



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: League of Cal Cities - Board of Directors Meeting
Job Title: Mayor	Destination: 875 Bordeaux Way, Napa, CA 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)	% Split	Split Total Equals	Departure Date & Time:	12/4/24 9:30 AM	Example: 1/2/18 7:30 AM
1010-10-01-10015	100%		Return Date & Time:	12/6/24 7:00 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)	Board of Directors - Registration		<input type="checkbox"/>
Lodging :	(620510)	The Meritage Resort & Spa	\$631.86	<input checked="" type="checkbox"/>
Mileage:	(620510)	Miles: X Rate: \$0.67		<input type="checkbox"/>
Airfare:	(620510)	Southwest	\$907.96	<input checked="" type="checkbox"/>
*Per Diem:	(620510)	Napa, CA	\$92	<input type="checkbox"/> Check box to decline Per Diem, whereby actual receipts must be submitted
Total Travel Days (Enter # of Days) >>>			3	
<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:	\$230.00
Misc. Other:	(620510)			<input type="checkbox"/>
Business Meals:	(620510)			<input type="checkbox"/>

Division Manager Approval	Date	Total Anticipated Expenses:	\$1,769.82
X	X	City Manager Approval (as required)	Date
Department Head Approval	Date		
X	X		X

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 Meritage Resort & Spa - Lodging Reimbursement	1010-10-01-10015-620510	(\$631.86)	<input checked="" type="checkbox"/>
Southwest - Airfare Reimbursement	1010-10-01-10015-620510	(\$907.96)	<input type="checkbox"/>
<i>Post-Trip</i> I certify that this document is a true and accurate record of travel expenses for official City business.	Employee Signature: X Date: 12/30/24 Ext.	GL Org Set: 1010-10-01-10015 Split Totals:	\$230.00

Division Manager Approval	Date	Final Total Expenses:	\$230.00
X	X	City Manager Approval (as required)	Date
Department Head Approval	Date		
X	X		X



LEAGUE OF
CALIFORNIA
CITIES

League Leaders Workshop

Virtual Briefing

November 21, 2024
10:00 a.m. – 12:00 p.m.

In-Person Workshop

December 4-5, 2024

The Meritage
875 Bordeaux Way
Napa, CA 94558



LEAGUE OF CALIFORNIA CITIES

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

MISSION and CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

WE BELIEVE:

- Local self-governance is the cornerstone of democracy.
- Our strength lies in the unity of our diverse communities of interest.
- In the involvement of all stakeholders in establishing goals and in solving problems.
- In conducting the business of government with transparency, openness, respect, and civility.
- The spirit of honest public service is what builds communities.
- Open decision-making that is of the highest ethical standards honors the public trust.
- Cities are vital to the strength of the California economy.
- The vitality of cities is dependent upon their fiscal stability and local autonomy.
- The active participation of all city officials increases Cal Cities effectiveness.
- Partnerships and collaborations are essential elements of focused advocacy and lobbying.
- Ethical and well-informed city officials are essential for responsive, visionary leadership, and effective and efficient city operations.



League Leaders Virtual Briefing

Thursday, November 21, 2024

10:00 a.m. – 12:00 p.m.

Each participant's individual Zoom link was sent by Cal Cities Education Team when you registered. Please contact Megan Dunn at mdunn@calcities.org if you have questions. The registration link is also available [HERE](#).

AGENDA

	<u>Page</u>
A. Introduction and Table Setting ~Cal Cities President Lynne Kennedy, Mayor Pro Tem, Rancho Cucamonga	
B. 2024: The Year in Review	
• 2024 Legislative Highlights ~Cal Cities Director of Legislative Affairs, Jason Rhine	2
• 2024 Advocacy Priorities Work Program Reports for Divisions, Departments, Policy Committees and Caucuses	11
• 2024 Legal Advocacy Year in Review ~Cal Cities General Counsel, Sheri Chapman	15
• 2024 Ballot Measure Update ~Cal Cities Public Affairs Director, Kristine Guerrero	20
C. Looking Ahead to 2025	
• Cal Cities 2024 Member Survey Results ~Cal Cities Director of Education and Member Services, Jennifer Whiting	
• 2025 Political Outlook ~Dustin Gardiner, POLITICO's California Playbook Co-Author ~Marisa Lagos, KQED Contributor ~Dan Walters, CalMatters Opinion Columnist	25
• Issues and Priorities for the Legislature and the Administration in 2025 ~Cal Cities Director of Legislative Affairs, Jason Rhine	27
D. Next Steps and Small Group Discussions ~Cal Cities Executive Director and CEO Carolyn Coleman ~All Participants	



League Leaders Schedule of Events

Online Events	
Oct. 15- Nov. 1	Respond to the annual member survey <i>(open to all Cal Cities members)</i>
Nov. 21 10:00 a.m.–Noon	League Leaders Briefing <i>(Virtual Meeting – confirmation email with individual Zoom link sent when registration submitted)</i> <ul style="list-style-type: none"> • Member Survey Results • 2024 Legislative Year in Review • 2025 Political Outlook
Nov.-Dec. <i>(various dates and times)</i>	Leadership Orientations <i>(Virtual Meetings)</i> <ul style="list-style-type: none"> • Caucus Leadership • Department Leadership • Division Leadership • Policy Committee Leadership

In-Person Workshop	
Dec. 4 6:00-8:00 p.m. 8:00-10:00 p.m.	League Leaders Reception and Dinner Dessert reception hosted by the Cal Cities Partners
Dec. 5 7:30-8:30 a.m. 8:30 a.m.-5:00 p.m. Evening	Networking Breakfast League Leaders Workshop <i>(includes lunch)</i> Dinner on your own
Dec. 6 (optional) 7:30-8:30 a.m. 8:30 a.m.–12:30 p.m.	Breakfast Board of Directors Meeting <i>(adoption of the 2025 Advocacy Priorities and other business)</i> <i>(League Leaders who are not currently serving on the Board of Directors are welcomed to stay for the Board meeting.)</i>

Patrick Killion

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Monday, December 2, 2024 2:01 PM
To: Patrick Killion
Subject: You're going to Sacramento on 12/04 (2AEC3T)!

Warning: External Email – Watch for Email Red Flags!

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

 **Travel notice**

REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.



Hi Ulises,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

DECEMBER 4 - DECEMBER 6

ONT  **SMF**

Ontario to Sacramento

Confirmation # **2AEC3T**

Confirmation date: 12/02/2024

PASSENGER	Ulises Cabrera
RAPID REWARDS #	22245637643
TICKET #	5262585797898
EST. POINTS EARNED	8,166

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 12/04/2024 Est. Travel Time: 1h 25m [Anytime](#)

FLIGHT # 1559	DEPARTS		ARRIVES
	ONT 10:00AM		SMF 11:25AM
	Ontario		Sacramento

Flight 2: Friday, 12/06/2024 Est. Travel Time: 1h 25m [Anytime](#)

FLIGHT # 4900	DEPARTS		ARRIVES
	SMF 05:30PM		ONT 06:55PM
	Sacramento		Ontario

Payment information

Total cost

Air - 2AEC3T		
Base Fare	\$	816.52
U.S. Transportation Tax	\$	61.24
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.00
U.S. Passenger Facility Chg	\$	9.00
Total	\$	907.96

Payment

December 2, 2024
Payment Amount **\$907.96**
Visa ending in 1014

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262585797898

All your perks, all in one place. (Plus a few reminders.)



Anytime fare: Your two bags fly free®, no change or cancel fees, 10X Rapid Rewards® points, refundable, and EarlyBird automatic check-in. [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before original scheduled departure time and request your refund. If you don't cancel your reservation in time, you'll receive a [Transferable Flight Credit™](#).

Prepare for takeoff

Patrick Killion

From: Kara Jones <Services@sertifi.net>
Sent: Wednesday, December 4, 2024 11:17 AM
To: Patrick Killion
Subject: ePayment Ulises Cabrera received for file Ulises Cabrera

Warning: External Email – Watch for Email Red Flags!

THE
Meritage
RESORT AND SPA.

The Meritage Resort and Spa

Payment has been received

File Name: Ulises Cabrera
Payment: Ulises Cabrera
Amount: \$631.86
Paid On: 12/04/2024
Billing Name: Patrick Killion
Approval Number:
ch_3QSO2GB2avNS3o231bAG6tcW
Transaction Id: 96bcd9b-3fb0-4c4a-976c-
8851f23775b3
Card Type: Visa
Last 4 digits: 1014

Payment To The Meritage Resort and Spa (875 Bordeaux Way, Napa, CA 94558)
<http://themeritageresort.com>
Refund or Cancellations Please Refer to Contract
For questions or support regarding this payment please contact or
kjones@meritageresort.com

Learn how to close business faster using Sertifi. <https://www.sertifi.com>



333 North Green Street, Suite 812, Chicago IL, 60607



2024 Board of Directors Travel Expense Voucher

Please use one form per meeting.

Director's Name: Ulises Cabrera
Meeting Location: The Meritage - Napa, CA
Requesting Date: 12/9/2024

Type of Expense (Transportation & Incidental Expenses)	Expense Date	Total
Airfare Southwest ONT-SMF	12/2/24	\$ 907.96

Total **\$ 907.96**

Principal expenses are transportation and incidental expenses incurred through participation in Cal Cities Board of Directors meetings, with the exception of the board meeting held in conjunction with Annual Conference.

(1) TRANSPORTATION:

- a. Air travel: Attach supporting documentation.
- b. Automobile mileage: Automobile mileage from home or place of business to and from the Board meeting or the airport reimbursed at the 2024 IRS rate of 67 cents per mile. The maximum reimbursement for transportation by automobile will be the equivalent of airfare from the point of embarkation to the site of the Board meeting and return trip.
- c. Ground transportation to and from the airport to the Board meeting location reimbursed with supporting documentation.
- d. Airport and hotel parking fees reimbursed with supporting documentation.

(2) LODGING: Your lodging is covered under Cal Cities' master account. You are responsible for additional charges to your bill such as Wi-Fi, etc.

(3) INCIDENTAL EXPENSES: This category is intended to include miscellaneous expenses, tips, etc., for which the Board of Directors is allowed \$20 per day or portion thereof. Please provide receipts if available.

PLEASE SUPPLY PAYMENT INFORMATION: ONE PAYEE PER FORM PLEASE.

Check Payable to City of: Moreno Valley

Check Payable to:

Attention to: Patrick Killion
Accounting Dept

OR

Address:

Address: 14177 Frederick St

City: Moreno Valley

Zip: 92553

City:

Zip:

PLEASE RETURN TO: Pam Herrera, Executive Assistant, pherrera@cacities.org

Submit

NOTE: All Directors are covered by travel insurance in the amount of \$100,000.

Scanned to Jackie 12/10/24

OK - Pam Herrera 12-10-24



LEAGUE OF CALIFORNIA CITIES

Code: 5000013-10-110

2024 Board of Directors Travel Expense Voucher

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 Board Meeting Dec, 2024

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Check Payable to:



Attention to: Patrick Killion

OR

Address:

Address: 14177 Frederick St

City: Moreno Valley

Zip: 92553

City:

Zip:

PLEASE RETURN TO: Pam Herrera, Executive Assistant, pherrera@cacities.org

Submit

NOTE: All Directors are covered by travel insurance in the amount of \$100,000.

City of Moreno Valley
City Hall Cashier
14177 Frederick Street
Moreno Valley, CA 92552
951.413.3000

12/30/2024 11:23AM Michelle
003459-0012

MISCELLANEOUS RECEIPT

Payment Code: SUSP9999 -
Suspense

2024 Item: 54

1 @ 907.96 907.96

907.96

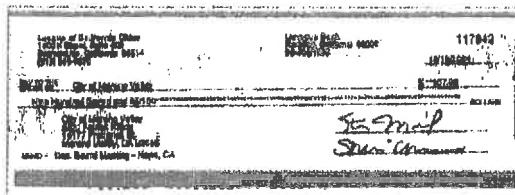
Subtotal 907.96
Total 907.96

CHECK 907.96
Check Number 117842

Change due 0.00

Paid by: LEAGUE OF CALIFORNIA CITIES

Comments: GL: 1010-10-01-10015-620510
MAYOR'S AIRFARE



Thank you for your business.

CUSTOMER COPY



P.O. Box 6347
Fargo, ND 58125-6347

Posting Date: 12/05/2024
Transaction Amount: \$631.86

New Activity

PATRICK KILLION
**1014

Posting Date	Transaction Date	Reference Number	Merchant Name	Merchant City	Merchant State/Province	Transaction Amount
12/05/2024	12/04/2024	24011344339000074556953	MERITAGE RESORT	HTTPSWWW.MERI	CA	\$631.86

Allocations:

Amount	Accounting Code	Description
\$631.86	1010-10-01-10015620510Y	Mayor Cabrera Lodging League of Cal Cities Board Meeting



P.O. Box 6347
Fargo, ND 58125-6347

Posting Date: 12/06/2024
Transaction Amount: (\$431.86)

New Activity

PATRICK KILLION
**1014

Posting Date	Transaction Date	Reference Number	Merchant Name	Merchant City	Merchant State/Province	Transaction Amount
12/06/2024	12/04/2024	24011344340000084029386	MERITAGE RESORT	HTTPSWWW.MERI	CA	(\$431.86)

Allocations:

Amount	Accounting Code	Description
(\$431.86)	1010-10-01-10015620510Y	Mayor Cabrera Lodging Refund League of Cal Cities Board Meeting



P.O. Box 6347
Fargo, ND 58125-6347

Posting Date: 12/09/2024
Transaction Amount: (\$200.00)

New Activity

PATRICK KILLION
**1014

Posting Date	Transaction Date	Reference Number	Merchant Name	Merchant City	Merchant State/Province	Transaction Amount
12/09/2024	12/07/2024	24011344343000004593070	MERITAGE RESORT	HTTPSWWW.MERI	CA	(\$200.00)

Allocations:

Amount	Accounting Code	Description
(\$200.00)	1010-10-01-10015620510Y	Mayor Cabrera Lodging Refund League of Cal Cities Board Meeting