



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		Employee Signature	Immediate Supervisor Signature		
Name: Ulises Cabrera		Purpose of Trip: 2025 Create Karma Event			
Job Title: Mayor		Destination: 9950 Jeronimo Rd, Irvine, CA 92618	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:	3/20/25 5:00 PM	Example: 1/2/18 7:30 AM
1010-10-01-10015	100%		Return Date & Time:	3/21/25 12:30 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)			<input type="checkbox"/>
Lodging :		(620510)	Residence Inn - Irvine Spectrum	\$341.35	<input checked="" type="checkbox"/>
Mileage:		(620510)	Miles: 8.4 X Rate: \$0.70	\$5.88	<input type="checkbox"/>
Airfare:		(620510)			<input type="checkbox"/>
*Per Diem:		(620510)	Irvine, CA	\$86	<input type="checkbox"/> Check box to decline Per Diem, whereby actual receipts must be submitted
Total Travel Days (Enter # of Days) >>>			2		
*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:	\$96.75
Misc. Other:		(620510)			<input type="checkbox"/>
Business Meals:		(620510)			<input type="checkbox"/>
Division Manager Approval		Date	Total Anticipated Expenses:		\$443.98
X		X	City Manager Approval (as required)		Date
Department Head Approval		Date			
X		X 4/7/25	X		X
Part II - Expense Reporting (Please check the appropriate box below and provide details)					
<input type="radio"/> No adjustments are necessary. Anticipated expenses match actual expenses incurred.					
<input type="radio"/> Advance payments exceeded the actual expenses incurred. Attached is my receipt as evidence of reimbursement to the City. (Explain below, use negative numbers)					
<input type="radio"/> 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.		Employee Signature: X	GL Org Set	1010-10-01-10015	\$443.98
		Date:	Split Totals:		
		Ext.			
Division Manager Approval		Date	Final Total Expenses:		\$443.98
X		X	City Manager Approval (as required)		Date
Department Head Approval		Date			
X		X 4/7/25	X		X



Per Diem Worksheet

Travel Destination:	Irvine, CA
	(City, State)
	Total Travel Days:
	2
Per Diem Rate:	(# of Days)
	\$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



Residence Inn® Irvine Spectrum
10 Morgan, Irvine, CA 92618 P 949.380.3000
Marriott.com/SNAIR

Ulises Cabrera
25180 Santiago Dr
Moreno Valley CA 92551
Leisure

Room: 1011
Room Type: STDO
Number of Guests: 1
Rate: \$299.00 Clerk: IVV

Arrive: 19Mar25 Time: 02:18AM Depart: 20Mar25 Time: 08:52AM Folio Number: 57995

DATE	DESCRIPTION	CHARGES	CREDITS
19Mar25	Room Charge	299.00	
19Mar25	Occupancy Sales Tax	23.92	
19Mar25	Local Bid Fee	5.98	
19Mar25	Calif/Local Tourism Fee	0.45	
19Mar25	Daily Parking	12.00	
20Mar25	Visa		341.35
Card #: VXXXXXXXXXXXXX1014/XXXX			
Card Type: VISA Card Entry: MANUAL Approval Code: 003324			
BALANCE:		0.00	

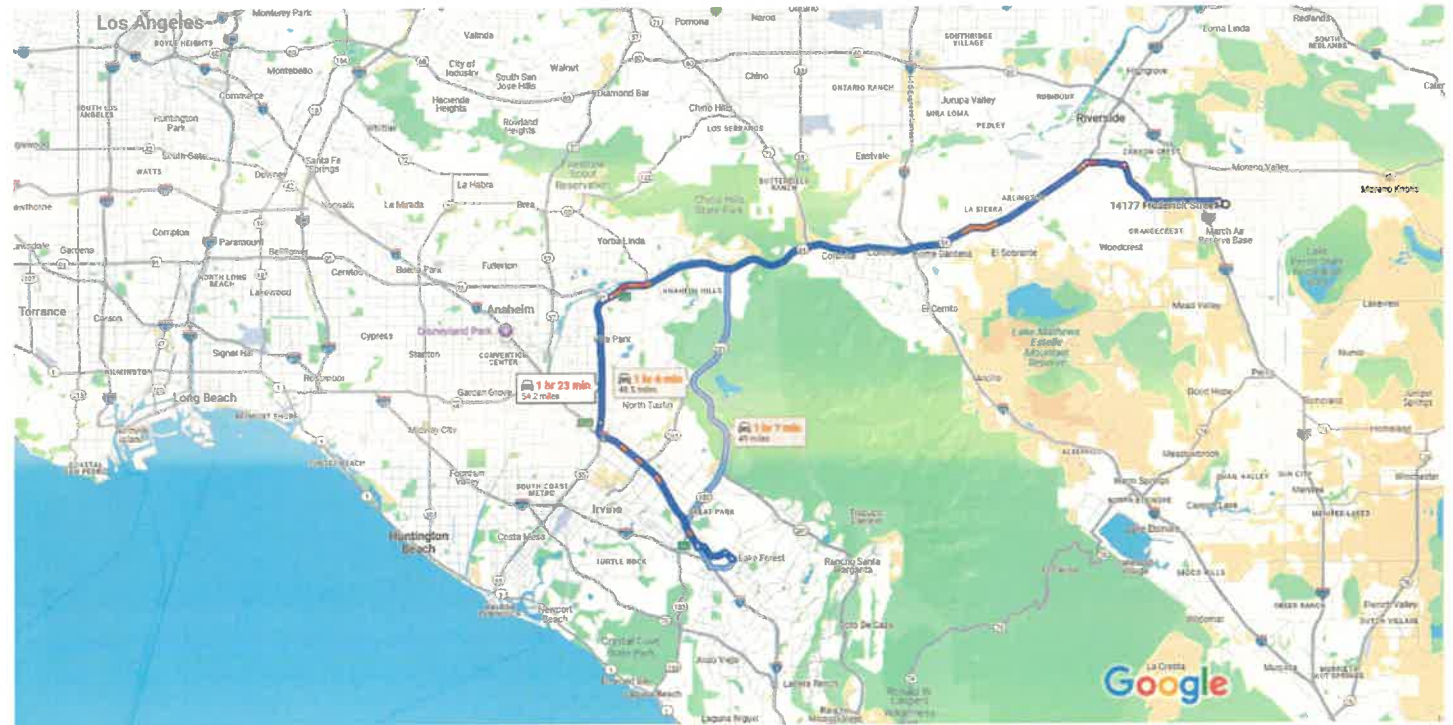
As a Marriott Bonvoy Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Thank You For Choosing The Residence Inn, Irvine Spectrum For Your Stay! We Hope You Enjoyed Your "home Away From Home". If There Is Anything The Hotel Can Do To Make Your Next Stay With Us As Enjoyable And Relaxing As This One Was, Please Stop By The Front Desk And Let Us Know!

See our "Privacy & Cookie Statement" on Marriott.com.



14177 Frederick St, Moreno Valley, CA Drive 54.2 miles, 1 hr 23 min
92553 to Karma Automotive, 9950 Jeronimo Rd, Irvine, CA 92618



Map data ©2025 Google 2 mi

14177 Frederick St
Moreno Valley, CA 92553

Get on CA-91 W in Riverside from Alessandro Blvd and
Arlington Ave

- 19 min (8.8 mi)
1. Head southwest toward Calle San Juan De Los Lagos
243 ft
 2. Turn right onto Calle San Juan De Los Lagos
0.2 mi
 3. Turn right onto Newhope St/Veterans Way
0.2 mi
 4. Turn left onto Alessandro Blvd
6.1 mi
 5. Use the left 2 lanes to turn left onto Arlington Ave
2.1 mi
 6. Use the 2nd from the left lane to turn left to merge onto CA-91 W toward Corona
0.2 mi

Continue on CA-91 W. Take I-5 S to Enterprise Dr in Irvine. Take exit 94 from I-5 S

- 40 min (43.0 mi)
7.

Merge onto CA-91 W

Pass by AutoZone Auto Parts (on the left in 0.7 mi)

27.1 mi
8.

Use the left 2 lanes to take exit 34 for CA-55 S toward Newport Beach

0.5 mi
9.

Continue onto CA-55 S

6.6 mi
10.

Use the right 2 lanes to take exit 11A to merge onto I-5 S toward San Diego

8.7 mi
11.

Use the right lane to take exit 94 for Alton Pkwy

0.2 mi

Follow Alton Pkwy and Jeronimo Rd to your destination

- 5 min (2.4 mi)
12.

Merge onto Enterprise Dr

387 ft
13.

Use the right 2 lanes to turn right onto Alton Pkwy

1.8 mi
14.

Turn right onto Jeronimo Rd

0.5 mi
15.

Turn right

102 ft
16.

Turn left

Destination will be on the right

328 ft

Karma Automotive