



**CITY OF CORONA**

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

Council Member Jim Steiner is requesting to travel to Sacramento, CA to attend meetings at the State Capitol as a member of the Santa Ana River Consulate Delegation on August 15<sup>th</sup> – August 17<sup>th</sup>, 2023. The purpose of this trip is to meet with multiple Legislative offices to discuss the Santa Ana River Trails and Parkways for potential funding and conservation opportunities. All actual and necessary expenses incurred by Council Member Jim Steiner for this trip, including any 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 (Please list)	Total*
\$	\$128.00	\$ 531.28	\$100.00 Uber	- \$471.96	\$60 Airport Parking	<b>\$1291.24</b>

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

ATTACHMENTS: Hotel, Flight, Meal per diem and airport parking fees.

**PREPARED BY:** DocuSigned by:  
Angela Nieto  
 Angela Nieto, Executive Assistant **Date:** 7/27/2023

**REQUESTED BY:** FEETED2CE0FD443...  
Angela Nieto  
 Jim Steiner, Council Member **Date:** 7/27/2023

**COST ESTIMATED BY:** CD0E6E48ADB2404...  
Brett Channing  
 Administrative Services Dept. **Date:** 7/27/2023

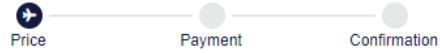
**APPROVED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Mayor

## **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.

# Trip & Price Details



**✈️ Flight** [Modify](#)

<p><b>✈️ Tue 8/15</b></p> <p># 197  <b>ONT</b> → <b>SMF</b>                  5:05 PM 6:25 PM</p>	<p>1 hr 20 min   Nonstop</p> <p><a href="#">Business Select</a></p>
<p><b>✈️ Thu 8/17</b></p> <p># 782  <b>SMF</b> → <b>ONT</b>                  12:10 PM 1:25 PM</p>	<p>1 hr 15 min   Nonstop</p> <p><a href="#">Business Select</a></p>

Price per Passenger	<b>\$411.31</b>
Taxes and fees per Passenger	<b>\$60.65</b>
<b>Total per Passenger</b>	<b>\$471.96</b>
Passenger(s)	<b>x1</b>
<b>Flight total</b>	<b>\$471.96</b>
	or from \$47/mo* with <b>uplift</b> <a href="#">Learn more</a>

**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.

**Flexibility comes with every fare.**



Two bags fly free\*<sup>1</sup>



No change<sup>2</sup> or cancel<sup>3</sup> fees. Change your flight later without a fee. Fare difference may apply.

\*1st and 2nd checked bags. Weight and size limits apply. <sup>2</sup>Fare difference may apply. <sup>3</sup>Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited flight credits.

BAG FEE *	<b>\$0.00</b>
SUBTOTAL	<b>\$411.31</b>
TAXES & FEES	<b>\$60.65</b>
<b>TRIP TOTAL</b>	<b>\$471.96</b>

[Show price breakdown](#)

## Step 1: Your details

\* required fields

### First name\*

Please give us the name of one of the people staying in this room.

### Last name\*

### Email address\*

We'll send your confirmation email to this address

### Cell phone number\*

We'll only contact you in an emergency



### Residence Inn by Marriott Sacramento Downtown at Capitol Park

1121 15th Street, Sacramento, CA, 95814, United States

**8.6** Fabulous

699 guest reviews

Cleanliness: 9.0/10

Check-in **Tuesday, August 15, 2023** (4 PM)

Check-out **Thursday, August 17, 2023** (11 AM)

2 nights, 1 room

## Step 2: Property details

### Property highlights

Pool Pet-friendly Free WiFi Kitchen Bathtub Bar

### Studio, 1 King Bed with Sofa bed, Non Smoking

**Included in your room:** Free Wi-Fi Breakfast for 2 people 1 King Bed and 1 Double Sofa Bed Non Smoking

[> Any special requests?](#)

[> Any accessibility requests?](#)

If you don't book now, this amazing deal could be gone

### Studio, 1 King Bed with Sofa bed, Non Smoking

2 nights \$458.00  
\$229.00 per night

Taxes and fees \$73.28

**Total price** **\$531.28**

### Payment schedule

Due now \$0.00

Due at property \$531.28

This price may increase if you book later.



## 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

10

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

# Parking Lots & Rates

Our parking lots are easy to find and a skip & a hop from our terminals. Find out what we mean when we say, "quickest curb-to-gate experience" in SoCal.

## Lots 2 General Hourly Parking

Directly in front of Terminal 2.  
Rates start at \$3.00 for 30 min.

### Fee Breakdown

Up to 30 minutes	\$3
Up to 1 hour	\$6
Up to 2 hours	\$8
Up to 4 hours	\$10
Up to 24 hours	\$24
Additional days	\$24/day

\*EV charging station available

## Lot 2 Premium Hourly Parking

A shorter walk to Terminal 2.  
Rates start at \$8.00 for 1 hr.

### Fee Breakdown

Up to 1 hour	\$8
Up to 2 hours	\$10
Up to 24 hours	\$30
Additional days	\$30/day

\*EV charging station available

## Lot 3 Daily Parking

In between Terminal 2 and 4. A short walk from both. Full day parking at \$20.00 per day.

### Fee Breakdown

Up to 24 hours	\$20
Additional days	\$20/day