



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>
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Name: Ulises Cabrera	Purpose of Trip: U.S. Conf. of Mayors - 2024 Mayors Water Council Meeting
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Job Title: Mayor	Destination: 1051 Columbia St, San Diego CA 92101	Out of State? <input type="checkbox"/>
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Division: City Council	Enter below the departing date and time then the return date and time. Per diem travel days will automatically be calculated.
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GL Org Set(s)	% Split	Split Total Equals	Departure Date & Time:	11/21/24 9:00 AM	Example: 1/2/18 7:30 AM
1010-10-01-10015	100%		Return Date & Time:	11/22/24 12:00 PM	Example: 1/2/18 5:30 PM
		100%			

Expense Type	Account #	Description of Expenses	Amount	CAL-Card? <input checked="" type="checkbox"/> If Yes
Registration:	(620510)	U.S. Conf. of Mayors - Event Registration		<input type="checkbox"/>
Lodging :	(620510)	The Westin San Deigo - Bayview	\$249.27	<input type="checkbox"/>
Mileage:	(620510)	Miles: 82.8 X Rate: \$0.67	\$55.48	<input type="checkbox"/>
Airfare:	(620510)			<input type="checkbox"/>
*Per Diem:	(620510)	San Diego, CA	\$86	<input checked="" type="checkbox"/>
Total Travel Days (Enter # of Days) >>>			2	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:	\$129.00
Misc. Other:	(620510)			<input type="checkbox"/>
Business Meals:	(620510)			<input type="checkbox"/>

Division Manager Approval	Date	Total Anticipated Expenses:	\$433.75
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 11/18/24	City Manager Approval (as required)	Date
Department Head Approval	Date		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 11/18/24		

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?
The Westin San Diego	1010-10-01-10015-620510	\$280.26	<input type="checkbox"/>
ACE Parking	1010-10-01-10015-620510	\$11.00	<input type="checkbox"/>
	1010-10-01-10015	\$475.74	<input type="checkbox"/>

Division Manager Approval	Date	Final Total Expenses:	\$475.74
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	City Manager Approval (as required)	Date
Department Head Approval	Date		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 12/30/24		

I certify that this document is a true and accurate record of travel expenses for official City business.

Employee Signature:

Date: 12/30/24 Ext.

Patrick Killion

From: Julia Weyland <meetings@usmayors.org>
Sent: Wednesday, November 13, 2024 8:22 AM
To: City Clerk
Subject: Registration Confirmed - 2024 Mayors Water Council Meeting

Follow Up Flag: Follow up
Flag Status: Completed

You don't often get email from meetings@usmayors.org. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!



THE UNITED STATES CONFERENCE OF MAYORS

Dear Ulises,

Your registration has been confirmed. Please save this email for future reference.

Event: 2024 Mayors Water Council Meeting

Attending: Ulises Cabrera

Number in Party: 1

Date: November 21, 2024–November 22, 2024

Confirmation Number: KXNKTH299C7

Hit the view or modify your registration below to make your reservation or to make any changes to your registration.

Registration Information

Ulises Cabrera
Event Registration

[View or modify your registration](#)

Did you request a hotel reservation when registering? If not, you can [click here](#) to get started.

We look forward to seeing you there!



Sincerely,

Julia Weyland
United States Conference of Mayors
meetings@usmayors.org

If you no longer want to receive emails from Julia Weyland, please [Opt-Out](#).



USCM Water Council Meeting

November 20, 2024 - November 22, 2024

Your reservation is complete!
Thank you for booking!

THE WESTIN
SAN DIEGO

The Westin San Diego Bayview
1051 Columbia Street
San Diego , CA 92101 , United States of America

HOTEL REWARDS PROGRAM

MARRIOTT
BONVOY [Join today](#)

✓ Deluxe King Bayview

Acknowledgment number: PI73TT22

CHECK-IN CHECKOUT
Thu, Nov 21, 2024 Fri, Nov 22, 2024

Guests

Ulises Cabrera

ROOM

Deluxe King Bayview
1 adult, 1 night

Taxes & Fees

Total

[Edit](#) [Cancel](#) [Add to calendar](#)

RATES

USD 199.00

USD 50.27

USD 249.27

Patrick Killion

From: The US Conference of Mayors Team <info@cvent.com>
Sent: Wednesday, November 13, 2024 8:27 AM
To: City Clerk
Subject: Hotel Reservation Acknowledgement

Warning: External Email – Watch for Email Red Flags!



THE UNITED STATES CONFERENCE OF MAYORS

Nov 20, 2024 - Nov 22, 2024
San Diego, CA

Dear Ulises,

Welcome to San Diego for the USCM Water Council Meeting.

Thank you for making your hotel reservation on Nov 13, 2024 for USCM Water Council Meeting being held in San Diego, CA, over the dates of Nov 20, 2024 - Nov 22, 2024.

All reservation changes can be made at the event website by [clicking here](#), or by calling /301-570-0800 Press 2 (International).

Reservation Information	
Acknowledgement Number:	PI73TT22
Your hotel:	The Westin San Diego Bayview
Check-in:	Nov 21, 2024
Check-out:	Nov 22, 2024
Room type:	Deluxe King Bayview
Guests per room:	1
Guest name:	Ulises Cabrera
Share with:	There are no other guests sharing this room
Requests:	
Guarantee method:	Credit Card

Nightly Rates:	<table border="1"> <thead> <tr> <th>Date</th> <th>Guests</th> <th>Status</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Nov 21, 2024</td> <td>1</td> <td>Confirmed</td> <td>199.00</td> </tr> </tbody> </table>	Date	Guests	Status	Rate	Nov 21, 2024	1	Confirmed	199.00
Date	Guests	Status	Rate						
Nov 21, 2024	1	Confirmed	199.00						
Additional Person Charges:	<table border="1"> <thead> <tr> <th>Additional Guest</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Second Guest</td> <td>0.00</td> </tr> </tbody> </table>	Additional Guest	Rate	Second Guest	0.00				
Additional Guest	Rate								
Second Guest	0.00								
Total Room Charge:	199.00 Room Rates shown do not include Room Tax of 12.695% per night and a \$25 destination fee (subject to change). Total charges presented on the website will include all room fees and taxes.								
Cancellation Policy:	Cancellations made within 72 hours of arrival will forfeit one night's room and tax.								
Hotel Information									
Hotel Name:	The Westin San Diego Bayview								
Address:	1051 Columbia Street San Diego, CA 92101								
Weather:	View the Weather Forecast								

A kind note about calling the hotel "just to be sure"

Please do not call your hotel "to be sure" until after Nov 19, 2024. Please understand that processing your reservations from the Housing Bureau into the Hotel system will take a few days. Rest assured that if you have received a confirmation number already from the Housing Bureau, the hotel will honor your booking. Thank you for your consideration.

After Nov 19, 2024, all reservation changes can be made by contacting the hotel directly at +1 619-239-4500. Passkey, its reservation system and/or their agents act only in the capacity of agent for all customers in all matters pertaining to hotel reservations, and as such are not responsible for guaranteed hotel rooms, damages, expenses, inconveniences or damage to any person or property from any cause whatsoever.

The United States Conference of Mayors
1620 I "Eye" St NW 4th Floor Washington, DC 20006

Transaction Details



WESTIN SAN DIEGO

\$280.26

560.52 total rewards points earned

Transaction details

Type Sale

Transaction date Nov 23, 2024

Posted date Nov 24, 2024

Description WESTIN SAN DIEGO

Merchant type WESTIN

Method In person

Category Travel

Reference number 24055234328160248034403

Memo (optional)



Transaction Details



ACE Parking

\$11.00

11.00 total rewards points earned

Transaction details

Type	Sale
Transaction date	Nov 22, 2024
Posted date	Nov 24, 2024

550 W C St,
San Diego, CA 92101

(800) 925-7275

Description ACE PARKING APP

Merchant type Parking lots and garages

Method Online, mail or phone

Category
Travel

Reference number 24493984328049148931802