



Travel Authorization & Expense Reporting Form

Instructions: **Prior to any** travel, complete **Part I** of this form to have travel and anticipated expenses approved. Submit a copy of this approved form with each payment expense submitted. **Upon returning** from travel, complete **Part II** of this form to confirm total expenses including any approved adjustments. Submit form to Accounts Payable within **15 days** of the travel end date. **Always use the most up-to-date Travel Form located on the City's Intranet**

Part I - Travel Authorization		<u>Employee Signature</u> 		<u>Immediate Supervisor Signature</u> X	
Name: Elena Baca-Santa Cruz		Purpose of Trip: League of Ca Cities 2024 Annual Conference & Expo			
Job Title: Councilmember		Destination: Long Beach, CA - LB Convention Center		Out of State? <input type="checkbox"/>	
Division: Council		Enter below the departing date and time then the return date and time. Per diem travel days will automatically be calculated.			
GL Org Set(s) 1010-10-01-10011	% Split 100%	Split Total Equals 100%	Departure Date & Time: 10/15/24 9:00 PM	Example: 1/2/18 7:30 AM	
			Return Date & Time: 10/18/24 1:30 PM	Example: 1/2/18 5:30 PM	
Expense Type	Account #	Description of Expenses		Amount	CAL-Card? <input checked="" type="checkbox"/> If Yes
Registration:	(620510)	Registration Fee		\$650.00	<input checked="" type="checkbox"/>
Lodging :	(620510)	Inn at 50		\$741.87	<input checked="" type="checkbox"/>
Mileage:	(620510)	Miles: X	Rate: \$0.67		<input type="checkbox"/>
Airfare:	(620510)				<input type="checkbox"/>
*Per Diem:	(620510)	Long Beach, CA		\$86	<input checked="" type="checkbox"/> Check box to decline Per Diem, whereby actual receipts must be submitted
Total Travel Days (Enter # of Days) >>>				4	
<i>*To receive per diem, travel must include an overnight stay. Per diem on first and last day are to be calculated at 75% of daily per diem rate.</i>				Total Per Diem:	\$268.75
Misc. Other:	(620510)				<input type="checkbox"/>
Business Meals:	(620510)				<input type="checkbox"/>
Division Manager Approval		Date	Total Anticipated Expenses:		\$1,660.62
X	X		City Manager Approval (as required)		Date
Department Head Approval		Date			X
X	X	10/8/24			

Part II - Expense Reporting (Please check the appropriate box below and provide details)

No adjustments are necessary. Anticipated expenses match actual expenses incurred.

Advance **payments exceeded** the actual expenses incurred. Attached is my receipt as evidence of reimbursement to the City. (Explain below, use negative numbers)

Actual **expenses exceeded** the anticipated original request. Additional funds are required as listed below.

Expense Details	Expenditure Code	Amount	CAL-Card?
Long Beach - Parking	1010-10-01-10011	\$15.00	<input type="checkbox"/>
			<input type="checkbox"/>
Post-Trip I certify that this document is a true and accurate record of travel expenses for official City business.		1010-10-01-10011	\$1,675.62
Employee Signature: Date: 11/4/24 Ext.		GL Org Set Split Totals:	
Division Manager Approval		Final Total Expenses: \$1,675.62	
X	X	11/5/2024	City Manager Approval (as required)
Department Head Approval		Date	
X	X	11/5/24	X



Per Diem Worksheet

Travel Destination:	Long Beach, CA
	(City, State)
	4
	(# of Days)
Total Travel Days:	\$86.00
	(Daily M&IE Rate)
Per Diem Rate:	

Breakdown

<u>Travel Days</u>	<u>Rate</u>
First Day <input checked="" type="checkbox"/> Check if you began travel after 12:00PM (Noon)	\$32.25
Travel Days	\$172.00
Last Day <input type="checkbox"/> Check if you ended travel before 12:00PM (Noon)	\$64.50
Total Per Diem	\$268.75

ACE

Date 10/18/2024 Time 09:05
Name: ZhouDuan Glenn
Employee #: 085619

Lot: 400 Garage
Lot #: 2637
Gate: ---
Device: ACE IPHONE 380

PUBLIC RATE

Paid: \$15.00
Card: *****2993
Visa



QPay 10/18/2024
41891001 10/18/2024

Thank you for your purchase!



Order SC-C-972524-VQUFR

Date of purchase: 6/12/2024
Payment: Credit Card **** 0982
Bill To: Gomez, Sonia
Gift Card: -
PO #:

Bill To Address

Sonia Gomez
15670 Perris Blvd
Moreno Valley, CA 92551-4612

INV-18884-T4J3P7

a) Early Bird Full Conference - Member City Officials & City Staff - Baca-Santa Cruz, Elena

	Price per unit
	\$650.00
	Quantity
	1
	Discount
	\$0.00
	Taxes
	\$0.00
	Charges
	\$650.00
Total Charges	\$650.00
Sales Tax	\$0.00
Order Total	\$650.00
Gift Card	\$0.00
Previous Payments	\$0.00
Payment	\$650.00
Balance Due	\$0.00

Thank you! Your reservation has been confirmed.

We've sent a confirmation to the e-mail address cityclerk@moval.org.

Reference number : #BB24100815515923

Please, keep your reference number accessible for check-in.

Booking summary

Accommodation

Prices are in USD

Councilmember Baca - Santa Cruz's Room
Non-smoking Queen Room

[Book Direct - Save More](#)

Adults: 1 Children: 0 Infants: 0

Jasmin Rivera's Room

USD 125.00

Non-smoking Queen Room

[Book Direct - Save More](#)

Adults: 1 Children: 0 Infants: 0

USD 125.00

Additional charges

City Tax

USD 40.70

Total

USD 290.70

Each

USD145.35

Includes taxes + fees

INN AT 50 LONG BEACH CONVENTION CENTER

50 Atlantic Ave, Long Beach, CA, US, 90802

← Reservation Details

Confirmation Number

0342ACN659

CANCEL RESERVATION

Guest Details

EDIT DETAILS

Name

Elena Baca-Santa Cruz

Status

CONFIRMED

Email

cityclerk@moval.org

Phone

+19514133008

Address

14177 Frederick St, Moreno Valley, undefined US 92553

Stay Details

EDIT DETAILS

Check-In Date

Oct 16, 2024



Check Out Date

Oct 18, 2024

Nights

2

Adults / Children

 1 /  0

Room

1 QUEEN BED NON SMOKING

Total for Stay

\$596.52

Payment Methods

CHANGE PAYMENT METHOD



XXXX XXXX XXXX 1014

PRIMARY

Sonia Gomez

From: Info@innat50.com
Sent: Monday, June 24, 2024 2:14 PM
To: City Clerk; Info@innat50.com
Subject: Booking confirmation for INN AT 50 LONG BEACH CONVENTION CENTER Jun 24, 2024


Follow Up Flag: Follow up
Flag Status: Flagged

Some people who received this message don't often get email from info@innat50.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!

Confirmation Letter

Confirmation No # 0342ACN659

 INN AT 50 LONG BEACH CONVENTION CENTER 50 Atlantic Ave, Long Beach CA US – 90802	Phone Email Website	5624358369 Info@innat50.com http://www.innat50.com
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Guest Details

Guest Name	Elena Baca-Santa Cruz	Contact	+19514133008
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Stay Details

Check In Date	Oct 16, 2024	Number Of Nights	2
Check Out Date	Oct 18, 2024	Check In Time	Oct 16, 2024
Guests	1		

Room Type Details

Room Type	1 QUEEN BED NON SMOKING	Max Occupancy	2
Description			

Reservation Details

Date Range	Charge Type	Nights	Rate Type	Estimated Rate	Estimated Tax	Estimated Per Night Total	Estimated Total
Oct 16, 2024 - Oct 17, 2024	ROOM RENT	2	BEST AVAILABLE RATE	\$513.00	\$83.52	\$298.26	\$596.52

Reservation Summary

Type	Amount
RR	\$596.52
other	\$0.00
Total	\$596.52
Min Amount To Collect	\$0.00

Cancellation Policy

You may cancel free of charge until 2 days before arrival. You will be charged the total price of the reservation if you cancel in the 2 days before arrival.

General Policy

Your reservation has been confirmed for the above-listed dates and is guaranteed for arrival by your CREDIT CARD. You may cancel free of charge until 2 days before arrival. You will be charged the total price of the reservation if you cancel in the 2 days before arrival. In case of a no-show, By making a reservation with an accommodation provider, you accept and agree to the relevant cancellation and no-show policy of that accommodation provider, and to any additional (delivery) terms and conditions of the accommodation provider that may apply to your reservation or during your stay, including for services rendered and/or products offered by the accommodation provider (the delivery terms and conditions of an accommodation provider can be obtained with the relevant accommodation provider). The general cancellation and no-show policy of each accommodation provider is made available on our website on the accommodation information pages, during the reservation procedure and in the confirmation email. Late payment, wrong bank, debit or credit card details, invalid credit/debit cards or insufficient funds are for your own risk and account and you shall not be entitled to any refund of any (non-refundable) prepaid amount unless the accommodation agrees or allows otherwise



Annual Conference and Expo

October 16-18, 2024

Long Beach Convention Center

300 E Ocean Blvd, Long Beach, CA

Register (<https://my.calcities.org/Events/Calendar-Of-Events/Meeting-Home-Page?meetingid=%7BE886DAA3-7AB5-EE11-A569-000D3A19AAEA%7D>)

The League of California Cities is excited to announce that registration is now open for the **2024 Annual Conference and Expo** at the Long Beach Convention Center, Oct. 16-18!

The conference will feature speakers and timely presentations on key topics for local leaders, plus numerous opportunities for peer-to-peer sharing with other California city officials.

Our popular Expo Hall, filled with new and familiar faces, will be brimming with opportunities to engage with organizations that provide services to cities. For



Importantly, Cal Cities convenes a member-driven **General Assembly and Resolutions process** (</advocacy/resolutions-and-the-general-assembly>) every year at the conference. This is a unique opportunity to engage all members on a range of significant policy issues to protect local control.

For questions about conference registration, please contact our conference registrar, **Megan Dunn** (<mailto:mdunn@calcities.org>) . For all other questions, please contact Senior Manager, Education and Events **Christina George** (<mailto:cgeorge@calcities.org>) .

Become an Exhibitor (<https://www.cacities.org/2024ACExpo>)

Become a Sponsor (<https://my.cacities.org/Events/Sponsorships/Product-Details?productid=%7B43851511-FBF8-EE11-A1FD-7C1E521C55FC%7D>)

Please review our event and meeting policies. (</education-and-events/event-and-meeting-policies-26201#0>)

2024 Conference Information

Registration →

Full registration includes

- Admission to general and concurrent sessions and the expo
- Wednesday host city reception
- Admission to CitiPAC and diversity caucus receptions
- Electronic access to all program materials



Registration Process:

Complete registration directly through your MyCalCities account. If you have not yet used your MyCalCities account, please review [details about the portal \(/about-MyCalCities\)](#) and contact us with questions.

If you are registering someone other than yourself, first sign in as yourself and then choose the option to register someone else.

Note: Registrations through MyCalCities are available for credit card payments only. If you need to pay with a check, create your account and then reach out to Conference Registrar [Megan Dunn \(mailto:mdunn@calcities.org\)](mailto:mdunn@calcities.org) to request a mail-in registration form. Full payment is due at the time of registration. We do not invoice for registrations.

Conference registration is required for all conference activities, including department, division, and caucus meetings as well as the General Assembly. Sharing of registration is prohibited.

To request an accommodation or for inquiries about accessibility, please contact conference registrar [Megan Dunn \(mailto:mdunn@calcities.org\)](mailto:mdunn@calcities.org) . Every effort will be made to honor requests submitted.

Full Conference Registration Fees

*Save \$50 on the published full conference registration fees if you register by Thursday, July 18.



All Others \$875

One-Day Registration Fees

Member-City Official	\$350
Non-Member City Official	\$1,350
Other Public Official	\$400
All Others	\$450

Add-On Registration Fees

Guest Reception Pass \$125

NOTE: The guest/spouse fee is restricted to persons who are not city or public officials, are not a Cal Cities Partner or exhibitor, and would have no professional reason to attend the conference. It includes access to Wednesday's host city reception, the Expo Floor, and CitiPAC Reception. Meals are NOT included. There is no refund for the cancellation of a guest/spouse registration. It is not advisable to use city funds to register a guest/spouse.

City Clerks Workshop Registration Fees

(The City Clerks Workshop is not included in Full Conference or One-Day Registration. Lunch is included.)

Member-City Official	\$175
Non-Member City Official	\$350



minus a \$75 processing charge, only when a written request is submitted to **Megan Dunn (mailto:mdunn@calcities.org)**, and received on or before Oct.

4. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration.

Hotel and Travel →

A limited number of hotel rooms are available at reduced rates for registered attendees and exhibitors at the 2024 Annual Conference and Expo. **The deadline to reserve your discounted hotel room is Friday, Sept. 20**, or until the hotel block is sold out – whichever happens first.

STEP ONE: Register for the conference

Registration can be completed through your **MyCalCities account** (<https://my.calcities.org/Security/Sign-In?returnurl=%2fmy-account%2fmy-profile>).

Instructions on how to access your account can be found at [this link \(about-MyCalCities\)](#).

STEP TWO: Book a hotel room

Once you've registered, you will receive a confirmation email with a link to the hotel reservations page where you can access discounted hotel room rates and manage your reservations, including modifications and cancellations. Hotels are quickly selling out; we recommend checking the portal often for openings or booking with your favorite hotel brand at the market rate.

You must be registered for the conference prior to booking a hotel room in the Cal Cities block. Rooms not associated with registered conference attendees, exhibitors, speakers or sponsors will be canceled.



Scam Notice: Scammers may contact you claiming to be the housing bureau/service for the conference. Cal Cities has contracted with LiveCon as the official housing bureau/service for the 2024 Annual Conference and Expo. Official emails regarding the conference will come from addresses ending in @calcities.org or @live-con.com, or the actual hotel. Neither party will call you directly without prior communication.

Parking and Transportation

In addition to the main parking lot along Shoreline Drive, the convention center has three parking garages: Terrace Theater, Arena, and Promenade. Convention center garages can be accessed from Linden Avenue. Please visit **Long Beach Convention Center** (<https://www.longbeachcc.com/directions-parking/>) for additional information. Parking prices are subject to change without notice.

Public transportation is easily accessible and includes the **Metro Blue Line** (<https://www.metro.net/riding/schedules/?line=801>) , Los Angeles County's light rail system, and **Long Beach Transit** (<https://ridelbt.com/>) , the city's public transportation services available both on land and water.

Nearby airports:

Long Beach Airport (LGB): 10 miles

Los Angeles International Airport (LAX): 22 miles

John Wayne Airport (SNA): 30 miles

Schedule at a Glance ↓

Schedule is subject to change.



8:00 a.m.-8:00 p.m.

City Clerks Workshop (additional registration required)

8:30 a.m.-1:00 p.m.

AB 1234 Ethics Training

10:00 a.m.-noon

Department and Caucus Business Meetings**

10:30 a.m.-noon

Regional Division Lunches**

11:30 a.m.-1:15 p.m.

First-Time Attendee Orientation

12:45-1:15 p.m.

Opening General Session*

1:30-3:30 p.m.

Concurrent Sessions, Department, and Caucus Business Meetings**

3:30-5:00 p.m.

Grand Opening Expo Hall and Host City Reception*

5:00-7:00 p.m.

CitiPAC Leadership Reception

7:00-9:00 p.m.



7:30 a.m.-4:00 p.m.

Petitioned Resolutions Due

8:30 a.m.

Concurrent Sessions and Caucus Business Meetings**

8:30-9:45 a.m.

Expo Hall Open

9:00 a.m.-4:00 p.m.

General Session*

10:00-11:30 a.m.

Attendee Lunch in Expo Hall

11:30 a.m.-1:00 p.m.

Regional Division Lunches**

11:30 a.m.-1:00 p.m.

Young Professionals Meet and Greet

12:30-1:00 p.m.

Resolutions Committee

1:00-2:30 p.m.

Concurrent Sessions, Department, Issues Group, and Caucus Business Meetings**

1:00-5:15 p.m.

Regional Division and Caucus Events**

Evening



Registration open

7:30-11:30 a.m.

Regional Division Breakfasts**

7:00-8:15 a.m.

Concurrent Sessions

8:00-10:45 a.m.

General Assembly

8:30-10:30 a.m.

AB 1661 Sexual Harassment Prevention Training

8:45-10:45 a.m.

Closing General Session*

11:00 a.m.-12:30 p.m.

*No competing events may be scheduled during this time.

**Check with your regional public affairs manager, caucus president, issues group leader, or department president for the specific day/time for this event. Additional registration may be required.

Explore Previous Conferences →

[Click here to view the 2023 Annual Conference and Expo program](#)

</docs/default-source/annual-conference---session-materials/2023-annual-conference->