



# 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**

<b>Part I - Travel Authorization</b>	<u>Employee Signature</u> 	<u>Immediate Supervisor Signature</u> 
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Name: Edward Delgado		Purpose of Trip: League of California Cities 2024 Annual Conference	
Job Title: Councilmember		Destination: Long Beach, CA Long Beach Convention Cent	Out of State? <input type="checkbox"/>
Division: City 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) 1010-10-01-10012	% Split 100%	Split Total Equals 100%	Departure Date & Time: 10/15/24 9:00 PM Return Date & Time: 10/18/24 12:30 PM Example: 1/2/18 7:30 AM Example: 1/2/18 5:30 PM

Expense Type	Account #	Description of Expenses	Amount	CAL-Card? <input checked="" type="checkbox"/> If Yes
Registration:	(620510)	Cal Cities Registration Fee - Early Bird	\$650.00	<input type="checkbox"/>
Lodging:	(620510)	Inn at 50	\$753.50	<input type="checkbox"/>
Mileage:	(620510)	Miles: 33.6 X Rate: \$0.67	\$22.51	<input type="checkbox"/>
Airfare:	(620510)			<input type="checkbox"/>
*Per Diem:	(620510)	Long Beach, CA	\$86	<input checked="" type="checkbox"/>
Total Travel Days (Enter # of Days) >>>			4	Check box to decline Per Diem, whereby actual receipts must be submitted
*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.			Total Per Diem: \$268.75	
Misc. Other:	(620510)			<input type="checkbox"/>
Business Meals:	(620510)			<input type="checkbox"/>

<u>Division Manager Approval</u> <input checked="" type="checkbox"/>	Date	Total Anticipated Expenses: \$1,694.76	
<u>Department Head Approval</u> <input checked="" type="checkbox"/>	Date	City Manager Approval (as required)	Date
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**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?
			<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. <u>Employee Signature:</u> <u>Date:</u> 11/4/24 <u>Ext.</u>	1010-10-01-10012	\$1,694.76	
<b>Final Total Expenses:</b>		<b>\$1,694.76</b>	
<u>Division Manager Approval</u> <input checked="" type="checkbox"/>	Date	City Manager Approval (as required)	Date
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Department Head Approval</u> <input checked="" type="checkbox"/>	Date		
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



## Per Diem Worksheet

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

### Breakdown

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

## Patrick Killion

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**From:** Info@innat50.com  
**Sent:** Monday, June 24, 2024 2:29 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 # 0342ACN661

 INN AT 50 LONG BEACH CONVENTION CENTER 50 Atlantic Ave, Long Beach CA US - 90802	<b>Phone</b> 5624358369 <b>Email</b> Info@innat50.com <b>Website</b> <a href="http://www.innat50.com">http://www.innat50.com</a>
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### Guest Details

<b>Guest Name</b> Ed Delgado	<b>Contact</b> +19514133008
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### Stay Details

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

### Room Type Details

<b>Room Type</b> 1 QUEEN BED NON SMOKING	<b>Max Occupancy</b> 2
<b>Description</b>	

### 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

under its (pre)payment and cancellation policy. If you wish to review, adjust or cancel your reservation, please revert to the confirmation email and follow the instructions therein. Please note that you may be charged for your cancellation in accordance with the accommodation provider's cancellation, (pre)payment and no-show policy or not be entitled to any repayment of any (pre)paid amount. We recommend that you read the cancellation, (pre)payment and no-show policy of the accommodation provider carefully prior to making your reservation and remember to make further payments on time as may be required for the relevant reservation. If you have any questions, please do not hesitate to call our hotel staff at (562)435-8369. Inn at 50, Long Beach Convention Center is Independently Owned.

## Patrick Killion

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**From:** no-reply <no-reply@calcities.org>  
**Sent:** Monday, June 24, 2024 2:21 PM  
**To:** Patrick Killion  
**Cc:** Edward A. Delgado - Council Member - District 2  
**Subject:** Cal Cities Event Registration Confirmation

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Some people who received this message don't often get email from no-reply@calcities.org. [Learn why this is important](#)

**Warning: External Email – Watch for Email Red Flags!**



Thank you for registering for the League of California Cities 2024 Annual Conference and Expo, taking place October 16-18 at the Long Beach Convention Center, located at 300 E. Ocean Blvd., Long Beach, CA 90802.

All hotel blocks are currently sold out. Please join a waitlist and/or book a hotel on your own at the market rate.

We recommend frequently checking the portal as cancellations may open up rooms from time to time.

### **HOTEL RESERVATIONS PAGE**

**REFUND POLICY:** Advance registrants unable to attend will receive a refund of the rate paid, minus a \$75 processing charge, only when a written request is submitted to [Megan Dunn](#), 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.

**For help with existing hotel reservations: [league.ca.cities@live-con.com](mailto:league.ca.cities@live-con.com) OR (303) 481-8320**

**Name:** Edward Delgado  
**Company:** Moreno Valley  
**Title:** Councilmember  
**Email:** edd@moval.org  
**Registration:** a) Early Bird Full Conference - Member City Officials & City Staff  
**Session(s):**  
**Amount Paid:** \$650.00

Long Beach Convention Center