



CITY OF CORONA

CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)

[Official Name] will be traveling to [Address, City, State] to attend the [Name of Event or Group/Person Meeting With] on [Date or Date Range]. The purpose of this trip is to [state the description and nature of the event and/or meetings, and how they relate to the performance of the official duties of the requesting official]. All actual and necessary expenses incurred by [Official Name] for this trip, including 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*
\$	\$	\$	\$	\$	\$	\$

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

PREPARED BY: _____ **Date:** _____
[Name of Preparer]

REQUESTED BY: _____ **Date:** _____
[Name of City Official]

COST ESTIMATED BY: _____ **Date:** _____
Administrative Services Dept.

APPROVED BY: _____ **Date:** _____
Mayor

Guideline 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 paid or reimbursed for their actual and necessary expenses incurred in the performance of the official duties for their position, provided that payment or reimbursement shall always be at the lesser of the actual cost or the current Internal Revenue Service ("IRS") rates.
- Advance approval shall be obtained from the Mayor, unless as noted above reimbursement in excess of the current IRS rate is sought, in which case advance approval must be obtained from the City Council.
- 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.