

Travel Authorization & Expense Reporting Form

Instructions: <u>Prior to any</u> 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. <u>Upon returning</u> from travel, complete Part II of this form to confirm total expenses including any approved adjustments. Submit form to Accounts Payable within <u>15 days</u> of the travel end date. <u>Always use the most up-to-date Travel Form located on the City's Intranet</u>

Part I - Travel	A utha vis	otion)	Employee Sig	mature	lm	mediate Supr	ervisor Signatu	ire
Faiti - Havei	RULITOTIZ	X L			X			
Name: Ulises Cabrera			Purpose of	of Trip: Cal Cities - City Leaders Summit				
Job Title: Mayor			Destinat	ation: 1401 K St, Sacramento, CA 9581		, CA 95814	4	Out of State?
Division: City Council			Enter below the departing date and time then the return date and time. Per diem travel days will automatically be calculated.				ravel days will	
GL Org Set(s) 1010-10-01-10015	% Split 100%	Split Total Equals	Departure 4/22/25 Date & Time:		5 4:00 PM		Example: 1/2/18 7:30 AM	
		100%	Returi Date & Ti	4/26/25 5:30 PM		5:30 PM		Example: 1/2/18 5:30 PM
Expense Typ	е	Account #		Description	n of Expenses		Amount	CAL-Card?
Registration	:	(620510)	Cal Cities - 0	City Leaders	Summit		\$650.00	V,
Lodging :		(620510)	Hyatt Reger	icy - Sacrame	ento		\$801.3	6 P
Mileage:		(620510)	Miles:	Х	Rate:			
Airfare:		(620510)	Southwest C	ONT - SMF			\$542.470	
*Per Diem:		(620510)		Sacramento	, CA	\$86	Check box to decline Per	
	Total Travel Days (Enter # of Days) >>> 5			5	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:					\$354.75			
Mis	sc. Other:	(620510)					4.00	Г
Busines	ss Meals:	(620510)						-
Division Manager Approval Da			ate	Total Anticipated Expenses:			\$2,349.08	
×				City Manager Approval (as required)			Date	
Department Head	Approval	4[7]	te S	X			X	
Part II - Expense	Reporti	ng	(Please chec	k the appropri	ate box below and	provide de	tails)	
O No a	djustments	are necessary. A	Anticipated ex	kpenses mate	h actual expenses	s incurred.		
/ \		ents exceeded the to the City. (Expl			ed. Attached is my	receipt as	evidence of)
					t. Additional funds	s are requir	red as listed I	pelow.
Expense Details				Expenditure Code			Amount CAL-Card?	
								Г
		1 11						
a true and accurate record of	Employee Bignature:	x)	احت	GL Org Set Split Totals:	1010-10-01-1	10015	\$ 2,34	4.08
travel expenses for official City business.	Date:	Ext.		opiic rousia.				
Division Manager Approval Date		te	Final Total Expenses:		enses:	\$2,344.08		
<		X		City Manager Approval (as required)		red)	Da	te
Department Head	Approval	4/2/	te 2/25					
(]]		x // 50	101	X		>	(

Per Diem Worksheet			
Sacramento, CA (City, State)			
5 (# of Days)			
\$86.00 (Daily M&IE Rate)			

<u>Breakdown</u>			
Travel Days	Rate		
First Day Check if you began travel after 12:00PM (Noon)	\$32.25		
Travel Days	\$258.00		
Last Day Check if you ended travel before 12:00PM (Noon)	\$64.50		
Total Per Diem	\$354.75		

Patrick Killion

From: no-reply <no-reply@calcities.org>
Sent: Monday, March 24, 2025 1:09 PM

To: Patrick Killion
Cc: Ulises Cabrera

Subject: Cal Cities Event Registration Confirmation

Warning: External Email - Watch for Email Red Flags!



Thank you for registering for the 2025 City Leaders Summit, taking place April 23 - 25 at the SAFE Credit Union Convention Center in Sacramento.

The room block is currently SOLD OUT; however, we recommend checking the link often as rooms may become available due to cancellations. You may also contact the hotel directly to book at the market rate.

HOTEL RESERVATION PAGE

REFUND POLICY: Advance registrants unable to attend will receive a refund of rate paid, minus a \$75 processing charge, only when a written request is submitted to <u>Megan Dunn</u> and received on or before April 16. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration.

To request an accommodation or for inquiries about accessibility, please contact <u>Megan Dunn</u>. Every effort will be made to honor submitted requests.

Name: Ulises Cabrera Company: Moreno Valley

Title: Mayor

Email: ulisesc@moval.org

Registration: a) Full Conference - Member City Officials and Staff

Session(s): Price: \$650.00 Discount: \$0.00

Amount Paid: \$650.00

SAFE Credit Union Convention Center

Patrick Killion

From:

Brittani White <bwhite@calcities.org>

Sent:

Thursday, April 10, 2025 2:58 PM

To:

Ulises Cabrera; Patrick Killion

Subject:

City Leaders Summit and April Board of Directors Meeting Hotel Confirmation

Some people who received this message don't often get email from bwhite@calcities.org. Learn why this is important

Warning: External Email - Watch for Email Red Flags!

Greetings Ulises Cabrera,

We look forward to seeing you at the upcoming April 2025 Board of Directors Meeting! The hotel confirmation for your stay in Sacramento is now available. Please make note of the following details:

Hotel: Hyatt Regency Sacramento, 1209 L St, Sacramento, CA 95814

• Confirmation #: 24781958-1

• Check in: Tuesday, April 22, 2025

• Check out: Saturday, April 26, 2025

Check in is at 4:00 p.m., and check out is at 11:00 a.m. You will be asked to provide a credit card upon checking in for incidentals. If any changes need to be made to your existing reservation or if you need to cancel, please reply to this email by Thursday, April 17th.

Please note, when you provide a credit card at check in you will be charged for any room night(s) except for April 25th. If you would like to put a credit card on file before your stay, please visit this link.

Meeting Venue

The meeting will take place at the SAFE Credit Union Convention Center, 1401 K St, Sacramento, CA 95814. Please note the meeting is in a different room than 2024.

To access the meeting room, enter the convention center west lobby at 13th Street and L Street and proceed up the escalators to the second floor. Continue down the hallway until you find Rooms 9-11 on your left. You can also enter through the east lobby on 15th Street and K Street, taking the escalators to the second floor. The rooms will be immediately to your right.

Safe Travels,

Brittani White

Event Coordinator
League of California Cities
Office: 916-658-8265
bwhite@calcities.org | www.calcities.org





CREDIT CARD AUTHORIZATION FORM

	GUEST FIRST NAME	CONFIRMATION NUMBER	ARRIVAL DATE
<u>Cabrera</u>	Ulises	24781958-1	04/22/2025
CARDHOLDER CONTACT PHO	NE NUMBER 951413300	008	
CARDHOLDER E-MAIL ADDRES	ss patrickk@moval.org		
I hereby authorize the follow below (applicable sales taxes	ring charges to be appl s and fees may apply).	ied to the credit card indicat Check all that apply:	ed
ALL CHARGES ✓ ROOM	, TAX, and MANDATORY	FEES PARKING	FOOD & BEVERAG
GUEST AMENITY BANQ	UET CHARGE	OTHER (SEE COMMENTS BE	:LOW)
COMMENTS			
COMMITMEN			
The following credit card m	ay be billed for the est	imated charges at any time p	orior to
The following credit card m the arrival date.	ay be billed for the est	imated charges at any time p	orior to
The following credit card m		imated charges at any time p	orior to

& Conditions.

I confirm that all guests listed above are age 18 or older.

Please transmit this form at least 72 hours prior to the guest's arrival date. Authorizations submitted after this time may not be processed prior to the arrival date and may result in delays at check-in. Hotel may not accept credit card authorization requests for same day arrivals.



Hyatt Regency Sacramento

at Capitol Park 1209 L Street

Sacramento, CA 95814

Tel: 916-443-1234 Fax: 916-321-3779

INFORMATION INVOICE

Ulises Cabrera 1400 K Street, Suite 400 Sacramento CA 95814-3916 United States

Confirmation No.

2478195801

Group Name

2025 City Leaders

Room No.

0863

Arrival

04-22-25 04-26-25

Departure

Folio Window 2

Folio No.

1570809

0.00

Date	Description		Charges	Credits
Date	Description			
04-22-25	Accommodation		229.00	
04-22-25	Occupancy Tax		27.48	
04-22-25	Sacramento Tourism Assessment		7.90	
04-22-25	CA Tourism Assessment		0.45	
04-22-25	STID Assessment		2.29	
04-23-25	Accommodation		229.00	
04-23-25	Occupancy Tax		27.48	
04-23-25	Sacramento Tourism Assessment		7.90	
04-23-25	CA Tourism Assessment		0.45	
04-23-25	STID Assessment		2.29	
04-24-25	Accommodation		229.00	
04-24-25	Occupancy Tax		27.48	
04-24-25	Sacramento Tourism Assessment		7.90	
04-24-25	CA Tourism Assessment		0.45	
04-24-25	STID Assessment		2.29	
04-30-25	Visa	XXXXXXXXXXXX1014 XX/XX		801.36

Total	801.36	801.36

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

World of Hyatt Summary

No Membership to be credited

Join World of Hyatt today and start earning points for stays, dining and more. Visit www.worldofhyatt.com

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing Hyatt Regency Sacramento. We hope that you enjoyed your stay with us. Our goal is to exceed our guests' expectations. If you have any comments regarding your stay please share them with us.

Consumer Affairs: Divina Galban, 916-321-3566 or divina.galban@hyatt.com

LOST & FOUND: www.ileftmystuff.com

CLICK "Get it back now!"

Client Identification Number = 49317

Please remit payment to: Hyatt Regency Sacramento PO Box 202649 Dallas, TX 75320-2649

Balance

For inquiries concerning your bill please call 888-588-4384



INFORMATION INVOICE

Ulises Cabrera 1400 K Street, Suite 400 Sacramento CA 95814-3916 **United States**

Confirmation No.

2478195801

Group Name

2025 City Leaders

Hyatt Regency Sacramento

at Capitol Park 1209 L Street Sacramento, CA 95814

Tel: 916-443-1234 Fax: 916-321-3779

Room No.

0863

Arrival

04-22-25

Departure

04-26-25

Folio Window 2 Folio No.

1570809



FLIGHT | HOTEL | CAR | VACATIONS | CRUISES

SPECIAL OFFERS RAPID REWARDS®



Thanks for flying with us!

Trip summary



CONFIRMATION # 3NU5ET

APR 22 - 26 ONT > SMF

FLIGHT TOTAL \$311.96

4/22 - Sacramento

APR 22 - 26

Ontario/LA, CA to Sacramento, CA

Confirmation # 3NU5ET

EXTRAS (1) **FARE EST. POINTS FLIGHT PASSENGERS** ONT > SMF + 2,618 PTS Anytime **Ulises Cabrera** SMF > ONT <u>.</u> Rapid Rewards® Acct # 22245637643 Anytime

Departing 4/22/25 Tuesday



DEPARTS

4:10 PM

Ontario/LA, CA - ONT

Nonstop

FLIGHT 1476 🖘 👽

SCHEDULED AIRCRAFT Boeing 737-700 Subject to change

\$123,89 Anytime

Purchase Confirmation | Southwest Airlines

ARRIVES

5:35 PM

Sacramento, CA - SMF

TRAVEL TIME 1hr 25min

SUBTOTAL \$123.89

Anytime

\$137.84

Returning

4/26/25 Saturday

DEPARTS

4:05 PM

Sacramento. CA - SMF

FLIGHT 3325 🖘 + 🖸

SCHEDULED AIRCRAFT Boeing 737 MAX8

Subject to change

Nonstop

ARRIVES

5:25 PM

Ontario/LA, CA ONT

TRAVEL TIME 1hr 20min

SUBTOTAL \$137.84

Taxes & fees

\$50.23

Flight total

\$311.96

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 $^{\mbox{\scriptsize TM}}$ for future use.
- Please read the <u>fare rules</u> 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 <u>Southwest.com/rrterms</u>
- 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

Visa 1014 XXXXXXXXXXXX1014 Expiration: 8/27

CARD HOLDER Patrick Killion **BILLING ADDRESS** 25180 Santiago Dr Moreno Valley, CA US 92553

\$311.96

Total charged





FLIGHT | HOTEL | CAR | VACATIONS | CRUISES | SPECIAL OFFERS | RAPID REWARDS®

Change flight: Step 5 of 5

Confirmation Change Select flights Price Review

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



DEPART

4/22 ONT Tuesday

4:10 PM

> SME 5:35 PM

RETURN

4/26 Saturday

SMF 10:20 AM

> ONT 11:45 AM

PASSENGERS **Ulises Cabrera**

See more passenger details >

AMOUNT PAID \$231.01

See more flight details

There was no fee to change your flight today.

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

4/26 - Sacramento

APR 26

Ontario/LA, CA to Sacramento, CA

Confirmation # 3NU5ET

PASSENGERS

Ulises Cabrera

Rapid Rewards Acct # 22245637643

EXTRAS 0

FARE



Anytime

Departing 4/22/25 Tuesday

Anytime (Passenger x1)

DEPARTS

4:10 PM

Ontario/LA, CA - ONT

FLIGHT 1476 🖘 + 🖸

Nonstop

ARRIVES

5:35 PM

Sacramento, CA - SMF

TRAVEL TIME 1hr 25min

Returning

4/26/25 Saturday

Anytime (Passenger x1)



DEPARTS

10:20 AM

Sacramento. CA - SMF

FLIGHT 2045 🖘 + 💷

Nonstop

ARRIVES

11:45 AM

Ontario/LA, CA - ONT

TRAVEL TIME 1hr 25min

WiFi available

Live TV available

EarlyBird Check-In

Helpful Information:

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- Please read the <u>fare rules</u> associated with this purchase.
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Pricing & funds summary

VISA

Visa 1014 XXXXXXXXXXXX1014 Expiration: 8/27

CARD HOLDER Patrick Killion **BILLING ADDRESS** 25180 Santiago Dr Moreno Valley, CA US 92553

\$231.01

TOTAL PAID