



CITY OF CORONA

CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)

Council Member Jason Scott is requesting to travel to Monterey, CA to attend the League of California Cities Mayors & Council Members Executive Forum on June 27-28, 2018. The purpose of this trip is to attend a valuable two-day forum for elected officials with educational sessions which address the challenges that cities face and cutting-edge approaches to handling all types of situations. The forum will explore a wide range of topics that are pertinent to California's diverse local governments (see attached copy of the forum brochure for a complete list of the scheduled topics).

All actual and necessary expenses incurred by Council Member Jason Scott 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 (requesting payment only for registration fees; CM Scott will pay all additional expenses):

Registration	Meals	Lodging	Transportation	Airfare	Other (Please list)	Total*
\$375	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375

note

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

PREPARED BY: Sylvia Edwards Date: 4/12/18
Sylvia Edwards

REQUESTED BY: Jason Scott Date: 4/12/18
Jason Scott

COST ESTIMATED BY: [Signature] Date: 4/12/18
Administrative Services Dept.

APPROVED BY: _____ Date: _____
Mayor

NOTE: Other than the \$375. Registration fee, ^{for} all costs of this travel will be borne by Council member Scott. ps