



CITY OF CORONA

CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)

Jacque Casillas, Council Member is requesting to travel to Monterey, CA to attend the League of California Cities Leaders Workshop from November 30, 2022, to December 2, 2022. The purpose of this trip is to gather to provide an opportunity for city leaders to review their progress on this year's strategic advocacy priorities, discuss challenges and opportunities for cities, and inform recommendations for 2023 advocacy priorities to be considered by the Cal Cities Board during its December meeting. In 2021 Council Member Jacque Casillas was appointed the League of California Cities policy committee as their vice chair in Community Services. All actual and necessary expenses incurred by Jacque Casillas for this trip, including registration, 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 (Parking)	Total*
\$ No fees	\$121.00	\$ No fees	\$453.75	\$ No fees	\$105.00	\$679.75

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

ATTACHMENTS: League of California Cities Leaders Workshop schedule

PREPARED BY: _____ **Date:** _____
Angela Nieto, Executive Assistant

REQUESTED BY: _____ **Date:** _____
Jacque Casillas, Council Member

COST ESTIMATED BY: _____ **Date:** _____
Administrative Services Dept.

APPROVED BY: _____ **Date:** _____
Mayor