

Employee/Official Name:Eugene Montanez Travel Expense Reimbursement Policy (01200.001) Mileage Reporting Month: January 2018							
Date	Description of the Trip	Beginning Address	Ending Address	Round Trip (Y/N)	Taxable (Y/N)	Mileage	
1/3/18	* 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	Home	City Hall, 400 S. Vicentia Ave.	n	y	3.8
1/3/18	* 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	City Hall, 400 S. Vicentia Ave.,	Shop, 127 Radio Rd.	n	y	2.95
1/4/18	* 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)	Meeting with Former Mayor Loveridge	Shop, 127 Radio Rd.	Riverside	y	n	7.6
1/10/18	* 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.	KTLA Canyon Fire Burn Area Flood Watch News Interview	Home	Sierra Del Oro	n	n	5.3
1/17/18	* 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.	Circle City Center, 365 N. Main St.	n	y	1.9
1/17/18	* 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	Circle City Center, 365 N. Main St.	Home	n	y	4
1/22/18	* 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 with Staff	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave.	y	y	5.9
1/24/18	* 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))	Oversight Board Meeting	Home	City Hall, 400 S. Vicentia Ave.	y	y	7.6
1/25/18	* City Officials attending, as an invited representative of the City by a charity, charitable events held in the City. (Policy Item #7(3))	Chamber Installation Gala	Home	Eagle Glen Golf, 1800 Eagle Glen Pkwy., Corona	y	n	7.6
1/29/18	* 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))	Special Meeting	Shop, 127 Radio Rd.	City Hall, 400 S. Vicentia Ave.	n	y	2.95
1/29/18	* 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))	Special Meeting	City Hall, 400 S. Vicentia Ave.,	Home	n	y	3.8
Monthly Total Mileage							53.4
2018 Mileage Rate							0.545
Amount to Reimburse							\$ 29.10
Taxable							\$ 17.93
Non-Taxable							\$ 11.17