



**CITY OF CORONA**

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

Council Member Wes Speake is requesting to travel to Sacramento, California to attend a meeting at the State Capitol on Wednesday, September 6, 2023. The purpose of this trip is to meet with Assemblymember Bill Essayli along with Riverside County Transportation Commission Executive Director and Caltrans’s Deputy Director to discuss the 15 lane drops and assist with some of the technical issues. Council Member Wes Speake is a Board Member with the Riverside County Transportation Commission representing the City of Corona. All actual and necessary expenses incurred by Council Member Wes Speake for this trip, including meals, 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*
\$ NONE	\$ 64.00	\$ NONE	\$ 100.00	\$477.97	\$	<b>\$641.97</b>

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

ATTACHMENTS: Meals, Transportation and Airfare

**PREPARED BY:** DocuSigned by:  
Angela Nieto **Date:** 8/29/2023  
FEE1ED2CE0FD443...  
 Angela Nieto, Executive Assistant

**REQUESTED BY:** Wes Speake **Date:** 8/30/2023  
01041F40C0B5463...  
 Council Member Wes Speake

**COST ESTIMATED BY:** Kin Sifton **Date:** 8/30/2023  
AEC6AA40B00BD44E7...  
 Administrative Services Dept.

**APPROVED BY:** \_\_\_\_\_ **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.



## Meals & Incidentals (M&IE) rates and breakdown <sup>i</sup>



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.

Show entries

Filter Results...

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel <sup>i</sup>
Napa	Napa	\$79	\$18	\$20	\$36	\$5	\$59.25
Oakhurst	Madera	\$69	\$16	\$17	\$31	\$5	\$51.75
Oakland	Alameda	\$74	\$17	\$18	\$34	\$5	\$55.50
Palm Springs	Riverside	\$69	\$16	\$17	\$31	\$5	\$51.75
Point Arena / Gualala	Mendocino	\$79	\$18	\$20	\$36	\$5	\$59.25
Sacramento	Sacramento	\$69	\$16	\$17	\$31	\$5	\$51.75

	PER DIEM	Total
BREAKFAST	\$16.00	\$16.00
LUNCH	\$17.00	\$17.00
DINNER	\$31.00	\$31.00
		<b>\$64.00</b>



# Change flight: Step 5 of 5

- Change
- Select flights
- Price
- Review
- Confirmation

**✔ Your change is complete! No need to call to confirm.**

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

### Flight

CONFIRMATION #  
**2EQTPN**

DEPART  
**9/6**    **ONT** **SMF**  
 Wednesday 9:40 AM 11:00 AM

RETURN  
**9/6**    **SMF** **ONT**  
 Wednesday 5:50 PM 7:10 PM

PASSENGERS  
**Wes Speake**  
[See more passenger details](#)

AMOUNT PAID  
**\$0.00**

[See more flight details](#)

**\$0**

**There was no fee to change your flight today.**

It's our way of saying thank you...today, and everyday.

Feedback

## 9/6 - 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.

SEP 6  
**Ontario/LA, CA to Sacramento, CA**

Confirmation # **2EQTPN**





PASSENGERS

EXTRAS





FARE

PASSENGERS	EXTRAS	FARE
<b>Wes Speake</b>	—	Wanna Get Away Plus



Departing		9/6/23 Wednesday		Wanna Get Away Plus (Passenger x1)
 DEPARTS	<b>9:40 AM</b>	<b>ONT</b> Ontario/LA, CA - ONT	FLIGHT <b>2585</b>  	
	<i>Nonstop</i>			
 ARRIVES	<b>11:00 AM</b>	<b>SMF</b> Sacramento, CA - SMF	TRAVEL TIME <b>1hr 20min</b>	

Returning		9/6/23 Wednesday		Wanna Get Away Plus (Passenger x1)
 DEPARTS	<b>5:50 PM</b>	<b>SMF</b> Sacramento, CA - SMF	FLIGHT <b>208</b>  	
	<i>Nonstop</i>			
 ARRIVES	<b>7:10 PM</b>	<b>ONT</b> Ontario/LA, CA - ONT	TRAVEL TIME <b>1hr 20min</b>	

**Icon legend**

 WiFi available     Live TV available

**Helpful Information:**

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): 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 reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- 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](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Feedback

## Pricing & funds summary

TOTAL PAID **\$0.00**



# 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](mailto:angela.nieto@coronaca.gov)

### Trip summary

 [Print](#)

 **Flight**

CONFIRMATION #  
**2EQTPN**

SEP 5  
**ONT ✈ SMF**

FLIGHT TOTAL  
**\$477.97**

 [Add a car](#)



Book now. Pay later!  
**From \$42.74\*/day in Sacramento**

\*Taxes and fees excl. Terms apply.



[Book now](#)

## Earn 2X points on your next Southwest® purchase

with the Rapid Rewards® Plus Credit Card.  
\$69 annual fee.



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- **3,000 anniversary points** every year
- **2X points** on rideshare
- **1X points** that count toward **Companion Pass®** on all purchases

Feedback

## 9/5 - 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.

### SEP 5 **Ontario/LA, CA to Sacramento, CA**

Confirmation # **2EQTPN**

PASSENGERS

EST. POINTS

EXTRAS

FARE

PASSENGERS

EST. POINTS

EXTRAS

FARE

**Wes Speake**

+ 3,336<sup>PTS</sup>

—

Wanna Get Away Plus

Rapid Rewards® number >

Add Known Traveler # / Redress # >

Special Assistance >



**Transparency®: Defined**  
Low fares. Nothing to hide. ✎



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



**Add EarlyBird Check-In®**

**Departing**

9/5/23 Tuesday

**Wanna Get Away Plus**  
(Passenger x1)

**\$208.45**



DEPARTS

**9:40** AM

**ONT**

Ontario/LA, CA - ONT

FLIGHT

**2585**

SCHEDULED AIRCRAFT

Boeing 737 MAX8

Subject to change

Nonstop



ARRIVES

**11:00** AM

**SMF**

Sacramento, CA - SMF

TRAVEL TIME

1hr 20min

SUBTOTAL

**\$208.45**

**Returning**

9/5/23 Tuesday

**Wanna Get Away Plus**  
(Passenger x1)

**\$208.45**



DEPARTS

**5:50** PM

**SMF**

Sacramento, CA - SMF

FLIGHT

**208**

SCHEDULED AIRCRAFT

Boeing 737-700

Subject to change

Nonstop



ARRIVES

**7:10** PM

**ONT**

Ontario/LA, CA - ONT

TRAVEL TIME

1hr 20min

SUBTOTAL

**\$208.45**

Taxes & fees

**\$61.07**

**Flight total**

**\$477.97**

**Icon legend**



WiFi available




Live TV available

**Helpful Information:**

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# Payment summary

PAYMENT INFORMATION			AMOUNT PAID
 <b>4715290007878668</b> XXXXXXXXXXXX8668 Expiration: 1/24	<b>CARD HOLDER</b> <b>Corona City Council</b>	<b>BILLING ADDRESS</b> <b>400 S. Vicentia Ave. #315</b> <b>Same</b> <b>Corona, CA US 92882</b>	<b>\$477.97</b>

## 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	<b>\$416.90</b>
TAXES & FEES	<b>\$61.07</b>
<b>TOTAL DOLLARS</b>	<b>\$477.97</b>

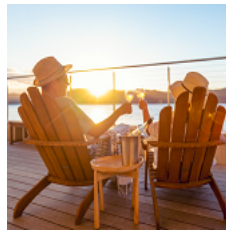
[Show price breakdown](#)

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**You've just landed a special offer of up to 45% off points!**

Lock it in before this deal flies away – and boost your points balance now!

[Buy points >](#)