CITY OF CORONA

CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)

Council Member Randy Fox is requesting to travel to 1201 S. Figueroa Street, Los Angeles, California 90015 to attend the ICSC Western Conference & Deal Making on October 8-10, 2018. The purpose of this trip is to enhance the governance skills through education, networking and deal making by providing opportunities to gain information about the most current industry issues, and meet and make deals with colleagues doing business in the same region. All actual and necessary expenses incurred by Council Member Randy Fox for this trip, including registration, meals and lodging, 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*
$125	$28	$277.27	$	$	$	$430.27

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

ATTACHMENTS: ICSC Western Conference & Deal Making draft agenda

PREPARED BY: _Kristian Duarte_   Date: 9/12/18
Kristian Duarte

REQUESTED BY: _Randy Fox_   Date: 9-12-18
Randy Fox

COST ESTIMATED BY: _____   Date: 9/12/18
Administrative Services Dept.

APPROVED BY: _____   Date: _____
Mayor

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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.