



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: US Conference of Mayors 93rd Annual Meeting

Job Title: Mayor

Destination: Tampa, FL

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.

GL Org Set(s) 1010-10-01-10015	% Split 100%	Split Total Equals 100%	Departure Date & Time: 6/16/25 1:00 PM	Example: 1/2/18 7:30 AM
			Return Date & Time: 6/21/25 11:00 AM	Example: 1/2/18 5:30 PM

Expense Type	Account #	Description of Expenses	Amount	CAL-Card? <input checked="" type="checkbox"/> If Yes
Registration:	(620510)	US Conference of Mayors - Registration	\$1,500.00	<input checked="" type="checkbox"/>
Lodging:	(620510)	Tampa Marriott Water Street	\$ 251.95	<input checked="" type="checkbox"/>
Mileage:	(620510)	Miles: X Rate:		<input type="checkbox"/>
Airfare:	(620510)	Southwest ONT - TPA	\$ 656.35	<input checked="" type="checkbox"/>
*Per Diem:	(620510)		\$80	<input type="checkbox"/>
Total Travel Days (Enter # of Days) >>>			4	<input checked="" type="checkbox"/>
*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:	\$ 220.00
Misc. Other:	(620510)			<input type="checkbox"/>
Business Meals:	(620510)			<input type="checkbox"/>

Division Manager Approval	Date	Total Anticipated Expenses:	\$2,628.30
X	X	City Manager Approval (as required)	Date
Department Head Approval	Date	X	X
X	5/15/25	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?
Flight & Lodging Charges	1010-10-01-10015	516.37	<input type="checkbox"/>
Receipts for Reimbursement (Parking & Transportation)	1010-10-01-10015	158.64	<input type="checkbox"/>
Total		\$ 675.01	

Division Manager Approval	Date	Final Total Expenses:	\$ 3,303.31
X	X	City Manager Approval (as required)	Date
Department Head Approval	Date	X	X
X	6/30/25	X	7/2/25



THE UNITED STATES CONFERENCE OF MAYORS
93rd ANNUAL MEETING
TAMPA • June 19-22, 2025

Agenda

Here's what's scheduled for the event.

All Dates
6/18-6/22

Wednesday
6/18

Thursday
6/19

Friday
6/20

Saturday
6/21

Sunday
6/22

Filters



Q Search

June 18, 2025

3:00 PM ET

Registration

3:00 PM-7:00 PM

June 19, 2025

7:00 AM ET

Registration

7:00 AM-5:00 PM

9:00 AM ET

Thursday Morning Plenary Session

9:00 AM-10:00 AM

10:15 AM ET

Breakout Sessions

10:15 AM-11:15 AM

11:30 AM ET

Breakout Sessions

11:30 AM-12:30 PM

12:45 PM ET

Mayors Climate Protection Awards Luncheon

12:45 PM-2:00 PM

2:15 PM ET

Children, Health, and Human Services

2:15 PM-3:15 PM

Environment

2:15 PM-3:15 PM

Jobs, Education, and the Workforce

2:15 PM-3:15 PM

Technology and Innovation

2:15 PM-3:15 PM

3:30 PM ET

Breakout Sessions

3:30 PM-4:30 PM

4:45 PM ET

Mayors-Only Session

4:45 PM-6:00 PM

7:00 PM ET

Thursday Evening Event

7:00 PM-10:00 PM

June 20, 2025

7:00 AM ET

Registration

7:00 AM-5:00 PM

8:00 AM ET

Breakout Sessions

8:00 AM-9:00 AM

9:15 AM ET

Opening Plenary Session

9:15 AM-10:15 AM

10:30 AM ET

Breakout Sessions

10:30 AM-11:30 AM

11:45 AM ET

International Affairs

11:45 AM-12:45 PM

Tourism, Arts, Parks, Entertainment, and Sports

11:45 AM-12:45 PM

1:00 PM ET

Friday Plenary Lunch

1:00 PM-2:15 PM

2:30 PM ET

Breakout Sessions

2:30 PM-3:30 PM

Nominating Committee

2:30 PM-4:00 PM

3:45 PM ET

Community Development and Housing

3:45 PM-4:45 PM

Criminal and Social Justice

3:45 PM-4:45 PM

Energy

3:45 PM-4:45 PM

Metro Economies

3:45 PM-4:45 PM

Transportation

3:45 PM-4:45 PM

5:00 PM ET

Community Leaders of America (Republican Mayors Forum)

5:00 PM-6:00 PM

Democratic Mayors Association

5:00 PM-6:00 PM

7:00 PM ET

Friday Evening Event

7:00 PM-10:00 PM

June 21, 2025

7:00 AM ET

Registration

7:00 AM-5:00 PM

8:00 AM ET

Breakout Sessions

8:00 AM-9:00 AM

9:15 AM ET

Mayors and Business Leaders Plenary Session

9:15 AM-10:30 AM

10:45 AM ET

Breakout Sessions

10:45 AM-11:45 AM

12:00 PM ET

Saturday Plenary Luncheon

12:00 PM-1:30 PM

1:45 PM ET

Breakout Sessions

1:45 PM-2:45 PM

Executive Committee

1:45 PM-3:00 PM

3:00 PM ET

Breakout Sessions

3:00 PM-4:00 PM

4:15 PM ET

Breakout Sessions

4:15 PM-5:15 PM

7:00 PM ET

Saturday Evening Event

7:00 PM-10:00 PM

10:00 PM ET

Gavel-to-Gavel Celebration

10:00 PM-11:59 PM

June 22, 2025

7:00 AM ET

Registration

7:00 AM-11:00 AM

9:30 AM ET

Business Session

9:30 AM-11:30 AM

12:00 PM ET

Inaugural Luncheon

12:00 PM-1:30 PM

Follow us on:





THE UNITED STATES
CONFERENCE OF MAYORS

Summary Agenda Resolutions
Host City Fees
Post Registration ▾

Log Out



THE UNITED STATES CONFERENCE OF MAYORS
93rd ANNUAL MEETING
TAMPA • June 19-22, 2025

Registration Complete

Your meeting registration is complete. You will receive a confirmation email with your registration details. This email will also allow you to make changes to your registration.

You can now request a hotel room for the 93rd Annual Meeting. **You may request a hotel room until May 27.**

[Request a Hotel Room](#)

Your Meeting Confirmation Number is:

ZDN666FVP9M

Registration Summary

Review your registration information below

Ulises Cabrera

cityclerk@moval.org



Address

14177 Frederick St
Moreno Valley, California 92553
USA

Questions

Please let us know if you have any dietary requirements.

NOTE: This request will only be accommodated if completed at least two weeks in advance of the start day of the event, after that we will do our best.

None

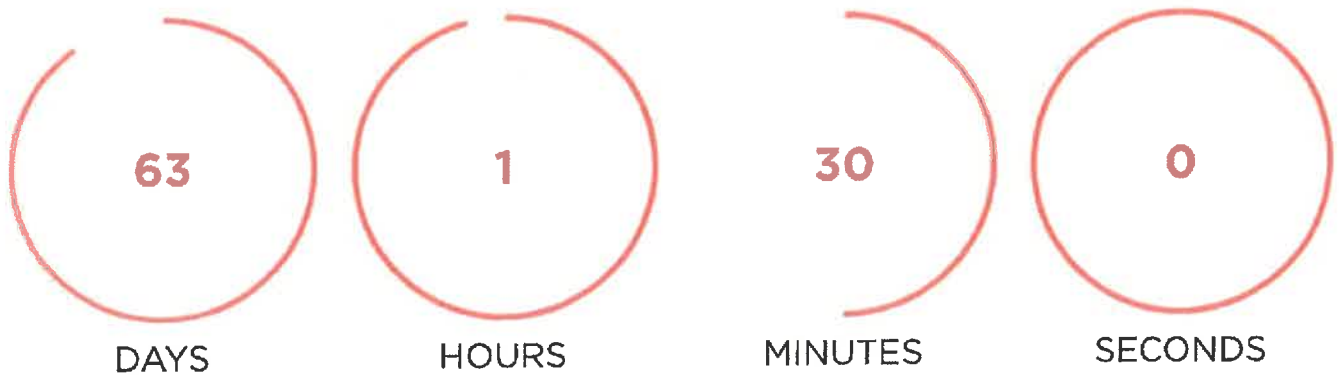
Agenda

Item	Price
Admission Item Event Registration	\$1,500.00

Add **F**amily Member(s)

Submit Payment

See you in...





JW MARRIOTT
DESERT SPRINGS PALM DESERT

GUEST FOLIO

3202	CABRERA/ULISES	210.00	05/02/25	13:09	5276	41800
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
QQ	CITY OF MORENO VALLE		04/30/25	23:29		
TYPE	14177 FREDERICK ST		ARRIVE	TIME		
316	MORENO VALLE CA 92553	PASSPORT:				
ROOM		MCXXXXXXXXXXXX8682			MBV#:	
CLERK	ADDRESS	PAYMENT				

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

===== EXP. REPORT SUMMARY =====

05/01	ROOM&TAX	240.55
	RESORT	10.00
	RESORTTX	1.10
	RSRTTBID	.30

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)

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.

See <https://members.marriott.com> for more information

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/curated)

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



JW MARRIOTT

DESERT SPRINGS PALM DESERT

GUEST FOLIO

3202	CABRERA/U	210.00	05/02/25	11:00	5276	41800
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
QQ	CITY OF MORENO VALLE		04/30/25	23:29		
TYPE			ARRIVE	TIME		
115						

ROOM	ADDRESS	PAYMENT	MBV#:
CLERK			

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
04/30	ADVDP-VS		583.70	
05/01	ROOM-GR	210.00		
05/01	OCCUPTAX	23.10		
05/01	TBIDTAX	6.30		
05/01	CATOUR	1.15		
05/01	RESORT	10.00		
05/01	RESORTTX	1.10		
05/01	RSRTTBID	.30		

SETTLED TO: MASTER CARD

\$-331.75

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITE YOUR CHECK-OUT, PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT OR LEAVE A VOICE MAIL MESSAGE AT EXTENSION 87.

\$ 251.95

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

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

Experience comfort with the JW Marriott home collection. Visit CuratedbyJW.com

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Signature X

Patrick Killion

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Thursday, May 15, 2025 8:23 AM
To: City Clerk
Subject: Ulises Cabrera's 06/18 Tampa trip (2LYOMW): Your change is confirmed.

Warning: External Email – Watch for Email Red Flags!

Here's your updated itinerary and trip receipt.
[View in web browser](#) | [View our mobile site](#)




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

⚠ Travel notice

Do you have a REAL ID? Starting May 7, all Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Learn more at www.dhs.gov/real-id.

Passengers who do not yet have their REAL ID or another TSA acceptable form of ID can expect delays, additional screening, and the possibility of not being allowed into the security checkpoint.

 **Hi Ulises,**

We've confirmed the change to your trip. Below you'll find your updated itinerary, important travel information, and trip receipt, which includes refund details. See you onboard soon

JUNE 18 - JUNE 20

ONT  **TPA**

Ontario to Tampa

Confirmation # **2LYOMW**

Confirmation date: 05/15/2025

PASSENGER	Ulises Cabrera
RAPID REWARDS #	22245637643
TICKET #	5262345313423
EST. POINTS EARNED	5,642


Rapid Rewards points are only estimations.

Your itinerary

Flight 1: Wednesday, 06/18/2025 Est. Travel Time: 7h 10m [Anytime](#)

FLIGHT # 2511
DEPARTS **ONT 01:45PM**  ARRIVES **LAS 02:50PM**
Ontario Las Vegas

Stop:  Change planes

FLIGHT # 3899
DEPARTS **LAS 04:25PM**  ARRIVES **TPA 11:55PM**
Las Vegas Tampa

Flight 2: Friday, 06/20/2025 Est. Travel Time: 7h 25m [Anytime](#)

FLIGHT # 0563
DEPARTS **TPA 07:30PM**  ARRIVES **DEN 09:45PM**
Tampa Denver

Stop:  Change planes

FLIGHT # 1715
DEPARTS **DEN 10:35PM**  ARRIVES **ONT 11:55PM**
Denver Ontario

Payment information

Total cost

Air - 2LYOMW		
Base Fare	\$	564.05
U.S. Transportation Tax	\$	42.30
U.S. 9/11 Security Fee	\$	11.20
U.S. Passenger Facility Chg	\$	18.00
U.S. Flight Segment Tax	\$	20.80
Total	\$	656.35

Payment

May 15, 2025
Refund Amount **\$110.01**
Refund to: Visa ending in 1014

May 13, 2025
Credit from ticket #5262344608360 to
#5262345313423

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

Your ticket number : 5262345313423

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



Per Diem Worksheet

Travel Destination:	Tampa, FL (City, State)
Total Travel Days:	3 3 (# of Days)
Per Diem Rate:	\$80.00 (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)	\$60.00 \$30.00
Travel Days	\$160.00 \$80
Last Day <input type="checkbox"/> Check if you ended travel before 12:00PM (Noon)	\$60.00
Total Per Diem	\$280.00 \$170.00



Per Diem Worksheet

Travel Destination:	Tampa, FL (City, State)
Total Travel Days:	4 (# of Days)
Per Diem Rate:	\$80.00 (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)	\$30.00
Travel Days	\$160.00
Last Day <input checked="" type="checkbox"/> Check if you ended travel before 12:00PM (Noon)	\$30.00
Total Per Diem	\$220.00

Previously Paid \$170.00 on 6/11/25
Currently due \$50 for an extra day stay.

TRAINING AND TRAVEL

PART II

Patrick Killion

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Thursday, June 19, 2025 12:18 PM
To: City Clerk
Subject: Ulises Cabrera's 06/21 Ontario trip (2LYOMW): Your change is confirmed.

Warning: External Email – Watch for Email Red Flags!

Here's your updated itinerary and trip receipt.
[View in web browser](#) | [View our mobile site](#)



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

 **Travel notice**

Do you have a REAL ID? Starting May 7, all Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Learn more at www.dhs.gov/real-id.

Passengers who do not yet have their REAL ID or another TSA acceptable form of ID can expect delays, additional screening, and the possibility of not being allowed into the security checkpoint.



Hi Ulises,

We've confirmed the change to your trip. Below you'll find your updated itinerary, important travel information, and trip receipt. See you onboard soon.

JUNE 21

TPA  **ONT**

Tampa to Ontario

Confirmation # **2LYOMW**

Confirmation date: 06/19/2025

PASSENGER **Ulises Cabrera**
RAPID REWARDS # **22245637643**
TICKET # **5262357711708**
EST. POINTS EARNED **6,953**

Rapid Rewards points are only estimations.

Your itinerary

Flight: Saturday, 06/21/2025 Est. Travel Time: 8h 15m [Anytime](#)

FLIGHT # 2237 DEPARTS TPA 05:00AM Tampa ARRIVES DEN 06:50AM Denver

Stop: ✈✈ Change planes

FLIGHT # 2905 DEPARTS DEN 09:00AM Denver ARRIVES ONT 10:15AM Ontario

Payment information

Total cost

Air - 2LYOMW		
Base Fare	\$	695.21
U.S. Transportation Tax	\$	52.14
U.S. 9/11 Security Fee	\$	11.20
U.S. Passenger Facility Chg	\$	18.00
U.S. Flight Segment Tax	\$	20.80
Total	\$	797.35

Payment

June 19, 2025
Payment Amount
Visa ending in 1014

\$141.00

May 13, 2025
Credit from ticket #5262345313423 to
#5262357711708

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

Your ticket number : 5262357711708

What to expect on your trip, and a few reminders.



Anytime fare: Refundable, earn 10X Rapid Rewards® points, Priority Lane and Express Lane access, and EarlyBird Check-In® included. [Learn more.](#)



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



If your plans change, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more.](#)

Prepare for takeoff

Patrick Killion

From: Marriott Hotels & Resorts Reservations <reservations@res-marriott.com>
Sent: Thursday, June 19, 2025 12:43 PM
To: City Clerk
Subject: Reservation Confirmation #88448169 for Tampa Marriott Water Street

Warning: External Email – Watch for Email Red Flags!

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)



Tampa Marriott Water Street

📍 505 Water Street Tampa, Florida 33602 USA 📞 +1-813-221-4900

Thank you for booking with us, Ulises Cabrera.

Wonderful awaits.

Fri, Jun 20, 2025 – Sat, Jun 21, 2025
Confirmation Number: 88448169



[Check In Now](#)



Check-In: Friday, June 20, 2025 04:00 PM

Check-Out: Saturday, June 21, 2025 11:00 AM

Number of rooms 1 Room

Guests per room 1 Adult

Guarantee Method Credit Card Guarantee, Visa

Total for Stay (all rooms) **375.37 USD**

Room 1

Room Type > 1 King Bed, Guest Room

[UPGRADE ROOM >](#)

Guaranteed Requests:

1 King Bed

[ALL REQUESTS >](#)

[Manage Stay](#)

Important Information About Your Stay



1-0			
1-1			23.98
1-2			+ 7.29
1-3			+ 2.37
1-4			+ 90.00
1-5			+ 35.00
1-T		Total	= 158.64



JUNE 20, 2025 AT 10:20 AM

Thanks for riding with Luis Yousept!

100% of tips go to drivers. [Add a tip](#)

Extra Comfort fare (0.67mi, 4m 38s) \$8.09

Promotion -\$0.80

MasterCard *8682 **\$7.29**

You've already paid for this ride. This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on June 20, 2025. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.



● Pickup 10:20 AM

510 Water St, Tampa, FL

● Drop-off 10:25 AM

509 N Franklin St, Tampa, FL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides simple and easy

Reply Reply all Forward



JUNE 20, 2025 AT 10:37 AM

Thanks for riding with jaidar!

100% of tips go to drivers. [Add a tip](#)

Extra Comfort fare (0.77mi, 5m 30s)	\$8.18
Promotion	-\$0.81
Credits	-\$5.00

MasterCard *8682 **\$2.37**

You've already paid for this ride.
 This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on June 20, 2025. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.



- Pickup 10:37 AM
509 N Franklin St, Tampa, FL
- Drop-off 10:42 AM
505 Water St, Tampa, FL

Make expensing business

Reply
 Reply all
 Forward

ONTARIO AIRPORT

LOT 4

RECEIPT A43

OUT: 21.06.25 10:50

AMOUNT: ~~\$ 90.00~~

CC-DATA:

VISA

XXXXXXXXXXXX5994

XXXXX 201

AUTH. CODE 07335

ISSUED BY AND VALID ONLY ON

SOUTHWEST AIRLINES
PASSENGER RECEIPT

SOUTHWEST AIRLINES

I ACKNOWLEDGE RECEIPT OF TICKET(S) AND/OR COUPONS FOR RELATED CHARGES DESCRIBED HEREO
BILLED OR IN EXTENDED PAYMENTS IN ACCORDANCE WITH STANDARD POLICY OF COMPANY ISSUING

N. PAYMENT IN FULL TO BE MADE WHEN
CARD. NO REFUNDS ON LOST TICKETS.

SIGNATURE OF CARDHOLDER _____ DATE OF ISSUE 21 JUN 25 PLACE OF ISSUE TPANW01KS ISO CODE US

NAME OF PASSENGER
CABRERA/ULISES

NAME OF PASSENGER CABRERA/ULISES HOW TRANSFERABLE CONF NUMBER/CARRIER CODE 2LYOMW/MN ISSUING AGENT ID 1002SK

ITINERARY
TPA DEN
DEN ONT

ISSUED IN EXCHANGE FOR CONJUNCTION DOCUMENTS NOT VALID FOR TRAVEL

SERVICE (RISK)

DCS EXCESS BAGGAGE SOLB 62IN(060)/DCS EXCESS BAGGAG

VI ALTH: 80437D \$35.00 TPA MN DEN MN LK35.00USD35.00END

FARE \$35.00

TAX \$0.00

TOTAL \$35.00

CPN DOCUMENT NUMBER

0 5264280127573

NOT VALID FOR TRAVEL

0 5264280127573