

**Employee/Official Name: Eugene Montanez**  
**Travel Expense Reimbursement Policy (01200.001)**  
**Mileage**  
**Reporting Month: May 2017**

Date	Expense Category per Travel Policy (Select One)	Description of the Trip	Beginning Address	Ending Address	Round Trip (Y/N)	Taxable (Y/N)	Mileage
5/2/2017	* City Officials attending, as an invited representative of the City by a business, ground-breaking, grand opening or other ceremonial events, held in the state and open to the public, for businesses with a facility already located in the City (limit to 10 per business per fiscal year). (Policy Item #7(1))	Miguel's JR Restaurant Grand Opening in Redlands	Shop, 127 Radio Rd.	27521 San Bernardino Ave. Redlands	y	n	54.4
5/3/2017	* City Officials' round-trip commutes (from home to a city facility and back) when attending a meeting of their legislative body or participating in another event or activity for which expenses are reimbursable. (Policy Item #7(4))	Infrastructure Committee Meeting	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave	n	y	2.95
5/3/2017	* City Officials' round-trip commutes (from home to a city facility and back) when attending a meeting of their legislative body or participating in another event or activity for which expenses are reimbursable. (Policy Item #7(4))	City Council Meeting	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave	y	y	5.9
5/8/2017	* Attending events as a representative of the City, including charitable events, that are sponsored, co-sponsored or organized by the City. (Policy Item #4(1))	Coffee with an Entrepreneur at Corona Chamber of Commerce	Shop, 127 Radio Rd.	904 E 6th St, Corona	y	n	1.8
5/9/2017	* Attending events as a representative of the City, including charitable events, that are sponsored, co-sponsored or organized by the City. (Policy Item #4(1))	Chamber 101 Meeting/New Member Orientation	Shop, 127 Radio Rd.	904 E 6th St, Corona	y	n	1.8
5/13/2017	* Attending events as a representative of the City, including charitable events, that are sponsored, co-sponsored or organized by the City. (Policy Item #4(1))	The Grand Tour presented by Corona Historic Preservation Society	Home	Heritage Park, 510 W. Foothill Parkway	n	n	1.9
5/17/2017	* City Officials' round-trip commutes (from home to a city facility and back) when attending a meeting of their legislative body or participating in another event or activity for which expenses are reimbursable. (Policy Item #7(4))	City Council Meeting	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave	y	y	5.9
5/19/2017	* City Officials' round-trip commutes (from home to a city facility and back) when attending a meeting of their legislative body or participating in another event or activity for which expenses are reimbursable. (Policy Item #7(4))	WRCOG General Assembly Video filming meeting	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave	y	y	5.9
5/20/2017	* Attending events as a representative of the City, including charitable events, that are sponsored, co-sponsored or organized by the City. (Policy Item #4(1))	Lobsterfest	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave	y	y	5.9
5/21/2017	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	ICSC Conference in Las Vegas, Nevada	Home	City Hall, 400 S. Vicentia Ave	n	y	3.8

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5/21/2017	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	ICSC Conference in Las Vegas, Nevada	City Hall, 400 S. Vicentia Ave	Ontario Airport	n	n	19.4
5/23/2017	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	Returning from ICSC Conference in Las Vegas, Nevada	Ontario Airport	Shop, 127 Radio Rd.	n	n	15.4
5/24/2017	* City Officials' round-trip commutes (from home to a city facility and back) when attending a meeting of their legislative body or participating in another event or activity for which expenses are reimbursable. (Policy Item #7(4))	Budget Workshop	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave	y	y	5.9
5/24/2017	* Other - Include explanation regarding how the request is for an actual and necessary expense incurred in the performance of the official duties with reimbursement request or in the Description field.	2017 Father of the Year Awards presented by the Father's Day Council	Shop, 127 Radio Rd.	Riverside Convention Center	y	n	30.2
					Monthly Total Mileage		161.15
					2017 Mileage Rate		0.535
					Amount to Reimburse		\$ 86.22
					Taxable		\$ 19.39
					Non-Taxable		\$ 66.83