



# 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**

<b>Part I - Travel Authorization</b>	Employee Signature X	Immediate Supervisor Signature X
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Name: Ulises Cabrera	Purpose of Trip: SCAG - 2025 General Assembly
Job Title: Mayor	Destination: 74-855 Country Club Dr. Palm Desert, 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.
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GL Org Set(s) 1010-10-01-10015	% Split 100%	Split Total Equals  100%	Departure Date & Time: 4/30/25 5:30 PM	Example: 1/2/18 7:30 AM
			Return Date & Time: 5/2/25 12:00 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)	SCAG - General Assembly		<input type="checkbox"/>
Lodging :	(620510)	JW Marriot Desert Springs Resort & Spa	\$251.95	<input checked="" type="checkbox"/>
Mileage:	(620510)	Miles: 21 X Rate: \$.70	\$14.70	<input type="checkbox"/>
Airfare:	(620510)			<input type="checkbox"/>
*Per Diem:	(620510)	Palm Desert	\$86	<input checked="" type="checkbox"/>
Total Travel Days (Enter # of Days) >>>			3	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: \$182.75	
Misc. Other:	(620510)			<input type="checkbox"/>
Business Meals:	(620510)			<input type="checkbox"/>

Division Manager Approval X	Date X	Total Anticipated Expenses: \$449.40	City Manager Approval (as required) Date X
Department Head Approval X	Date X 4/23/25 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?
			<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 Date: Ext.	GL Org Set 1010-10-01-10015 Split Totals:	\$449.40	<input type="checkbox"/>
Division Manager Approval X	Date X	Final Total Expenses: \$449.40	City Manager Approval (as required) Date X
Department Head Approval X	Date X 6/7/25 X		



## Per Diem Worksheet

<b>Travel Destination:</b>	<b>Palm Desert</b> (City, State)
<b>Total Travel Days:</b>	<b>3</b> (# of Days)
<b>Per Diem Rate:</b>	<b>\$86.00</b> (Daily M&IE Rate)

### Breakdown

<u>Travel Days</u>	<u>Rate</u>
<b>First Day</b> <input checked="" type="checkbox"/> Check if you began travel after 12:00PM (Noon)	<b>\$32.25</b>
<b>Travel Days</b>	<b>\$86.00</b>
<b>Last Day</b> <input type="checkbox"/> Check if you ended travel before 12:00PM (Noon)	<b>\$64.50</b>
<b>Total Per Diem</b>	<b>\$182.75</b>



**MARRIOTT DESERT SPRINGS RESORT & SPA**

The 2025 Regional Conference and General Assembly will celebrate SCAG’s 60th anniversary with panels featuring regional leaders from government, business, advocacy, and academia discussing the pressing topics of Southern California’s future.

Register online (<https://cvent.me/N25daW?RefId=web>) for the 2025 Regional Conference and General Assembly to network with regional leaders from the public and private sectors, sharing best practices and lessons learned while working toward common goals.

REGISTER HERE ([HTTPS://CVENT.ME/N25DAW?REFID=WEB](https://cvent.me/N25DAW?REFID=WEB))

- AGENDA
- KEYNOTE SPEAKER
- EVENT INFORMATION
- SPONSORSHIP OPPORTUNITIES
- SPONSORS

**Agenda**

TIME	AGENDA
APRIL 30   WEDNESDAY	

TIME	AGENDA
3 p.m.	EXECUTIVE/ADMINISTRATION COMMITTEE MEETING
6 p.m.	PRESIDENT'S RECEPTION (Invitation Only)
MAY 1   THURSDAY	
8 a.m.	REGISTRATION
8 a.m.	NETWORKING AND CONTINENTAL BREAKFAST
9 a.m.	REGIONAL COUNCIL MEETING
10 a.m.	WELCOME AND OPENING REMARKS
11 a.m.	GENERAL ASSEMBLY MEETING
12:15 p.m.	SUSTAINABILITY AWARDS LUNCHEON

TIME	AGENDA
2:15 p.m.	<p><b>BREAKOUT SESSIONS I</b></p> <p><b>FROM SMART CITIES TO A SMART REGION: ADVANCING MOBILITY STRATEGIES AND TECHNOLOGY INNOVATIONS</b></p> <p><i>Sponsored by WSP USA, Inc.</i></p> <p>Innovative mobility solutions like real-time data analytics, connected infrastructure, and digital platforms help cities enhance services for constituents. How can implementation of these initiatives achieve shared goals such as reduced traffic congestion, improved air quality through decreased vehicle miles traveled and greenhouse gas emissions, and enhanced accessibility for all residents? This panel will showcase successful initiatives that demonstrate how mobility and technology can collectively contribute to a more sustainable, efficient, and equitable future for the region.</p> <p><b>STRONG FOUNDATIONS: HOUSING SOLUTIONS IN THE WAKE OF DISASTER</b></p> <p><i>Sponsored by National Core</i></p> <p>Southern California already faced a housing crisis before the devastation caused by the recent L.A. County fires, which exacerbated the issue. Although the fires primarily burned in L.A. County, the impacts on the housing market are felt throughout the region. This panel will explore success stories, innovative strategies, and critical concerns to help those working in the housing space nimbly respond to ongoing housing availability and affordability constraints in a changing market. Panelists will also discuss best practices, emerging opportunities, and complex realities of community development from a range of perspectives, with practical takeaways for building stronger, more sustainable housing solutions that respond to the urgent circumstances facing the region.</p>
2:15 p.m.	<p><b>STUDENT SHOWCASE</b></p> <p><i>Sponsored by Sares Regis Group</i></p>
3:15 p.m.	<p><b>BREAK AND NETWORKING</b></p>

TIME	AGENDA
3:45 p.m.	<p><b>BREAKOUT SESSIONS II</b></p> <p><b>FOSTERING A HEALTHY LOCAL ECONOMY FOR ALL</b>  <i>Sponsored by Federal Home Loan Bank of San Francisco</i>  Southern California is at a turning point. Southern California's population growth is expected to slow in the decades ahead and local cities and agencies must rethink economic growth and resilience. Meanwhile, climate change and other crises are presenting more immediate disruptions that demand action. How can cities stay financially strong while preparing for an uncertain future? This panel will dive into the fiscal impacts for jurisdictions of both immediate disasters and long-term shifts. Hear firsthand insights from communities that have navigated various disruptions and explore ideas for strengthening economic resilience.</p> <p><b>SUSTAINABLE INFRASTRUCTURE FOR RESILIENT GROWTH</b>  <i>Sponsored by I-REN</i>  As Southern California faces increasing climate hazards like wildfires, ensuring that the region's infrastructure can support sustainability and housing affordability is more critical than ever. This panel will explore how investments in resilient backbone infrastructure, such as utilities, green infrastructure, and electrification, can enable sustainable growth while reducing vulnerabilities to natural and man-made disasters. Experts from utilities, real estate development, and finance will discuss challenges and opportunities in creating infrastructure that mitigates climate impacts while expanding housing capacity and affordability.</p>
3:45 p.m.	<p><b>STUDENT SHOWCASE</b>  <i>Sponsored by Sares Regis Group</i></p>
5:30 p.m.	<p><b>EVENING RECEPTION</b></p>
MAY 2   FRIDAY	

TIME	AGENDA
8 a.m.	REGISTRATION
8:30 a.m.	BREAKFAST
9 a.m.	WELCOME
9:10 a.m.	STUDENT SHOWCASE AWARDS
9:30 a.m.	<b>KEYNOTE ADDRESS</b> TUCKER BRYANT Poet & Innovation Keynote Speaker
10 a.m.	<b>PLENARY PANEL SESSION</b>  <b>CREATING A REGIONAL LEGACY FOR THE 2028 SUMMER OLYMPICS AND PARALYMPICS</b> <i>Sponsored by HNTB Corporation</i> In just three years, Los Angeles will host the 2028 Summer Olympic and Paralympic Games. As a complex and populous region hosting a mega-event, the LA28 Games represent a challenge and an opportunity for the region's local economy and transportation system, which must facilitate travel for visitors and the region's nearly 19 million residents while also continuing to service the demand for goods from the ports across the nation. The LA28 Games is a call to action to create lasting innovations for the region. This panel will explore how infrastructure, programs, policies, and culture change can create the actions to realize this vision
11:15 a.m.	CONFERENCE WRAP-UP

## Patrick Killion

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**From:** SCAG <update@scag.ca.gov>  
**Sent:** Wednesday, February 26, 2025 10:49 AM  
**To:** Patrick Killion  
**Subject:** Registration Confirmed - 2025 Regional Conference & General Assembly

**Warning: External Email – Watch for Email Red Flags!**



Dear Patrick,

Please save this email for future reference.

Event: 2025 Regional Conference & General Assembly

Number in Party: 1

Time: 8:00 AM

Date: May 1, 2025

Location: JW Marriott Desert Springs Resort & Spa

Address: 74-855 Country Club Drive, Palm Desert, California, 92260, USA

**Group Confirmation Number: P7NLW6HCNXJ**

**Group Registrant 0 (Ulises Cabrera)**

Confirmation Number: BGN2TXP9Q9P

**Don't forget to book hotel rooms for your group!** Visit the [registration confirmation page for each group registrant](#) to book a room with the discounted rate.

To view or modify the online registration for anyone in your group or to book a hotel reservation, [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

For questions about the event or your registration, please contact us at [contact@scag.ca.gov](mailto:contact@scag.ca.gov).





**2025** Regional Conference  
 General Assembly



**MAY 1-2**  
 Palm Desert, CA

## Hotel Reservations

Great news! Due to high demand, SCAG has secured additional hotel rooms for the 2025 Regional Conference and General Assembly. This event's exclusive hotel block rate is \$210.00/night + taxes and fees. **After today, April 14, you will need to book directly with the hotel at their current nightly rate, subject to availability.**

## Hotel Request

A limited number of rooms are still available at the JW Marriott Desert Springs Resort & Spa for Regional Council and policy committee members.

### Ulises Cabrera

Item	Date (Check-in -- Check-out)
Confirmation no. - 45EXAPC9 JW Marriott Desert Springs Resort & Spa Address: 74855 Country Club Drive, Palm Desert CA 92260, US STANDARD RESORT ROOM 1 Room, Non-Smoking	Apr 30, 2025 - May 2, 2025

[Edit](#)

### Other Accommodations Near the Conference

- [Courtyard Marriott – Palm Desert](#)
- [Residence Inn – Palm Desert](#)

- Travel Distance to JW Marriott – 6 min, 1.7 mi
- [Marriott Desert Springs Villa I](#)
  - Travel Distance to JW Marriott – 5 min, 1.2 mi
- Travel Distance to JW Marriott – 5 min, 1.4 mi
- [The Westin Desert Willow Villas – Palm Desert](#)
  - Travel Distance to JW Marriott – 5 min, 1.5 mi

# Registration Confirmation

Your Confirmation Number is:

BGN2TXP9Q9P

You will receive an email from [update@scag.ca.gov](mailto:update@scag.ca.gov) with your registration details.

Add to Calendar

Submit Payment

Make a Change

Cancel

SOUTHERN CALIFORNIA ASSOCIATION OF  
GOVERNMENTS

900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017  
(213) 236-1800

Contact Us

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Governments. All Rights Reserved.

For questions about the event or your  
registration, contact us at [contact@scag.ca.gov](mailto:contact@scag.ca.gov)



**JW MARRIOTT**  
DESERT SPRINGS PALM DESERT

**GUEST FOLIO**

3202 CABRERA/ULISES 210.00 05/02/25 DUPLICATE 23:02 5276 41800  
ROOM NAME RATE DEPART TIME ACCT# GROUP  
QQ CITY OF MORENO VALLE 04/30/25  
TYPE 14177 FREDERICK ST  
MORENO VALLE CA  
92553  
ROOM 92553 MCXXXXXXXXXXXX8682 MB#:  
CLERK ADDRESS PAYMENT

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
04/30	CCARD-VS VSXXXXXXXXXXXX1014		583.70	
05/01	ROOM-GR 3202, 1	210.00		
05/01	OCCUPTAX 3202, 1	23.10		
05/01	TBIDTAX 3202, 1	6.30		
05/01	CATOUR 3202, 1	1.15		
05/01	RESORT RESORT	10.00		
05/01	RESORTTX RESORT	1.10		
05/01	RSRTTBID RESORT	.30		
05/02	CCARD-VS VSXXXXXXXXXXXX1014	331.75		
				.00

DESERT SPRINGS RESORT AND SPA  
74855 COUNTRY CLUB  
PALM DESERT, CA 92260

**Experience comfort with the JW Marriott home collection. Visit [CuratedbyJW.com](https://www.marriott.com/curatedbyjw)**

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



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

Posting Date: 05/02/2025  
Transaction Amount: \$583.70

New Activity

PATRICK KILLION  
\*\*1014

Posting Date	Transaction Date	Reference Number	Merchant Name	Merchant City	Merchant State/ Province	Transaction Amount
05/02/2025	05/01/2025	24692165121101825626124	MARRIOTT DESERT SPRING	PALM DESERT	CA	\$583.70

Allocations:

Amount	Accounting Code	
\$583.70	1010-10-01-10015620510Y	Mayor Cabrera - Lodging for the SCAG General Assembly



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

Posting Date: 05/05/2025  
Transaction Amount: (\$331.75)

New Activity

PATRICK KILLION  
\*\*1014

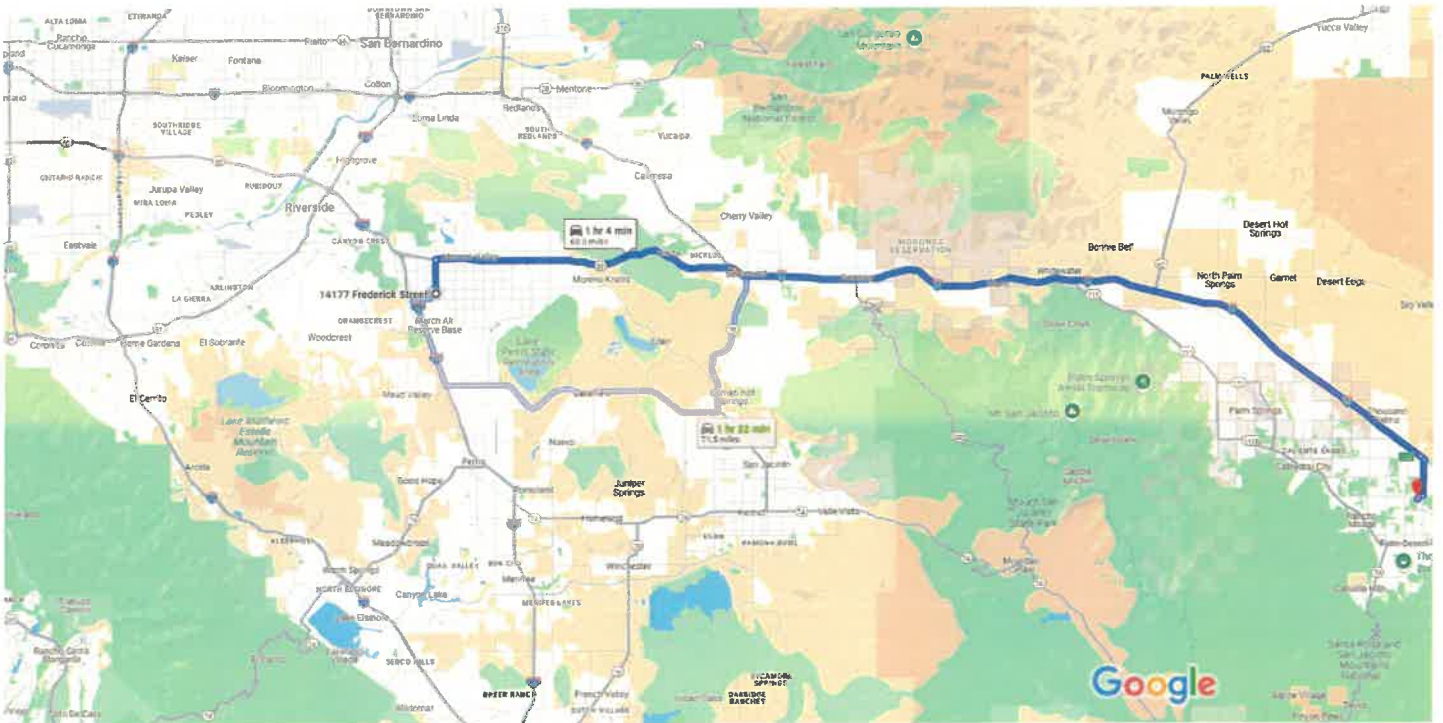
Posting Date	Transaction Date	Reference Number	Merchant Name	Merchant City	Merchant State/ Province	Transaction Amount
05/05/2025	05/02/2025	74692165123100953689469	MARRIOTT DESERT SPRING	PALM DESERT	CA	(\$331.75)

Allocations:

Amount	Accounting Code	
(\$331.75)	1010-10-01-10015620510Y	Mayor Cabrera - Lodging Reimbursement from SCAG General Assembly



14177 Frederick St, Moreno Valley, CA Drive 60.5 miles, 1 hr 4 min  
92553 to JW Marriott Desert Springs Resort & Spa, 74-855 Country  
Club Dr, Palm Desert, CA 92260



Map data ©2025 Google 2 mi

14177 Frederick St  
Moreno Valley, CA 92553

Get on I-10 E in Beaumont from CA-60 E/State Rte 60  
E/Moreno Valley Fwy

22 min (18.1 mi)

- ↑ 1. Head southwest toward Calle San Juan De Los Lagos  
243 ft
- ↶ 2. Turn left onto Calle San Juan De Los Lagos  
295 ft
- ↶ 3. Turn left at the 1st cross street onto Frederick St  
i Pass by Del Taco (on the left in 1.5 mi)  
1.8 mi
- ↑ 4. Continue onto Pigeon Pass Rd  
i Pass by Taco Bell (on the right)  
236 ft
- ↗ 5. Turn right to merge onto CA-60 E/State Rte 60  
E/Moreno Valley Fwy toward Beaumont  
16.0 mi
- ↗ 6. Use any lane to merge onto I-10 E via the ramp  
to Indio

0.2 mi

Follow I-10 E to Cook St in Thousand Palms. Take exit  
134 from I-10 E

35 min (40.0 mi)

⬆ 7. Merge onto I-10 E

39.7 mi

➤ 8. Use the right lane to take exit 134 for Cook St

0.2 mi

Continue on Cook St to your destination in Palm Desert

6 min (2.4 mi)

➤ 9. Use the right 2 lanes to turn right onto Cook St

**i** Pass by Cold Stone Creamery (on the right in  
0.5 mi)

1.9 mi

➤ 10. Turn right onto Country Club Dr

0.2 mi

↶ 11. Turn left onto Desert Springs Dr

0.2 mi

⬆ 12. Continue straight

203 ft

➤ 13. Turn right

95 ft

**JW Marriott Desert Springs Resort & Spa**

74-855 Country Club Dr, Palm Desert, CA 92260