Nieto*

EE1ED2CE0ED443

6/17/2024

**Date:** \_\_\_\_\_

**REQUESTED BY:**

DocuSigned by:

*Jacqueline Nieto*

BE1A25F046DF487...

6/19/2024

**Date:** \_\_\_\_\_

**COST ESTIMATED BY:**

DocuSigned by:

*Kim Sitton*

9496702550D64B5

6/20/2024

**Date:** \_\_\_\_\_

Administrative Services Dept.

**APPROVED BY:**

DocuSigned by:

*[Signature]*

F3F4B1AD70054F7...

**Date:** \_\_\_\_\_

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 your purchase!



Order SC-C-972789-C8SVJ

Date of purchase: 6/11/2024  
Payment: Credit Card \*\*\*\* 8668  
Bill To: Nieto, Angela  
Gift Card: -  
PO #:

Bill To Address

Angela Nieto  
400 S Vicentia Ave # 315  
Corona, CA 92882-2187

INV-18858-Z1X1M5  
b) Early Bird Full Conference - Other Public Official - Casillas, Jacque

	Price per unit
	\$725.00
	Quantity
	1
	Discount
	\$0.00
	Taxes
	\$0.00
	Charges
	\$725.00
<hr/>	
Total Charges	\$725.00
Sales Tax	\$0.00
Order Total	\$725.00
Gift Card	\$0.00
Previous Payments	\$0.00
Payment	\$725.00
Balance Due	\$0.00
<hr/>	

Thank you for your purchase!

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Balance Due	\$0.00
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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>i</i>	County <i>i</i>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <i>i</i>
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$74	\$17	\$18	\$34	\$5	\$55.50

Wednesday, October 16, 2024	Thursday, October 17, 2024	Friday, October 18, 2024	Total
Breakfast \$17	Breakfast \$17	X	\$34
Lunch X	Lunch X	Lunch \$18	\$18
Dinner X	Dinner \$34	X	\$34
			TOTAL \$86.00



Corona City Hall, 400 S Vicentia Ave, Corona, CA 92882 to Long Beach Convention & Entertainment Center, 300 E Ocean Blvd, Long Beach, CA 90802 Drive 42.5 miles, 1 hr 7 min

Corona City Hall  
400 S Vicentia Ave, Corona, CA 92882

Breakdown of fees:

$42.5 \times \$0.67 = \$28.47$

$\$28.47 \times 3 \text{ days} = \$84.41$

Get on CA-91 W from W 2nd St and S Lincoln Ave

- 4 min (1.0 mi)
- ↑

1. Head north toward S Buena Vista Ave

13 ft
- ↘

2. Turn right toward S Buena Vista Ave

62 ft
- ↙

3. Turn left toward S Buena Vista Ave

371 ft
- ↘

4. Turn right onto S Buena Vista Ave

0.1 mi
- ↙

5. Turn left onto W 2nd St

0.3 mi
- ↘

6. Turn right onto S Lincoln Ave

0.2 mi
- ⤴

7. Turn left to merge onto CA-91 W

0.3 mi

Continue on CA-91 W. Take CA-55 S to CA-22 W in Seal Beach. Take exit 23 from I-405 N

- 33 min (35.2 mi)
- ⤴

8. Merge onto CA-91 W

5.6 mi
- ↑

9. Continue straight to stay on CA-91 W

9.0 mi
- ↙

10. Use the left 2 lanes to take exit 34 for CA-55 S toward Newport Beach

0.5 mi
- ↑

11. Continue onto CA-55 S

4.4 mi
- ↘

12. Use the right 2 lanes to take exit 13 for CA-22 W/Garden Grove Fwy toward Long Beach


0.4 mi
- ↑

13. Continue onto CA-22 W/Garden Grove Fwy


11.8 mi
- ↘

14. Keep right to continue on CA-22 W

0.8 mi

- 

15. Merge onto CA-22 W/I-405 N


2.0 mi
- 

16. Use the right 2 lanes to take exit 23 for CA-22 W toward Long Beach


0.8 mi

Continue on CA-22 W. Take E 7th St and E Ocean Blvd to E Seaside Way in Long Beach


17. Continue onto CA-22 W

18 min (6.3 mi)
- 


18. Continue straight onto E 7th St

1.6 mi
- 


19. Turn left onto Junipero Ave

2.3 mi
- 


20. Turn right onto E Ocean Blvd

0.8 mi
- 

21. Turn left onto S Linden Ave

1.1 mi
- 

22. Turn right onto E Seaside Way

331 ft
- 

0.3 mi

Long Beach Convention & Entertainment Center  
300 E Ocean Blvd, Long Beach, CA 90802



Long Beach Convention & Entertainment Center, 300 E Ocean Blvd, Long Beach, CA 90802 to Corona City Hall, 400 S Vicentia Ave, Corona, CA 92882 Drive 46.2 miles, 54 min

Long Beach Convention & Entertainment Center  
300 E Ocean Blvd, Long Beach, CA 90802

Break down of fees:  
46.2 Miles x .67 per mile = \$30.95  
\$30.95 X 3 Days = \$92.86

Get on I-710 N from W Shoreline Dr

- 4 min (2.0 mi)
- ↑ 1. Head west on E Seaside Way toward S Pine Ave
- 0.3 mi
- ↶ 2. Turn left onto S Chestnut Pl
- 289 ft
- ↷ 3. Turn right onto W Shoreline Dr
- 1.3 mi
- ⬆ 4. Use the left 2 lanes to merge onto I-710 N via the ramp to Pasadena
- 0.4 mi

Take CA-91 E to W 2nd St in Corona. Take exit 49 from CA-91 E

- 43 min (43.8 mi)
- ⬆ 5. Merge onto I-710 N
- 6.2 mi
- ↷ 6. Use the right 2 lanes to take exit 8A to merge onto CA-91 E toward Riverside
- 22.0 mi
- ↷ 7. Keep right to stay on CA-91 E
- 15.3 mi
- ↷ 8. Use the right 2 lanes to take exit 49 toward Lincoln Ave
- 0.2 mi

Continue on W 2nd St to your destination

- 2 min (0.4 mi)
- ↶ 9. Use the left 2 lanes to turn left onto W 2nd St
- 0.2 mi
- ↷ 10. Turn right onto N Buena Vista Ave
- 0.1 mi
- ↶ 11. Turn left
- 79 ft
- ↷ 12. Turn right
- 62 ft



↩ 13. Turn left

 Destination will be on the right

————— 305 ft

Corona City Hall  
400 S Vicentia Ave Corona CA 92882