

Employee/Official Name: Eugene Montanez Travel Expense Reimbursement Policy (01200.001) Mileage Reporting Month: October 2017							
Date	Description of the Trip	Beginning Address	Ending Address	Round Trip (Y/N)	Taxable (Y/N)	Mileage	
10/2/17	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	International Council Of Shopping Center Western Division Conference (ICSC)	County of Riverside Admin. Center Board Room, First Floor, 4080 Lemon St. Riverside	Los Angeles Convention Center - 1201 S. Figueroa St., Los Angeles CA 90015	n	n	57.9
10/3/17	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	International Council Of Shopping Center Western Division Conference (ICSC)	Los Angeles Convention Center - 1201 S. Figueroa St., Los Angeles CA 90015	Home	n	n	52
10/4/17	* 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	City Hall, 400 S. Vicentia Ave.	Shop, 127 Radio Rd., Corona	y	y	5.9
10/4/17	* 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))	Ctiy Council Meeting	Shop, 127 Radio Rd. Corona	City Hall, 400 S. Vicentia	n	y	2
10/4/17	* 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))	City Council Meeting	City Hall, 400 S. Vicentia Ave.	Home	n	n	3.7
10/5/17	* City Officials attending, as an invited representative of the City by a regional, state, national or international government agency, ceremonial events held in the state by such government agency. (Policy Item #7(2))	Riverside County Economic Development meeting with George Johnson	Shop, 127 Radio Rd. Corona	Riverside County Building, Riverside, CA	y	n	26
10/6/17	* Meetings with consultants, professionals, constituents, applicants or other private or governmental entities or agencies, which are necessary for the performance of their position. (Policy Item #5)	NSWC Corona Division Navy Meeting	Shop, 127 Radio Rd. Corona	NSWC Corona Division, 2300 Fifth St., Norco	y	n	14.4
10/7/17	* 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))	Corona Walk for Life	Home	Corona Chamber of Commerce, 904 E. Sixth Street	y	n	6
10/9/17	* City Officials attending, as an invited representative of the City by a regional, state, national or international government agency, ceremonial events held in the state by such government agency. (Policy Item #7(2))	Norco College Meeting	Shop, 127 Radio Rd. Corona	Norco College - 2001 Third St., Norco, 92860	y	n	9.4
10/9/17	* 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.	Christopher Roybal procession	Shop, 127 Radio Rd. Corona	Ontario Airport, 2500 E. Airport Dr., Ontario	n	n	21.6

Date		Description of the Trip	Beginning Address	Ending Address	Round Trip (Y/N)	Taxable (Y/N)	Mileage
10/9/17	* 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.	Christopher Roybal procession	Ontario Airport, 2500 E. Airport Dr., Ontario	Thomas Miller Mortuary, 1118 E. Sixth Street, Corona	n	n	19.7
10/10/17	* 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.	Christopher Roybal procession	Thomas Miller Mortuary, 1118 E. Sixth Street, Corona	Home	n	n	2.03
10/13/17	* City Officials attending, as an invited representative of the City by a regional, state, national or international government agency, ceremonial events held in the state by such government agency. (Policy Item #7(2))	Meeting with Jenny Korn, Deputy Director to the President	Shop, 127 Radio Rd. Corona	Santa Ana	n	n	34.8
10/13/17	* City Officials attending, as an invited representative of the City by a regional, state, national or international government agency, ceremonial events held in the state by such government agency. (Policy Item #7(2))	Navy Base change of command	Santa Ana	NSWC Corona Division, 2300 Fifth St., Norco	n	n	31.5
10/13/17	* City Officials attending, as an invited representative of the City by a regional, state, national or international government agency, ceremonial events held in the state by such government agency. (Policy Item #7(2))	Navy Base change of command	NSWC Corona Division, 2300 Fifth St., Norco	Shop, 127 Radio Rd., Corona	n	n	6
10/17/17	* Meetings with consultants, professionals, constituents, applicants or other private or governmental entities or agencies, which are necessary for the performance of their position. (Policy Item #5)	La Sierra Foundation	Corona, CA	La Sierra Foundation, 4500 Riverwalk Parkway, Riverside	y	n	22.8
10/17/17	* City Officials attending, as an invited representative of the City by a regional, state, national or international government agency, ceremonial events held in the state by such government agency. (Policy Item #7(2))	NALEO Reception	Home	West Hollywood	y	n	116.3
10/18/17	* 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))	Police Department Recognition	Shop, 127 Radio Rd. Corona	Corporation Yard, 730 Corporation Yard Way, Corona	n	n	2.4
10/18/17	* 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))	Police Department Recognition	Corporation Yard, 730 Corporation Yard Way, Corona	City Hall, 400 S. Vicentia	n	y	1
10/18/17	* 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	City Hall, 400 S. Vicentia Ave.	Home	n	n	3.7
10/23/17	* Meetings with consultants, professionals, constituents, applicants or other private or governmental entities or agencies, which are necessary for the performance of their position. (Policy Item #5)	NALEO Meeting Breakfast - Consul of General Israeli	Home	Los Angeles City Club 555 South Flower St., 51st floor Los Angeles, CA.	y	n	97.9

Date		Description of the Trip	Beginning Address	Ending Address	Round Trip (Y/N)	Taxable (Y/N)	Mileage
10/24/17	* Attending educational seminars, conferences, or activities designed to improve skills and information levels. (Policy Item #2)	California Association of Local Agency Formation Commissions (CALAFCO) Conference	Home	Bahia Hotel, Mission Bay San Diego, CA	y	n	191.2
10/27/17	* 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))	Meeting City Hall	Shop, 127 Radio Rd. Corona	City Hall, 400 S. Vicentia	y	y	4
10/28/17	* City Officials attending, as an invited representative of the City by a charity, charitable events held in the City. (Policy Item #7(3))	YMCA Ira "D" Calvert Awards	Home	Circle City Center, 365 N. Main St. Corona	y	n	7.7
					Monthly Total Mileage		739.93
					2017 Mileage Rate		0.535
					Amount to Reimburse		\$ 395.86
					Taxable		\$ 6.90
					Non-Taxable		\$ 388.96