



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> X <i>Edward A. Delgado</i> X	<u>Immediate Supervisor Signature</u> X _____ X
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Name: Edward Delgado		Purpose of Trip: League of Cal Cities - Public Safety Committee							
Job Title: Councilmember		Destination: 1400 J St, Sacramento, CA 95814	Out of State? <input type="checkbox"/>						
Division: City Council		<i>Enter below the departing date and time then the return date and time. Per diem travel days will automatically be calculated.</i>							
GL Org Set(s) 1010-10-01-10012	% Split 100%	Split Total Equals 100%	<table border="1" style="width:100%"> <tr> <td>Departure Date & Time:</td> <td>1/22/25 12:30 PM</td> <td><i>Example:</i> 1/2/18 7:30 AM</td> </tr> <tr> <td>Return Date & Time:</td> <td>1/23/25 6:00 PM</td> <td><i>Example:</i> 1/2/18 5:30 PM</td> </tr> </table>	Departure Date & Time:	1/22/25 12:30 PM	<i>Example:</i> 1/2/18 7:30 AM	Return Date & Time:	1/23/25 6:00 PM	<i>Example:</i> 1/2/18 5:30 PM
Departure Date & Time:	1/22/25 12:30 PM	<i>Example:</i> 1/2/18 7:30 AM							
Return Date & Time:	1/23/25 6:00 PM	<i>Example:</i> 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 - Policy Registration		<input type="checkbox"/>
Lodging :	(620510)	Hyatt Regency - Sacramento	\$624.63	<input checked="" type="checkbox"/>
Mileage:	(620510)	Miles: X Rate: \$0.67		<input type="checkbox"/>
Airfare:	(620510)	Southwest ONT - SMF	\$533.96	<input checked="" type="checkbox"/>
*Per Diem:	(620510)	Sacramento, CA	\$86	<input type="checkbox"/>
Total Travel Days (Enter # of Days) >>>			2	
<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:	\$96.75
Misc. Other:	(620510)			<input type="checkbox"/>
Business Meals:	(620510)			<input type="checkbox"/>
Division Manager Approval	Date	Total Anticipated Expenses:	\$1,255.34	
X _____	X _____	City Manager Approval (as required)	Date	
Department Head Approval	Date	X _____	X _____	
X <i>[Signature]</i>	X 1/13/25			

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?						
ONT Airport Parking	1010-10-01-10012-620510	\$48.00	<input type="checkbox"/>						
Ride Services SMF - Hyatt Sac	1010-10-01-10012-620510	\$80.74	<input type="checkbox"/>						
Post-Trip	1010-10-01-10012	\$1,555.34							
<table border="1" style="width:100%"> <tr> <td>Employee Signature <i>[Signature]</i></td> <td>GL Org Set 1010-10-01-10012</td> </tr> <tr> <td>Date 2/4/25</td> <td>Ext. 1</td> </tr> <tr> <td colspan="2">Split Totals:</td> </tr> </table>		Employee Signature <i>[Signature]</i>	GL Org Set 1010-10-01-10012	Date 2/4/25	Ext. 1	Split Totals:			
Employee Signature <i>[Signature]</i>	GL Org Set 1010-10-01-10012								
Date 2/4/25	Ext. 1								
Split Totals:									
Division Manager Approval	Date	Final Total Expenses:	\$1,384.08						
X _____	X _____	City Manager Approval (as required)	Date						
Department Head Approval	Date	X _____	X _____						
X <i>[Signature]</i>	X 2/4/25								



Per Diem Worksheet

Travel Destination:	Sacramento, CA (City, State)
Total Travel Days:	2 (# of Days)
Per Diem Rate:	\$86.00 (Daily M&IE 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	\$0.00
Last Day <input type="checkbox"/> Check if you ended travel before 12:00PM (Noon)	\$64.50
Total Per Diem	\$96.75



Thanks for flying with us!

Trip summary

✈ Flight

CONFIRMATION #
2I3BTI

JAN 22 - 23
ONT ✈ SMF

FLIGHT TOTAL
\$438.95

1/22 - Sacramento

JAN 22 - 23
Ontario/LA, CA to Sacramento, CA

Confirmation # 2I3BTI

PASSENGERS	EST. POINTS	EXTRAS	FARE
Edward Delgado Rapid Rewards® Acct # 22522485182	+ 3,800 PTS		Anytime

Departing 1/22/25 Wednesday

DEPARTS **12:25 PM** **ONT**
Ontario/LA CA - ONT

Nonstop

ARRIVES **1:55 PM** **SMF**
Sacramento, CA - SMF

FLIGHT
4198
SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change

TRAVEL TIME
1hr 30min

Anytime **\$189.93**
(Passenger x1)

SUBTOTAL
\$189.93

Returning 1/23/25 Thursday



DEPARTS **4:45 PM**

SMF
Sacramento, CA - SMF

FLIGHT
4900

SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change



ARRIVES **6:05 PM**

Nonstop

ONT
Ontario/LA, CA - ONT

TRAVEL TIME
1hr 20min

Anytime **\$189.93**
(Passenger x1)

SUBTOTAL
\$189.93

Taxes & fees **\$59.09**

Flight total **\$438.95**

Icon legend

WiFi available | Live TV available | EarlyBird Check-In

Helpful information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points). If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)
- 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.

Payment summary

PAYMENT INFORMATION

AMOUNT PAID



Visa 1014
XXXXXXXXXXXX1014
Expiration: 8/27

CARD HOLDER
Patrick Killion

BILLING ADDRESS
**25180 Santiago Dr
Moreno Valley, CA US 92551**

\$438.95

Total charged

SUBTOTAL	\$379.86
TAXES & FEES	\$59.09
TOTAL DOLLARS	\$438.95

Subject to change without notice



Thank you for choosing to stay with Hyatt Hotels & Resorts

Confirmation: 27568443

Hyatt Regency Sacramento

1209 L Street Sacramento, California, 95814 United States

Tel: +1 916 443 1234

Reservation Summary

Check-in	Wed, Jan 22, 2025 04:00 PM	Rate	
Checkout	Thu, Jan 23, 2025 11:00 AM	Total Cash Per Room*	\$624.63
Room	(1) 1 King Bed	Wed, Jan 22	\$535.50
Guest	2 Adults	Subtotal	\$535.50
Guest Details	Edward Delgado patrickk@moval.org 25180 Santiago Dr Moreno Valley, CA 92551 US (951) 413-3008	STID ASSESSMENT	\$5.36
		CA TOURISM ASSES	\$1.04
		SAC TOURISM ASSE	\$18.47
		OCCUPANCY TAX	\$64.26
		Taxes & Fees	\$89.13

*Changes in taxes or fees will affect the total price.

Payment Details Visa xxxx1014
8/2027

Special Requests

Cookie Settings

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Change flight: Step 5 of 5



Your change is complete! No need to call to confirm.

We're sending you a confirmation email to the address below. If the email hasn't arrived in 2 minutes, check your junk or spam folder.
patrickk@moval.org

Trip summary

Flight

CONFIRMATION #
2I3BTI

DEPART
1/22 **ONT** **SMF**
 Wednesday 6:05 PM 7:35 PM

RETURN
1/23 **SMF** **ONT**
 Thursday 4:45 PM 6:05 PM

PASSENGERS
Edward Delgado
 See more passenger details >

AMOUNT PAID
\$95.01

[See more flight details](#)

\$ 0

There was no fee to change your flight today.

It's our way of saying thank you...today, and everyday.

1/22 - Sacramento

JAN 22 - 23
Ontario/LA, CA to Sacramento, CA

Confirmation # 2I3BTI

PASSENGERS
Edward Delgado
 Rapid Rewards® Acct # 22522485182

EXTRAS



FARE
Anytime

Icon legend

Departing 1/22/25 Wednesday

Anytime
(Passenger x1)



DEPARTS

6:05 PM

ONT

Ontario/LA, CA - ONT

FLIGHT

4620

Nonstop



ARRIVES

7:35 PM

SMF

Sacramento, CA - SMF

TRAVEL TIME

1hr 30min

Returning 1/23/25 Thursday

Anytime
(Passenger x1)



DEPARTS

4:45 PM

SMF

Sacramento, CA - SMF

FLIGHT

4900

Nonstop



ARRIVES

6:05 PM

ONT

Ontario/LA, CA - ONT

TRAVEL TIME

1hr 20min

WiFi available | Live TV available | EarlyBird Check-In®

Helpful Information:

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- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
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Pricing & funds summary



Visa 1014
XXXXXXXXXXXX1014
Expiration: 8/27

CARD HOLDER
Patrick Killion

BILLING ADDRESS
25180 Santiago Dr
Moreno Valley, CA US 92551

\$95.01

TOTAL PAID

\$95.01

Government taxes & fees included.

Edward A. Delgado

From: Yellow Cab of Sacramento <receipts@yellowcabsacramento.com>
Sent: Friday, January 24, 2025 9:03 AM
To: Edward A. Delgado
Subject: Thank you for booking with Yellow Cab of Sacramento

You don't often get email from receipts@yellowcabsacramento.com. [Learn why this is important](#)

Warning: External Email – Watch for Email Red Flags!



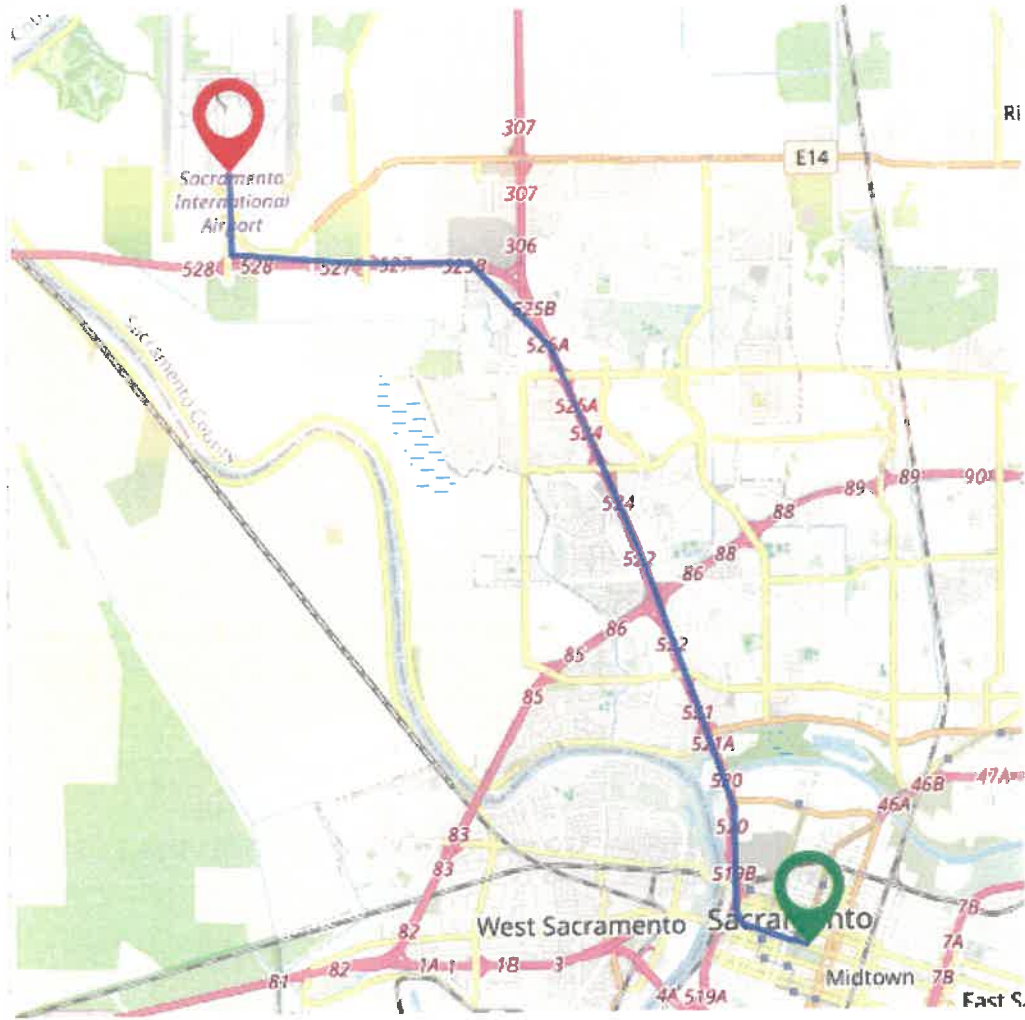
Thank you for booking with Yellow Cab of Sacramento, please find your receipt below. If you have any questions in relation to your booking, please call us on 9164442222.

Booking Reference	7087132A
Passenger	Guest
Passenger Phone	009164442222
Account	Mastercard
Pickup	1209 L Street , Sacramento, 95814
Destination	6851 Lindbergh Dr, Sacramento, Ca 95837, Usa
CO2 Emission	4,578g
Trip Distance	11.33MI
Driver Number	6494
Vehicle	Toyota Rav 4, License: 25200L2
Pickup Date	Thu 23rd Jan 2025 13:48 <i>Your driver arrived 13:56</i>
Journey Start	14:00
Journey End	14:14
Payment USD	Credit Card
Price	\$37.00
Tip	\$5.64
Tolls	\$0.00
Extras	\$0.00
Waiting	\$0.60
Service Charge	\$0.00
Total	\$43.24

Your transactions are detailed below.

Date	Amount	Reference
Thu 23rd Jan 2025 14:14	\$37.60	

Your booking route is available below



Yellow Cab of Sacramento, 9229 Beatty Drive Suite B, Sacramento, 95826

AIRPORT PKG

Ontario International Airport
Authority
Lot 4

Receipt Number	H0442501201001
Ticket-Nr.:	410136209
In:	01/22/2025 16:26
Out:	01/23/2025 18:23
Duration:	1,01:57
Transient Parker	\$ 48.00
Total:	\$ 48.00
Validations:	\$ 0.00
Balance Due:	\$ 48.00
Credit-Card	\$ 48.00
Change:	\$ 0.00

--ORIGINAL--

SACRAMENTO INDEP

MED# 0093

DRIVER: 3727124

CUSTOMER COPY

01/22/25 TR 3425

START END MILES

19:32 19:48 12.5

DOWNTOWN

RATE 3:\$ 35.00

SMFFEE:\$ 2.50

SURCH:\$ 0.00

STSRCH:\$ 0.00

TIP:\$ 0.00

TOTAL:\$ 37.50

CARD TYPE: MAST

XXXXXXXXXX1753

AUTH:320164

THANKS
TO CONTACT SITDA
916-444-0008