



## **COUNCIL TRAVEL REPORTING FORM BEFORE TRAVEL**

### **Implementing AB1234 and Council Resolution No. 2013-008**

The following form is provided as a means of implementing Government Code Section 53232.2 and 53233.3, as well as Council Resolution No. 2013-008 which establishes the City's policy for requests to fund Council travel expenditures. In accordance with established Council policy, this request form for Council travel authorization is to be completed and provided to the City Manager so that it can be placed as a Council Initiated Item at least three (3) regularly scheduled meetings prior to the planned trip for review and approval by the Council.

#### **PART I. TRAVEL REQUEST**

Date of Request: November 16, 2022

Date of Event and/or Program: November 30 – December 2

1. Requested by: (print name) Vice Mayor Colin Parent

2. Describe the event or program and organization that is sponsoring the requested travel expenditure:

Attend the New Deals Leaders Conference in Washington

3. Where will the program or event take place:

Washington D.C.


4. What funds are being requested for the program or event:

Travel	\$ <u>699.46</u>
Room and Board	\$ <u>650.62</u>
Registration Fee	\$ <u>0 - Waived</u>
Other	\$ _____
(Please explain)	_____

**Total Request**      \$ 1,350

5. Accountability of funds: The following Section will be completed by the City Manager prior to being placed on the Council Agenda.

Funds are allocated and available for the requested trip:

  
\_\_\_\_\_  
City Manager

11/18/22  
\_\_\_\_\_  
Date