CITY OF STOCKTON COUNCIL TRAVEL FORM

Primary Traveler: Katherine Miller

Purpose of Trip: Legislative Trip

City & State: Washington, DC

Total Number of Days: 3

Travel Dates: 3/11/09 through 3/13/09

Account Numbers:

Mileage Amount:

Airfare/Rail:
Requested Amount: $641.16
Actual Expense: $541.16
Balance Due: $0.00
Payee: Katherine Miller

Mileage:
Requested Amount: $63.30
Actual Expense: $63.30
Balance Due: $0.00
Payee: Katherine Miller

City Vehicle:
Vehicle Number:

Rental Vehicle:

Registration:

Lodging:
Requested Amount: $201.39
Actual Expense: $201.39
Balance Due: $0.00
Payee: Embassy Suites Washington DC

Meals:
Requested Amount: $159.00
Actual Expense: $153.02
Balance Due: $0.00
Payee: Katherine Miller

Incidental:
Requested Amount: $30.00
Actual Expense: $30.00
Balance Due: $0.00
Payee: Katherine Miller

Total:
Requested Amount: $1,583.94
Actual Expense: $1,583.94
Balance Due: $0.00

Prepared By: Nicole Maner
Date: 3/4/09
Phone No.: 7760

FINAL: I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 196-1.

Additional Travelers:

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

HTE DESCRIPTION: (24 positions)
# RECONCILIATION OF TRAVEL (RTF)

**Detail of Expenses (list all expenses)**

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>3/11</th>
<th>3/12</th>
<th>3/12</th>
<th>SUB-TOTALS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$541.19</td>
<td></td>
<td></td>
<td></td>
<td>$541.19</td>
</tr>
<tr>
<td>Mileage x 8</td>
<td></td>
<td></td>
<td></td>
<td>Miles 57.6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$31.68</td>
<td></td>
<td></td>
<td>$31.68</td>
<td></td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$801.39</td>
<td></td>
<td></td>
<td></td>
<td>$801.39</td>
</tr>
<tr>
<td>MEALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$16.00</td>
<td></td>
<td>$46.00</td>
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<tr>
<td>Dinner</td>
<td>$26.00</td>
<td>$25.00</td>
<td>$26.00</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>INCIDENTALS</td>
<td></td>
<td></td>
<td></td>
<td>Total Meals</td>
<td>$150.00</td>
</tr>
<tr>
<td>Shuttle/Taxi</td>
<td>$30.00</td>
<td></td>
<td></td>
<td>Incidents</td>
<td>$30.00</td>
</tr>
<tr>
<td>Parking/Tolls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td>Total Incidents</td>
<td>$30.00</td>
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<tr>
<td>DAILY TOTALS</td>
<td>$1,484.20</td>
<td>$90.00</td>
<td>$31.68</td>
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**DATE**

INCIDENTAL EXPENSE DESCRIPTION & JUSTIFICATION FOR LACK OF RECEIPTS

(Items Incidental expenses in this section, attach separate sheet if needed)

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>


CITY OF STOCKTON COUNCIL TRAVEL FORM

Primary Traveler: Katherine Miller

Purpose of Trip: Legislative Trip

Travel Date(s): 3/11/09 through 3/13/09

Total Number of Days: 3

Account Numbers:

Expense ADVANCE/REPORT

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance (X)</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Reimbursement</td>
<td>$541.10</td>
<td>$0.00</td>
<td>Paid via G. Palmer's City Mastercard.</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>$63.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Katherine Miller</td>
</tr>
<tr>
<td>City Vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$801.30</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Embassy Suites Washington DC</td>
</tr>
<tr>
<td>Meals</td>
<td>$150.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Katherine Miller</td>
</tr>
<tr>
<td>Incidental</td>
<td>$30.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Katherine Miller</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$1,583.94</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

DATE: 3/4/09

PREPARED BY: Nicole Mamone

FINIAL: I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 166-1.

Council Appointee's Signature

Date

Additional Travelers

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies includes loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Date: 7/2/2008
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>INVOICE NUMBER</th>
<th>PURCHASE ORD. NUMBER</th>
<th>GROSS AMOUNT</th>
<th>DISCOUNT</th>
<th>NET AMOUNT</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>3132009</td>
<td>TRAVEL</td>
<td>601.39</td>
<td></td>
<td>601.39</td>
</tr>
</tbody>
</table>

$*******801.39
KATHERINE MILLER  
LEGISLATIVE TRIP  
WASHINGTON, DC  
MARCH 11, 2009 – MARCH 13, 2009

Travel arrangements:

Flight:  
Wednesday, March 11th: (United Flight 0290 non-stop)  
Depart Sacramento at 7:20 a.m.  
Arrive in Washington, DC at 3:08 p.m.

Friday, March 13th: (United Flight 0291 non-stop)  
Depart Washington, DC at 6:55 p.m.  
Arrive in Sacramento at 9:52 p.m.

Confirmation #: JXN92M

Hotel:  
Embassy Suites Washington DC – Convention Center  
900 10th Street, NW  
Washington, DC 20001  
Telephone: 202-739-2001

Confirmation # 80944525  
Check in – 3/11/09, Check out – 3/13/09

Rates: $349.95 per night @ 2 nights + room tax 14.5% = $801.39

Car Rental: N/A

Mileage:  
Round trip 115.2 miles @ $.55 = $63.36

Parking:  
Rate: $10.00 per day @ 3 days = $30.00

Meals:  
Breakfast - $10 per day at 3 days = $30  
Lunch - $15 per day at 3 days = $45  
Dinner - $25 per day at 3 days = $75  
Total = $150
Nicole Mamorno - Your United flight confirmation - March 11, 2009 - Sacramento to Washington

From:  
To:  
Date: 2/2/2009 9:35 AM  
Subject: Your United flight confirmation - March 11, 2009 - Sacramento to Washington

Reservation complete: See details below

Your ticket(s) have been issued as an E-Ticket

Your confirmation number is JXN92M

Total price: USD 1,623.57

Wed, Mar 11, 2009 Sacramento, CA (SMF) to Washington, DC (IAD)

<table>
<thead>
<tr>
<th>United</th>
<th>Depart: SMF 7:20 AM</th>
<th>Non-stop 4h 46m</th>
<th>Fare basis code: SA7N12</th>
<th>Seats: 16D, 17D, 17C</th>
</tr>
</thead>
<tbody>
<tr>
<td>0290</td>
<td>Arrive: IAD 3:06 PM</td>
<td>Airbus A320 2,356 miles traveled</td>
<td>Booking class: S Economy Award miles</td>
<td></td>
</tr>
</tbody>
</table>

Fri, Mar 13, 2009 Washington, DC (IAD) to Sacramento, CA (SMF)

<table>
<thead>
<tr>
<th>United</th>
<th>Depart: IAD 6:55 PM</th>
<th>Non-stop 6h 57m</th>
<th>Fare basis code: WE1411NX</th>
<th>Seats: 19C, 20C, 20D</th>
</tr>
</thead>
<tbody>
<tr>
<td>0291</td>
<td>Arrive: SMF 9:52 PM</td>
<td>Airbus A320 2,356 miles traveled</td>
<td>Booking class: W Economy Award miles</td>
<td></td>
</tr>
</tbody>
</table>

Penalty CXL BY FLT DATE OR NOVALUEONREF/CHGFEFPLUSFAREDIFI/

Additional Information:

Check-In Information

Please note that valid, government-issued photo identification must be presented at check-in.

My itinerary

Frequently asked questions, EasyUpdate

Passenger(s)

Name: GORDON MR PALMER  
Type: Adult  
Flight Seat: 0290 10D

file://C:\WINNT\Documents\Settings\mamorno\Local\Settings\Temp\XPS... 3/4/2009
## United Airlines

**Email:** NICOLE.MAMORNO@CI.STOCKTON.CA.US  
**Phone:** 209-485-4465

### Name: ANN MS JOHNSTON

- **Type:** Adult
- **Flight:** 0290 17D  
- **Seat:** 0291 19C

### Name: KATHERINE MS MILLER

- **Type:** Adult
- **Flight:** 0290 17C  
- **Seat:** 0291 20D

### Purchase Summary

- **Ticket Price:**  
  - **Credit Card:** Mastercard xxxxxxxxxx0903  
  - **Receipt number:** JXN02M  
  - **Total:** 1,623.57 USD

---

### Book your hotel

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates of stay</th>
<th>Hotel</th>
<th>Rating</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington D.C.</td>
<td>03/11-03/13</td>
<td>Club Quarters in Washington DC</td>
<td>🌟🌟🌟🌟🌟</td>
<td>As low as USD209.00 per night Book now</td>
</tr>
<tr>
<td>Washington D.C.</td>
<td>03/11-03/13</td>
<td>Homewood Suites by Hilton Washington DC</td>
<td>🌟🌟🌟🌟</td>
<td>As low as USD232.90 per night Book now</td>
</tr>
<tr>
<td>Washington D.C.</td>
<td>03/11-03/13</td>
<td>Phoenix Park Hotel</td>
<td>🌟🌟🌟🌟</td>
<td>As low as USD332.65 per night Book now</td>
</tr>
</tbody>
</table>

**More hotels**

---

### Reserve your car with the United discount

- **Special rates starting at $18.99 a day with United discount**
- **Plus, a 1,000-mile online booking bonus** Reserve now

---

### Enhance your travel experience

- **United Mileage Plus® Visa**
  - Earn 30,000 miles, and 1 mile per eligible $1. Redeem with no blackouts. Apply now.

---

file://C:\WINNT\Documents%20and%20Settings\nmamorno\Local%20Settings\Temp\XPg... 3/4/2009
Reserve your car with the United discount

66¢ Special rates starting at $18.99 a day with United discount
66¢ Plus, a 1,000-mile online booking bonus
Reserve now

Thank you for booking at united.com where you’ll always enjoy:

- United's guaranteed lowest fares Learn more
- No booking fees

Reservation # 80944525 Confirmed

You are now completing a reservation at Embassy Suites

Reservation Confirmation

Thank you GORDON PALMER for booking your reservation online at www.embassysuites.com. We look forward to see

Create an Account for faster reservations, plus news and offers via email. Learn more

Stay Information

Confirmation Number: 80944525
Check-in: Wed 11 Mar 2009
Check-out: Fri 13 Mar 2009
Rooms: 3
Guests per Room: 1 Adult
Room Type Preferences: Non-Smoking; King

Your preferences have been submitted with your reservation and are subject to hotel availability.

Hotel Information

Embassy Suites Washington D.C. - Convention Center
900 10th Street NW
Washington, District of Columbia 20001
1-202-739-2001

Room & Rate Information

Room Description: 2 ROOM SUITE-1 KING BED-NONSMOKING
Room Type: Non-Smoking Room Confirmed
Rate Type: BEST AVAILABLE RATE
Rate per Night: 349.95 USD

Total for Stay per Room:
Rate (USD) 699.90
Taxes 101.49
Total 801.39

Total for Stay All Rooms:
Includes tax and service charges described 2404.16 USD
below.

Tax & Service Charges

- Taxes are estimated based on a 14.50% per room per night tax. Changes in taxes or fees applied after booking total rate for your stay.

Additional Charges

- Parking Charges: Valet Parking: $33.00

Rules & Restrictions

- There is a Credit Card required for this reservation.
- If you wish to cancel, please do so 24 hours prior to arrival to avoid cancellation penalties.
- A maximum of one room per night at a specific hotel for the Diamond VIP Member to occupy may be accommodated with the Hilton HHonors Terms and Conditions. Diamond VIP Membership 48 hour guaranteed reservations benefit. Additional rooms booked at the same hotel for the same date(s) utilizing the guaranteed reservations benefit are invalid and will be cancelled by the hotel and accommodations at the hotel’s discretion. Any liability for such cancelled rooms. Rooms booked utilizing the 48 hour guaranteed reservations booked at the prevailing rates and pre-negotiated rates and/or corporate rates cannot be utilized and cannot be honored.

Guest Information

Guest Name: GORDON PALMER
Address: 425 North El Dorado Street
Stockton CA 95202
Phone: 2099376212
Email: nicole.mamano@cl.stockton.ca.us
Frequent Traveler Account: 
Comments: 

Privacy Policy (updated July 2007) | Site Usage Agreement

# CITY OF STOCKTON COUNCIL TRAVEL FORM

**Primary Traveler:** Katherine Miller  
**Dept:**  
**City Council**  
**Additional Travelers? Yes No X**

**Purpose of Trip:** To attend the 2010 One Volta  
**City & State:** Washington DC  
**Travel Date(s):** 4/18/10 through 4/22/10  
**Total Number of Days:** 5  
**Project No.:**  
**TR Number:**  
**Account Number:** 010-1021-5101-4012  
**Project No.:**  
**TR Number:**  
**Account Number:** 010-1021-5101-4012  
**Account Number:** 010-1021-5101-4012  
**Mileage Account:** 010-1021-5101-4012  
**Mileage:** $57.50  
**$1724.42**

## EXPENSE ADVANCE / REPORT

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Requested Amount</th>
<th>Adv</th>
<th>Actual Expense</th>
<th>Balance (+/-)</th>
<th>Payee</th>
<th>Vendor Number</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td></td>
<td></td>
<td>$334.80</td>
<td>$334.80</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>110 Miles</td>
<td></td>
<td>$57.50</td>
<td>$57.50</td>
<td>$0.00</td>
<td>$</td>
<td>$</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Katherine Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Vehicle</td>
<td>Veh. No.:</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td>$2.00</td>
<td>$2.00</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$1,369.42</td>
<td></td>
<td>$1369.44</td>
<td>$0.02</td>
<td>Katherine Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$357.25</td>
<td></td>
<td>$250.00</td>
<td>($87.25)</td>
<td>Katherine Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental</td>
<td>$17.75</td>
<td></td>
<td>$137.00</td>
<td>$119.25</td>
<td>Katherine Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,781.92</strong></td>
<td></td>
<td><strong>$2,148.74</strong></td>
<td><strong>$366.82</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Council Appointee’s Signature**

**Adv:** I certify that the estimated expenses listed above are in accordance with the City’s travel policy. Council appointee signature indicates approval of modifications permitted by the policy.

**Proof Of Insurance Verified For Personal Vehicle:** Yes

**Prepared By:** Nicole Mamone  
**Date:** 4/27/10  
**Phone No.: 7650**

**Amount Due To Councilmember:** $396.82  
**TR No.:**  
**Amount Due to City:** $0.00  
**TR No.:**

**FNL: I hereby certify that this/claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1**

**Councilmember’s Signature (Traveler):**

**Date:**  

**Council Appointee’s Signature:**

**Date:**

**Additional Travelers**

**Additional Travelers**

---

**All expenses reported on this form must comply with the City’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.**

---

**HTE DESCRIPTION:** (44 positions)

---

**Council Policy 100-1**

**Revised 07/25/08**
# RECONCILIATION OF TRAVEL (RTF)

## Details of Expenses (List all expenses)

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>4/18/10</th>
<th>4/19/10</th>
<th>4/20/10</th>
<th>4/21/10</th>
<th>4/22/10</th>
<th>SUB-TOTALS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$334.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage x $57.5</td>
<td>$28.75</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$57.50</td>
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</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$342.36</td>
<td>$342.36</td>
<td>$342.36</td>
<td>$342.36</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MEALS

- **Breakfast**
  - $10.00 | $10.00 | $10.00 | $10.00 | $10.00 | $50.00 |
- **Lunch**
  - $15.00 | $15.00 | $15.00 | $15.00 | $15.00 | $75.00 |
- **Dinner**
  - $25.00 | $25.00 | $25.00 | $25.00 | $25.00 | $125.00 |

**Total Meals** $250.00

### INCIDENTALS

- **Shuttle/Taxi**
  - $30.00 | $16.00 | $14.00 | $30.00 |
- **Parking/Tolls**
  - $13.00 | $13.00 | $13.00 | $13.00 | $65.00 |
- **Other Expenses**
  - $12.00 | $12.00 |

**Total Incidents** $137.00

### DAILY TOTALS

|         | $790.91 | $421.36 | $405.36 | $431.36 | $91.75 | $2,148.74 |

---

**INCIDENTAL EXPENSE DESCRIPTION & JUSTIFICATION FOR LACK OF RECEIPTS**

(itemize incidental expenses in this section, attach separate sheet if needed)

**DATE**

**AMOUNT**
CITY OF STOCKTON - EXTENDED TRAVEL REQUEST FORM

Traveler Name: Katherine Miller

Dept.: City Council

Purpose of Trip: To attend the 2010 One Voice

Destination
City & State: Washington DC

Travel Dates: 4/18/10 To: 4/23/10
(Dates should be consecutive. Use separate forms for multiple extended travels)

Total # of Days: 5

Account Number 1: 0 1 6 1 0 2 1 5 1 0 1 2 $1724.42
Account Number 2: TR Number:
Account Number 3: TR Number:
Mileage Account: 0 1 0 1 0 2 1 5 1 0 4 0 1 5 Mileage $633.25

HTE Description (15 positions)

Total: $1787.67

Use this column only when finalizing. Amounts are auto-entered.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$115</td>
<td>57.50</td>
<td>Katherine Miller</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$337.25</td>
<td>0.00</td>
<td>Katherine Miller</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$1369.42</td>
<td>0.00</td>
<td>Katherine Miller</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$337.25</td>
<td>0.00</td>
<td>Katherine Miller</td>
<td></td>
</tr>
<tr>
<td>Incidental</td>
<td>$17.75</td>
<td>0.00</td>
<td>Katherine Miller</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1,781.92</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I (we) certify that the estimated expenses listed above are in accordance with the City's travel policy. Department Head signature (or that of designee) indicates approval of modifications permitted by the policy.

Traveler

Department Head

Prepared by: ___________________________

Phone #: ________________________________

 Accounts Payable Use Only

[ ] Expense [ ] Access [ ] Return [ ] Final

FINALIZING SECTION

Amounts will automatically be inserted from above.

Final amount due: 0.00

Reimburse to: 0.00

For a final payee other than the City or traveler, please type in the name above.

Department Head
## Expense Worksheet

### Meals & Incidents

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
<td>☑️</td>
<td>71.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
<td>☑️</td>
<td>106.50</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td>☐</td>
<td>☐</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
<td>159.75</td>
</tr>
<tr>
<td>5%</td>
<td>Incidentals</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☑️</td>
<td>☑️</td>
<td>☐</td>
<td>17.75</td>
</tr>
</tbody>
</table>

Meals/Incidentals Grand Total: 355.00

### Transportation/Registration/Lodging

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$342.36</td>
<td>$342.36</td>
<td>$342.36</td>
<td>$342.36</td>
<td></td>
<td></td>
<td>$1,388.42</td>
</tr>
</tbody>
</table>

### Mileage

Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage (enter miles for each day)</td>
<td>58</td>
<td></td>
<td></td>
<td></td>
<td>58</td>
<td>116</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Posting Date</td>
<td>Description</td>
<td>Location</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 1</td>
<td>Mar 3</td>
<td>Frontier...</td>
<td>San Antonio, TX</td>
<td>$334.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FEES FOR THIS PERIOD</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Interest Charged**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest charge on purchases</td>
<td>$0.00</td>
</tr>
<tr>
<td>Interest charge on cash adv</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL INTEREST FOR THIS PERIOD</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**2010 Totals Year-to-Date**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total fees charged in 2010</td>
<td></td>
</tr>
<tr>
<td>Total interest charged in 2010</td>
<td></td>
</tr>
</tbody>
</table>

*Go to macy's.com/mymacoscard to view previous transactions and statements.*

---

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the Annual Interest Rate on your Account.

<table>
<thead>
<tr>
<th>Type of Balance</th>
<th>Annual Percentage Rate (APR)</th>
<th>Balance Subject to Interest Rate</th>
<th>Interest Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Advances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) = Variable Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Congratulations! You have earned 3 reward certificates. They are included on this billing statement. Simply tear them off and redeem at any Macy’s location before they expire.

---

**Macy’s and Star Rewards News**

**Rewards Summary**

Previous rewards balance
Rewards earned this month
VISA rewards earned this month
Rewards issued this month
Rewards ending balance

(continued on next page)
Katherine M,

Thank you for booking your travel with Travelocity

Your Travelocity Trip ID is: 2006 0351 9291

You can view your Trip Details by logging onto Travelocity.com

If any issues arise with your reservation before or during your trip, please contact us immediately.

2 Round-Trip Tickets
All flight times are local to each city.

<table>
<thead>
<tr>
<th>Thu, Apr 15, 2010</th>
<th>Online check-in code: IUBDQH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart: 11:00 am</td>
<td>Sacramento, CA (SMF)</td>
</tr>
<tr>
<td>Arrive: 02:15 pm</td>
<td>Denver, CO (DEN)</td>
</tr>
<tr>
<td>Frontier Airlines, Flight 226</td>
<td></td>
</tr>
<tr>
<td>Travel time: 2 hrs 15 mins</td>
<td></td>
</tr>
<tr>
<td>1 Stop - change planes in Denver, CO (DEN)</td>
<td></td>
</tr>
<tr>
<td>Connection Time: 2 hrs 15 mins</td>
<td></td>
</tr>
<tr>
<td>Depart: 04:30 pm</td>
<td>Denver, CO (DEN)</td>
</tr>
<tr>
<td>Arrive: 09:43 pm</td>
<td>Washington, DC (DCA)</td>
</tr>
<tr>
<td>Frontier Airlines, Flight 720</td>
<td></td>
</tr>
<tr>
<td>Travel time: 3 hrs 13 mins</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thu, Apr 22, 2010</th>
<th>Online check-in code: IUBDOOH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart: 08:50 am</td>
<td>Washington, DC (DCA)</td>
</tr>
<tr>
<td>Arrive: 10:52 am</td>
<td>Denver, CO (DEN)</td>
</tr>
<tr>
<td>Frontier Airlines, Flight 721</td>
<td></td>
</tr>
<tr>
<td>Travel time: 4 hrs 2 mins</td>
<td></td>
</tr>
<tr>
<td>1 Stop - change planes in Denver, CO (DEN)</td>
<td></td>
</tr>
<tr>
<td>Connection Time: 1 hr 38 mins</td>
<td></td>
</tr>
<tr>
<td>Depart: 12:30 pm</td>
<td>Denver, CO (DEN)</td>
</tr>
<tr>
<td>Arrive: 02:03 pm</td>
<td>Sacramento, CA (SMF)</td>
</tr>
<tr>
<td>Frontier Airlines, Flight 223</td>
<td></td>
</tr>
<tr>
<td>Travel time: 2 hrs 33 mins</td>
<td></td>
</tr>
</tbody>
</table>

Passengers
KATHERINE M MILLER 4227743113286
KARLO L MILLER 4227743113285

Frequent Flier Information
Add your number at the airport.

Flight policies
<table>
<thead>
<tr>
<th>Date</th>
<th>Room No</th>
<th>Description</th>
<th>Reference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2010</td>
<td>1420</td>
<td>FEDERAL CITY BAR</td>
<td>1420/877020:22/FEDERAL CITY BAR</td>
<td>$37.35</td>
</tr>
<tr>
<td>04/18/2010</td>
<td>1420</td>
<td>ROOM CHARGE</td>
<td>#1420 MILLER, KATHERINE</td>
<td>$299.00</td>
</tr>
<tr>
<td>04/19/2010</td>
<td>1420</td>
<td>ROOM TAX</td>
<td>ROOM TAX</td>
<td>$43.36</td>
</tr>
<tr>
<td>04/19/2010</td>
<td>1420</td>
<td>FEDERAL CITY BAR</td>
<td>1420/882021:24/FEDERAL CITY BAR</td>
<td>$35.70</td>
</tr>
<tr>
<td>04/19/2010</td>
<td>1420</td>
<td>FEDERAL CITY BAR</td>
<td>1420/882922:31/FEDERAL CITY BAR</td>
<td>$79.30</td>
</tr>
<tr>
<td>04/19/2010</td>
<td>1420</td>
<td>ROOM CHARGE</td>
<td>#1420 MILLER, KATHERINE</td>
<td>$299.00</td>
</tr>
<tr>
<td>04/19/2010</td>
<td>1420</td>
<td>ROOM TAX</td>
<td>ROOM TAX</td>
<td>$43.36</td>
</tr>
<tr>
<td>04/20/2010</td>
<td>1420</td>
<td>BISTRO 525</td>
<td>1420/217509:19/BISTRO 525</td>
<td>$33.34</td>
</tr>
<tr>
<td>04/20/2010</td>
<td>1420</td>
<td>ROOM CHARGE</td>
<td>#1420 MILLER, KATHERINE</td>
<td>$299.00</td>
</tr>
<tr>
<td>04/20/2010</td>
<td>1420</td>
<td>ROOM TAX</td>
<td>ROOM TAX</td>
<td>$43.36</td>
</tr>
<tr>
<td>04/21/2010</td>
<td>1420</td>
<td>FEDERAL CITY BAR</td>
<td>1420/893812:36/FEDERAL CITY BAR</td>
<td>$28.20</td>
</tr>
<tr>
<td>04/21/2010</td>
<td>1420</td>
<td>FEDERAL CITY BAR</td>
<td>1420/890416:37/FEDERAL CITY BAR</td>
<td>$17.20</td>
</tr>
<tr>
<td>04/21/2010</td>
<td>1420</td>
<td>ROOM CHARGE</td>
<td>#1420 MILLER, KATHERINE</td>
<td>$289.00</td>
</tr>
<tr>
<td>04/21/2010</td>
<td>1420</td>
<td>ROOM TAX</td>
<td>ROOM TAX</td>
<td>$43.36</td>
</tr>
</tbody>
</table>

TOTAL DUE: $1,601.53
Business Center

Washington Court Hotel
525 New Jersey Avenue, NW Washington DC 20001

Name & Card Number: KARL MILLER

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/21/2010</td>
<td>PC Usage</td>
<td>$30.00</td>
<td>12 min</td>
<td>$12.00</td>
</tr>
<tr>
<td></td>
<td>* Includes minimum Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black &amp; White Prints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Color Prints</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TAX ID NUMBER: XXXX-XXXX-XXXX-6288

SUB TOTAL: $12.00

TOTAL CHARGES: $12.00

These charges will appear on your Credit Card bill as Business Center Services by Vertical Systems, Inc. (http://www.ver-sys.com). For questions please contact Vertical Systems Inc., at support@ver-sys.com or (866) VSI 4440.
TAXICAB RECEIPT

**Time:** 4-18-2010
**Origin of trip:** Union Stn.
**Destination:** Wash. Ctr.
**Fare:** $10

**Time:** 4-18-2010
**Origin of trip:** Washington DC
**Destination:** Airport to Hotel
**Fare:** 200

**Time:** 4-19-2010
**Origin of trip:** Wash. DC
**Destination:** Hotel to Hill
**Fare:** $110

**Time:** 4-21-2010
**Origin of trip:** Wash. Ctr Hotel
**Destination:** Longworth
**Fare:** $14
Sacramento Int’l Airport

Card Account : XXXXXXXX2003
Card Type : American Express
Authorization Code : 576790

Cashier : 43 Seq # 43508
License Plate : -XX-NOP-ATE
Ent : 09:20 04/15/10 Lane 57
Exit : 14:43 04/22/10 Lane 62

FEE $104.00
AMOUNT TEND $104.00
CASH $0.00
CREDIT CARD $104.00
CHECK $0.00
CHANGE CALC $0.00

PAID AT CT $104.00
Taxes included

### Start Calculation Details ###

8 Day(s) x $13.00 = $104.00

### End Calculation Details ###

### Thank You ###

Reimburse for
5 day x $13.00 = $65.00

Sign: ______________________________
### TRAVEL DESCRIPTION

**Primary Traveler:** Kathy Miller  
**Dept:** City Manager  
**Purpose of Trip:** ACWA's Spring Conference & Exhibition  
**City & State:** Monterey, CA  
**Travel Date(s):** May 4, 2010 through May 6, 2010  
**Total Number of Days:** 3  
**Account Number:** 421-4210-672-4010  
**Mileage Account:**  

### EXPENSE ADVANCE / REPORT

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Estimated Amount</th>
<th>Adv</th>
<th>Actual Expense</th>
<th>Balance (+/-)</th>
<th>Payee</th>
<th>Vendor Number</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>$142.78</td>
<td></td>
<td>$0.00</td>
<td>$3.00</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
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<tr>
<td>Registration</td>
<td>$695.00</td>
<td></td>
<td></td>
<td>$0.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$484.02</td>
<td></td>
<td>$0.00</td>
<td></td>
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<tr>
<td>Meals</td>
<td>$100.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidents</td>
<td>$40.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,461.81</strong></td>
<td></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Primary Traveler**  
**Department Head**  
**Council Appointee (if required)**  

**ADVANCE:** I (we) certify that the estimated expenses listed above are in accordance with the City's travel policy. Council appointee signature indicates approval of modifications permitted by the policy.

**Proof of Insurance Verified for Personal Vehicle:** Yes

### Additional Traveler(s)

**Additional Traveler(s):**

---

G:ICosForms/Omni/form\TravelRequestForm.ofm  
Revised 1/2010
CITY OF STOCKTON COUNCIL TRAVEL FORM

TRAVEL DESCRIPTION

Primary Traveler: Kathy Miller  
Cpt: City Council  
Additional Travelers? Yes [X] No

Purpose of Trip: LCC Board of Directors Meeting  
City & State: Modesto, CA

Travel Date(s): 2/10/11 through 2/11/11  
Total Number of Days: 2

Account Number: 8160123450010  
Project No.:  
TR Number:

Account Number:  
Project No.:  
TR Number:

Account Number:  
Project No.:  
TR Number:

Mileage Account: 8160123450010  
Mileage:

EXPENSE ADVANCE / REPORT

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Requested Amount</th>
<th>Adv</th>
<th>Actual Expense</th>
<th>Balance (4%)</th>
<th>Payee</th>
<th>Vendor Number</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City-Vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared By: Nicole Marnoco  
Date: 2/10/11  
Phone No: 7860

**FINAL: I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 120-1.**

Counsellor's Signature (Traveler)  
Date

Councellor's Signature (Appointee)  
Date

Additional Travelers

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

HTE DESCRIPTION: (14 positions) MILLER - LCC Board of Dir.
LEAGUE OF CALIFORNIA CITIES
BOARD OF DIRECTORS ATTENDANCE FORM
Thursday-Friday, February 16-17, 2011
Meeting & Accommodations: DoubleTree Hotel, 1150 Ninth Street, Modesto, CA 95354

BOARD
MEMBER: [Name]

SPouse:

Please Circle Your Answer:

Board Meetings: Attending [YES / NO] Spouse Attending [YES / NO]

Thursday Dinner: Attending [YES / NO] Spouse Attending [YES / NO]

Gallo Center for the Arts: Attending [YES / NO] Spouse Attending [YES / NO]

Hotel Information—This is a no-smoking hotel, rooms have a king-sized bed

<table>
<thead>
<tr>
<th>Arrival Day &amp; Date</th>
<th>Departure Day &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 16 - Thurs.</td>
<td>Feb 17 - Fri.</td>
</tr>
</tbody>
</table>

If you are staying beyond Thursday night, please indicate the reason for billing purposes:

Personal:

Other:

Note: The League pays for the hotel room and tax for Thursday evening of the board meeting. In addition, the League pays for a night accommodated if your city is located a substantial distance away and transportation availability is limited. Those arriving early or staying over for personal reasons are direct-billed by the hotel for those nights. If you have any special transportation or hotel needs, please contact Kerri Leffe at 916-658-8291.

AGENDA ITEMS: If you would like a specific item on the board agenda, please connect Mimi Sharpe in the League’s Sacramento office at 916-658-8232, or Fax; ATTN: Mimi at 916-658-8240 or Email: msharpe@calcities.org by Wednesday, January 25th.

Please return by Thursday, January 29, 2011 to: Kerri Leffe
Fax: 916-658-8240
Email: kleffe@calcities.org
CITY OF STOCKTON COUNCIL TRAVEL FORM

Primary Traveler: Vice Mayor Kathy Miller
Purpose of Trip: Legislative Meetings
Travel Date(s): 3/1/11 through 3/2
Total Number of Days: 1

EXPENSE ADVANCE/REPORT

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Requested Amount</th>
<th>Adv</th>
<th>Actual Expense</th>
<th>Balance (+/-)</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.00</td>
<td></td>
<td>$58.14</td>
<td>$58.14</td>
<td></td>
</tr>
<tr>
<td>City Vehicle</td>
<td>Veh. No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Incidentals</td>
<td>$0.00</td>
<td></td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$0.00</td>
<td></td>
<td>$78.14</td>
<td>$78.14</td>
<td></td>
</tr>
</tbody>
</table>

Finance Department Use Only

Vendor Number | Amount Paid
--------------|---------------

COUNCIL APPORTEE’S SIGNATURE

ADVANCE: I certify that the estimated expenses listed above are in accordance with the City’s travel policy. Council appointee signature indicates approval of modifications permitted by the policy.

Prepared By: Nicole Mamone, CM
Date: 2/23/11
Phone No.: 7850

FINAL: I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100.

All expenses reported on this form must comply with the City’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

COUNCIL POLICY 100-1
Revised 07/26/06
# RECONCILIATION OF TRAVEL (RTF)

## Detail of Expenses (list all expenses)

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>SUB-TOTALS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense</th>
<th>Sub-Totals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mileage x S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miles</td>
<td>$58.14</td>
<td></td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>MEALS</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>INCIDENTALS</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Shuttle/Taxi</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking/Tolls</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>DAILY TOTALS</td>
<td>$78.14</td>
<td>$78.14</td>
</tr>
</tbody>
</table>

## DATE

INCIDENTAL EXPENSE DESCRIPTION & JUSTIFICATION FOR LACK OF RECEIPTS

*Itemize incidental expenses in this section, attach separate sheet if needed*
mtq w legislators
Re: RDA + E-Z

CENTRAL PARKING SYSTEMS
1209 L STREET
SACRAMENTO CALIFORNIA
95814

WE APPRECIATE YOUR BUSINESS
Recpt # 138
03/01/11 14:54 L4 2 All 18 Txn# 261
03/01/11 10:19 In 03/01/11 14:54 Out
Txn# 230237
MAIN $ 20.00
Total Fee $ 20.00
VISA $ 20.00-
Change Due $ 0.00
COME AGAIN
PLEASE DRIVE CAREFULLY
CITY OF STOCKTON COUNCIL TRAVEL FORM

TRAVEL DESCRIPTION

Primary Traveler: Vise Mayor Kathy Miller  Department: City Councillors
Purpose of Trip: Legislative Meetings  City & State: Sacramento, CA

Travel Date(s): 3/1/11 through 2/12  Total Number of Days: 1

Account Number: 010.121.010.46.1  Project No.:  TR Number: $0.00
Account Number: 010.121.010.46.1  Project No.:  TR Number: $0.00
Account Number: 010.121.010.46.1  Project No.:  TR Number: $0.00

Mileage Account: 010.121.010.46.1  Total Mileage: 0.0

EXPENSE ADVANCE / REPORT

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance (4/-)</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Mileage Miles</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>City Vehicle</td>
<td>Veh. No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Incidental</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Council Appointee's Signature:  
Date:

ADVANCE: I certify that the estimated expenses listed above are in accordance with the City's travel policy. Council appointee signature indicates approval of modifications permitted by the policy.

Proof Of Insurance Verified For Personnel Vehicle: Yes

Prepared By: Nicole Mammano, CM  Date: 2/23/11  Phone No. 7850

Amount Due To Councilmember: $0.00  TR No.: 
Amount Due to City: $0.00  TR No.: 

FINAL: I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

Councilmember's Signature (Traveler):  
Date:  
Council Appointee's Signature:  
Date:

Additional Travelers

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.
# RECONCILIATION OF TRAVEL (RTF)

**Detail of Expenses (list all expenses)**

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>SUB-TOTALS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Airfare/Rail

<table>
<thead>
<tr>
<th>Miles x S</th>
<th>Miles</th>
<th>Miles</th>
<th>Miles</th>
<th>Miles</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rental Car

<table>
<thead>
<tr>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Registration

<table>
<thead>
<tr>
<th>Meals</th>
</tr>
</thead>
</table>

### Lodging Room

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
</table>

### MEALS

<table>
<thead>
<tr>
<th>Meals</th>
</tr>
</thead>
</table>

### INCIDENTALS

<table>
<thead>
<tr>
<th>Shuttle/Taxi</th>
<th>Parking/Tolls</th>
<th>Other Expenses</th>
</tr>
</thead>
</table>

### Total Incidental

<table>
<thead>
<tr>
<th>Incidental</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

### DAILY TOTALS

| $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

| $0.00 |

### DATE

INCIDENTAL EXPENSE DESCRIPTION & JUSTIFICATION FOR LACK OF RECEIPTS (itemize incidental expenses in this section, attach separate sheet if needed)

### AMOUNT
Meetings with Legislators
State Capitol, Sacramento
3/1/2011

9:30 a.m. Tim Reardon, Chief of Staff
Assemblymember Alyson Huber's office
Room 2117

Contact:
Michele Caballero
916-319-2010

10:30 a.m. Senator Lois Wolk
Room 5114

Contact:
Jodi DeVries
916-651-4005

11:30 a.m. Assemblymember Bill Berryhill
Room 3141

Contact:
Evan Oneto
916-319-2026

LUNCH

1:00 p.m. Assemblymember Cathleen Galgiani
Room 5155

Contact:
Kaitlyn Johnson
916-319-2017
# CITY OF STOCKTON COUNCIL TRAVEL FORM

**Primary Traveler:** Kathy Miller  
**Department:** Council  
**Purpose of Trip:** To attend the League of CA Cities 2011 Annual Conference  
**City & State:** San Francisco, CA

## Travel Dates
- **9/21/11 through 9/23/11**
- **Total Number of Days:** 3

## Mileage Account
- **Account Number:** 010-1021-8104-012
- **Amount:** $83.76

## Expense Report

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Requested Amount</th>
<th>Adv Expense</th>
<th>Actual Expense</th>
<th>Balance (±%)</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.00</td>
<td>$83.76</td>
<td></td>
<td>$83.76</td>
<td></td>
</tr>
<tr>
<td>City Vehicle</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$475.00</td>
<td>$475.00</td>
<td></td>
<td>$0.00</td>
<td>Paid via City Purchasing Card.</td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td>$552.49</td>
<td></td>
<td>$552.49</td>
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</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Incidental</td>
<td>$0.00</td>
<td>$167.56</td>
<td></td>
<td>$167.56</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$475.00</strong></td>
<td><strong>$1,288.80</strong></td>
<td><strong>$813.80</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Council Member's Signature (Traveler)
- **Date:** 9/14/11  
**Prepared By:** Nicole Mamoon  
**Phone No.:** 7350

## Council Appointee’s Signature

### ADVANCE:
- I certify that the estimated expenses listed above are in accordance with the City’s travel policy. Council appointee signature indicates approval of modifications permitted by the policy.

### Proof Of Insurance Verified For Personal Vehicle: **Yes**

### Prepared By:
- **Signature:**  
- **Date:** 9/14/11

<table>
<thead>
<tr>
<th>Amount Due To Councilmember $</th>
<th>$813.80</th>
<th>TR No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Due To City $</td>
<td>$0.00</td>
<td>TR No.:</td>
</tr>
</tbody>
</table>

## Final
- **Date:** 9-27-11

<table>
<thead>
<tr>
<th>Additional Travelers</th>
<th>Date</th>
<th>Council Appointee’s Signature</th>
</tr>
</thead>
</table>

**All expenses reported on this form must comply with the City’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.**
## RECONCILIATION OF TRAVEL (RTF)

**Detail of Expenses (list all expenses)**

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>9/21/11</th>
<th>9/22/11</th>
<th>9/23/11</th>
<th>SUB-TOTALS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Mileage x S</td>
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<td></td>
</tr>
<tr>
<td>Miles 62.11</td>
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<tr>
<td>Miles 0</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Miles 62.11</td>
<td>$41.88</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miles</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Rental Car</td>
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<td>$0.00</td>
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<td>$0.00</td>
<td></td>
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<tr>
<td>Registration</td>
<td>$475.00</td>
<td>$0.00</td>
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<td>Lodging Room</td>
<td>$276.24</td>
<td>$276.24</td>
<td>$0.00</td>
<td>$552.48</td>
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### MEALS

<table>
<thead>
<tr>
<th>Category</th>
<th>9/21/11</th>
<th>9/22/11</th>
<th>9/23/11</th>
<th>SUB-TOTALS</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Meals: $20.00

### INCIDENTALS

<table>
<thead>
<tr>
<th>Category</th>
<th>9/21/11</th>
<th>9/22/11</th>
<th>9/23/11</th>
<th>SUB-TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shuttle/Taxi</td>
<td>$19.00</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$39.00</td>
</tr>
<tr>
<td>Parking/Tolls</td>
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<td>$39.52</td>
<td>$39.52</td>
<td>$118.56</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Incidentals: $167.56

### DAILY TOTALS

<table>
<thead>
<tr>
<th></th>
<th>9/21/11</th>
<th>9/22/11</th>
<th>9/23/11</th>
<th>SUB-TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$871.64</td>
<td>$335.76</td>
<td>$81.40</td>
<td>$1,288.80</td>
</tr>
</tbody>
</table>

### DATE

INCIDENTAL EXPENSE DESCRIPTION & JUSTIFICATION FOR LACK OF RECEIPTS

(Attach separate sheet if needed)

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

AMOUNT
Directions to 333 O'Farrell St, San Francisco, CA 94102-2116  

Total Time: 1 hours 27 mins, Total Distance: 82.11 mi

<table>
<thead>
<tr>
<th>Step</th>
<th>Direction</th>
<th>Street Name</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start at 425 N EL DORADO ST, STOCKTON</td>
<td>go 148 ft</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Turn L on CIVIC CT</td>
<td>go 381 ft</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Turn L on N CENTER ST</td>
<td>go 0.48 mi</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Turn R on W WASHINGTON ST</td>
<td>go 203 ft</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Take L ramp onto I-5 S toward LOS ANGELES/SAN FRANCISCO/CA-4</td>
<td>go 13.85 mi</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Take exit #4588/SAN FRANCISCO (I-580) onto I-205 W</td>
<td>go 13.83 mi</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Merge onto I-580 W</td>
<td>go 45.41 mi</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Take the SAN FRANCISCO L exit onto I-80 W (Portions toll)</td>
<td>go 7.24 mi</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Take L exit #2A/FIFTH ST</td>
<td>go 0.32 mi</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Bear R on 5TH ST</td>
<td>go 0.48 mi</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Continue on CYRIL MAGNIN ST</td>
<td>go 0.11 mi</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Turn L on ELLIS ST</td>
<td>go 0.14 mi</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Turn R on TAYLOR ST</td>
<td>go 341 ft</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Turn R on O'FARRELL ST</td>
<td>go 308 ft</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Arrive at 333 O'FARRELL ST, SAN FRANCISCO, on the R</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time: 1 hours 27 mins, Distance: 82.11 mi

When using any driving directions or map, it's a good idea to do a reality check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.

\[ 82.11 \times 5.81 = 471.88 \times 2 = 883.76 \]

http://maps.yahoo.com/print?mvt=m&ioride=us&tp=1&stx=&&fcat= &&frat= &&clat=37.82406&clon=-121.8... 9/27/2011
**Hilton San Francisco**

**Name & Address**

MILLER, KATHY  
425 N. EL OOCRADO STREET  
STOCKTON, CA 95219  
US

**Confirmation Number:** 3423982054

**9/23/2011 PAGE** 1

---

**DATE** | **DESCRIPTION** | **ID** | **RCH NO** | **CHARGES** | **CREDITS** | **BALANCE**
---|---|---|---|---|---|---
9/21/2011 | GUEST ROOM | YUNAK | 14541111 | $239.00 |  | 
9/21/2011 | CALIFORNIA TOURISM TAX | YUNAK | 14541111 | $0.19 |  | 
9/21/2011 | CITY OCCUPANCY TAX | YUNAK | 14541111 | $33.46 |  | 
9/21/2011 | SF TOURISM IMPROVEMENT DISTRICT | YUNAK | 14541111 | $3.59 |  | 
9/22/2011 | GUEST ROOM | YUNAK | 14548534 | $239.00 |  | 
9/22/2011 | CALIFORNIA TOURISM TAX | YUNAK | 14548534 | $0.19 |  | 
9/22/2011 | CITY OCCUPANCY TAX | YUNAK | 14548534 | $33.46 |  | 
9/22/2011 | SF TOURISM IMPROVEMENT DISTRICT | YUNAK | 14548534 | $3.59 |  | 

**WILL BE SETTLED TO AX 3222**

**EFFECTIVE BALANCE OF**

$552.48

$0.00

---

**Thank you for choosing Hilton! Book your next stay at hilton.com and take advantage of our Internet-only Advance Purchase Rates and limited-time special offers!**

---

**Zip-Out Check-Out®**  
Good Morning! We hope you enjoyed your stay at the Hilton San Francisco. Check-out without having to stop at the Front Desk by calling extension 6080 when you're ready to depart. Your account will be checked-out automatically.  
*This statement will serve as your receipt.*  
- Please review this statement. It is a record of your charges as of late last evening.  
- Charges after this statement was prepared can be settled by either paying at the time of purchase or charging the purchase(s) to your account and stopping by the Front Desk for an updated statement.

**Extending Your Stay**  
If you wish to extend your stay or have a question concerning your account, please call the Front Desk at extension 6355.  
Luggage Pick-up  
When you are ready for luggage assistance, please call the Bell Desk at extension 6006.  
Hilton Worldwide Reservations  
Please visit www.HILTON.com or call 1-800-HILTONS.
macy's star rewards

Macy's American Express Account Activity

Katherine M Miller

Macy's American Express Account

View Statements

Macy's American Express Account Activity

Previous Balance (09/18/11)
Minimum Payment Due (10/18/11)
Transactions Since Last Statement
Payments Since Last Statement
Current Balance
Available Credit

Make a Payment

Request your Cardholder Agreement

Transactions/Payments Since Last Statement

Date       Description          Amount
Sep 24     San Francisco Hilton $970.95     119.56
Sep 24     San Francisco Hilton $970.95     552.40

Transactions/Payments On Last Statement

Date       Description          Amount

Still need help? If you are unable to find the answer to your questions on this page, please review our FAQs.

About Security | About Privacy | About Credit Card Privacy

https://www.macys.com/service/credit/account.ognc?SelectedAccountMasterTypeCode=...
Winnie Limousine Service
TCP#23509
From: Hilton
To: Moscone CTR
Driver: Car #
Date: 9/21
Amount $ 6.00 (my share)

Fare $ 13-
From: Hilton
To: Embassadeur
Date: 9-21-2011
Cab to Restaurant for dinner.

Winnie Limousine Service
TCP#23509
From: Hilton
To: St. Regis - Rapidos
Driver: Car #
Date: 9/22
Amount $ 10-

Winnie Limousine Service
TCP#23509
From: W
To: Hilton
Driver: Car #
Date: 9/22
Amount $ 10

Lunch

URBAN TAVERN
VISIT WWW.URBANTAVERNSF.COM
2025 MARILOU

441/4555 GST 2
SEP21'11 12:51PM

1 TAVERN SALAD 13.00
1 L FISH AND CHIPS 16.00
1 DIET COKE 3.00
1 ICED TEA 3.50
SUBTOTAL 35.50
TAX 3.02
TOTAL DUE $38.52

GRATUITY: $ 4.00
TOTAL: $ 42.00
ROOM NUMBER:
PRINT NAME:
SIGNATURE:

Paid Cash
# CITY OF STOCKTON COUNCIL TRAVEL FORM

**Primary Traveler:** Kathy Miller  
**Dept:** City Council  
**Additional Travelers?** Yes  
**Purpose of Trip:** To attend the League of CA Cities 2011 Annual Conference  
**City & State:** San Francisco, CA  
**Travel Date(s):** 9/21/11 through 9/23/11  
**Total Number of Days:** 3  
**Account Number:** 0101021110114672  
**Project No.:**  
**TR Number:**  
**Amount:** $475.00  
**Mileage Account:**  
**Mileage Miles:**  
**City Vehicle:**  
**Vehicle No.:**  

## EXPENSE ADVANCE / REPORT

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Requested Amount</th>
<th>Adv</th>
<th>Actual Expense</th>
<th>Balance (+/-)</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>City Vehicle</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$475.00</td>
<td></td>
<td>$3.00</td>
<td>Paid via City Purchasing Card</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidentals</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$475.00</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Number:**  
**Amount Paid:**  

![Signature](signature.png)  
**Date:** 9/14/11

**CouncilAppointee's Signature:**  
**Date:** 9/20/11

**Prepare By:** Nicole Mameno  
**Phone No.:** 7850  
**Date:** 9/14/11

**Advance:** I certify that the estimated expenses listed above are in accordance with the City’s travel policy. Council appointee’s signature indicates approval of modifications permitted by the policy.

**Proof Of Insurance Verified For Personal Vehicle:**  
**Yes**

**Amount Due To Councilmember:** $0.00  
**TR No.:**  
**Amount Due To City:** $0.00  
**TR No.:**  

**FINAL:** I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

**Councilmember's Signature:**  
**Date:**  
**Council Appointee's Signature:**  
**Date:**

**Additional Travelers**  
**Additional Travelers**

---

All expenses reported on this form must comply with the City’s policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City’s policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

**HTE DESCRIPTION:** (24 positions) **Miller - 2011 LCC Conf**
**RECONCILIATION OF TRAVEL (RTF)**

**Detail of Expenses (list all expenses)**

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>9/21/11</th>
<th>9/22/11</th>
<th>9/23/11</th>
<th>SUB-TOTALS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage x S</td>
<td>Miles</td>
<td>Miles</td>
<td>Miles</td>
<td>Miles</td>
<td>Miles</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEALS</td>
<td></td>
<td></td>
<td></td>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCIDENTALS</td>
<td></td>
<td></td>
<td></td>
<td>Incidents</td>
<td></td>
</tr>
<tr>
<td>Shuttle/Taxi</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking/Tolls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAILY TOTALS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**DATE**

INCIDENTAL EXPENSE DESCRIPTION & JUSTIFICATION FOR LACK OF RECEIPTS

(date out incidental expenses in this section, attach separate sheet if needed)

**AMOUNT**
League Event Registration

You must press the 'Continue' button to accept this registration.
Please print this page for your records.

Company/City of: Stockton
First Name: Kathy
Last Name: Miller
Title: Vice Mayor
Address: 425 N. El Dorado Street
City: Stockton
State: CA
Zip: 95202
Phone: (209) 937-8279
Email: florence.low@ci.stockton.ca.us

Attorney State Bar Number
Registrant Type: IC
Event: 2011 Annual Conference
Description
Price
Early Bird Registration: $475.00
Order Total: $475.00
Amount Paid: $475.00

Press the 'Continue' button to accept this registration.

From: "Hilton Hotels & Resorts Confirmed" <hiltonhotels&resorts@res.hilton.com>
To: "florence.low@cl.stockton.ca.us" <florence.low@cl.stockton.ca.us>
Date: 6/9/2011 4:29 PM
Subject: Hilton Hotels & Resorts Confirmation #3429282054

Hilton San Francisco Union Square
333 O'Farrell Street
San Francisco, CA
United States, 94102
Tel: 1 415-771-1400
Fax: 1 415-771-8807

Confirmation Number: 3429282054
> Click here to view or edit your reservation.
Name: Kathy Miller
Arrival Date: 21 Sep 2011
Departure Date: 23 Sep 2011
Check-in Time: 3:00 PM
Check-out Time: 12:00 PM

Rate Information:
Rate Type: LEAGUE OF CA CITIES
Rate per night: 239.00 USD
Total for Stay per Room:
Rate 478.00 USD
Taxes 74.47 USD
Total 552.47 USD
Total for Stay: 552.47 USD
Includes estimated taxes and service charges. (Gratuities not included.)
Tax:
• There is a 15.58% Per Room Per Night tax.

Additional Charges:

file://C:\Documents and Settings\flow.CITYOFSTOCKTON\Local Settings\Temp\XPgrp... 6/22/2011
Express®, Earn 20,000 HHonors bonus points after your first purchase on the card! Click here to learn more and apply.

HHONORS
Hilton Worldwide

- Valet parking: 56.63/night  Self parking: 52.01/night

Rate Rules and Cancellation Policy:
- Your reservation is guaranteed for late arrival.
- Please contact us should you need to cancel your reservation.
- Cancellations are required by 11:59 PM on 16 Sep 2011 local hotel time.
- Cancellation penalties may apply.

Room Information:
- Rooms: 1
- Clients: 1 Adult
- Room Type: 1 QUEEN BED
- Preferences: Non-Smoking

Your room type preferences have been submitted with your reservation, and are subject to hotel availability.

To Help You Along on Your Journey...

Our Hotel:
- Tour the Hotel
- Accommodations
- Hotel Factsheet

Services and Amenities:
- Energize with Hilton Fitness by Precor
- Hotel Services and Amenities

Dining Options:
- Our Restaurants

Visit Hilton.com for great specials, packages and products.
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CALL 800-579-9687 or CLICK FOR DETAILS!

Las Vegas
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Las Vegas
Save Up to 75% on Getaways to this Legendary City including Show tickets and more!
CALL 800-579-9687 or CLICK FOR DETAILS!

* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival™ items are subject to availability.

Hilton Worldwide will not contact you by telephone, text message or e-mail to ask for your confidential personal information, credit card details or HHonors account login information related to upcoming stays or your account. Anyone who receives this type of request should not respond to it. We also ask that you please notify us at fraud.alert@hilton.com should you receive such a communication.

If you need to MODIFY or CANCEL your reservation, click here.
Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change or an additional fee. For example, shortening or lengthening your reservation is subject to availability and may not be possible at a later date. For more information, please click here to see all the rules and restrictions applicable to this reservation.

file://C:\Documents and Settings\flow.CITYOFSTOCKTON\Local Settings\Temp\XPgrp... 6/22/2011
Guest Information: Hilton San Francisco Union Square

You are now completing a reservation at Hilton Hotels

Hilton

[Logo]

Hotel: [Hotel Name]

Date & Preferences: [Check-in: [Date]; Check-out: [Date]]

Rooms & Rates: [Number of Rooms, Type]

Guest Information: [Name]

Confirmation:

Making reservations is quick and easy for registered users. Sign in to access your account information.

Username: [Username]

Password: [Password]

Your Pending Reservation Details

Selected Hotel:
Hilton San Francisco Union Square
333 O'Farrell Street, San Francisco, California 94102
1-415-771-1400

Stay Information:
Check-in: Wed 11-Sep 2011
Check-out: Fri 13-Sep 2011
Rooms: 1 Room
Guests per Room: 1 Adult

Room / Rate Information:
Room Description: 1 QUEEN BD
Rate Type: LEAGUE OF CA CITIES
Rate per Night (USD): 239.00

Total For Stay:
Rate (USD): 478.00
Taxes: 74.47
Total: 552.47

Total For Stay:
552.47 USD

Guest Information:
We value your privacy. See our comprehensive privacy for more details.

First Name: [First Name]
Last Name: [Last Name]

Company: [Company]
City of Residency: [Residence City]

Address: [Address]
City: [City]
State or Province: [State]
Country: [Country]
Zip/Postal Code: [Postal Code]

Contact Information:
E-Mail Address: [Email Address]
Phone Number: [Phone Number]

Hold/Guarantee:
There is a credit card required for this reservation. If you wish to cancel, please do so 3 days prior to arrival to avoid cancellation penalties.

Guest Information: Hilton San Francisco Union Square

Credit Card Information

Credit Card Number

Registration Data
Date: [Redacted] / 04/14

Your Rate Information

Rate Type:
LEAGUE OF CA CITIES
Rate per Night (USD) 239.00

Total For Stay
Rate (USD) 478.00
Taxes 74.47
Total 552.47

Total For Stay $552.47 USD

Earn Rewards

Enter your Honors number to earn points for qualifying stays.

Two account types. Both could save you time.

Register for a Fast Reservations account to receive:
- Personalized profile
- Email subscription management
- Faster reservations

Register for a Hilton Honors® account to receive:
- All the benefits of a Fast Reservations account (FRA):
- Hotel points and airline miles for the stay
- Recognition at over 2,700 Hilton Honors hotels worldwide
- Free hotel nights, merchandise rewards and more

Yes! I would like to create an account.
You will receive the email later to complete your account sign-up.

Tell us about your Travel

Please provide any information you would like us to know about you and your travel by checking off three reasons below. To include any additional remarks, use the Comments section.

- Productivity / Business
- I like to be able to get work done and be productive when I’m on the road.

- Entertainment / Attractions
- I want to have fun and see the best my destination has to offer.

- Relaxation / Pampering
- I like to relax and rejuvenate when I’m away from home.

- Fitness / Vitality
- It is important to me to maintain my healthy lifestyle when I travel.

Comments

Please note that comments may not be read by the hotel until the day of arrival.
Due to system limitations please do not use the following characters: & % < and >.

You have 100 remaining characters.

Tax & Service Charge

Taxes are estimated based on a 15.58% per room per night tax. Changes in taxes or fees applied after booking may affect the total rate for your stay.

Additional Charges
- Parking charges:
- Valet parking: $6.63
- Self parking: $1.04

Rules & Restrictions

- There is a credit card required for this reservation.
- If you wish to cancel, please do so 3 days prior to arrival to avoid cancellation penalties.
- A maximum of one room per night at a specific hotel for the Diamond VIP Member to occupy may be validated. In accordance with the Hilton Worldwide Terms and Conditions, Diamond VIP Membership 48 hour guaranteed reservations benefit. Additional rooms booked at the same hotel for the same date(s) utilizing the 48 hour guaranteed reservations benefit are invalid and will be cancelled by the hotel and accommodations denied without any liability for such cancelled rooms. Rooms booked utilizing the 48 hour guaranteed reservations benefit are booked at the prevailing rates and pre-negotiated rates and/or corporate rates cannot be utilized with this benefit and cannot be honored.
- At check-in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.
- We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

I have read and accept the Rules and Restrictions and Site Usage Agreement.

Privacy Policy (updated July 2007) | Site Usage Agreement

©2011 Hilton Worldwide

CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

**Description**

**Traveler Name:** Kathy Miller

**Purpose of Trip:** To attend the San Joaquin One Voice Trip

**Travel Dates:** 4-14-2012 To: 4-19-2012

**Total # of Days:** 6

**Account Number:** 010 - 1021 - 519 - 4012

**Project No:** TR Number

**Payment:**

- **Airfare/Rail:** $441.20
- **Mileage:** 115 Miles
- **Registration:**
- **Lodging:**
- **Meals:**
- **Incidentals:**

**Total:** $2,370.88

**Expenses**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$441.20</td>
<td>$441.20</td>
<td>0.00</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Mileage</td>
<td>$58.65</td>
<td>$58.65</td>
<td>0.00</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$1769.03</td>
<td>$1769.03</td>
<td>0.00</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Meals (City Travel)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Incidentals (City Travel)</td>
<td>$102.00</td>
<td>$227.00</td>
<td>125.00</td>
<td>Kathy Miller</td>
</tr>
</tbody>
</table>

**Total:** $2,370.88

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

**Councilmember's Signature**

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

**Prepared by:** Nicole Mamorno

**Phone #:** 7850

**Finalizing Section**

Final amount due: 125.00

Reimburse to: Traveler

**Councilmember's Signature**
Expense Worksheet

Meals & Incidents

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Transportation/Registration/Lodging**

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$441.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$441.2</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$1,769.03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,769.03</td>
</tr>
</tbody>
</table>

**Mileage**

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>53</td>
<td>115</td>
</tr>
</tbody>
</table>

**Meals/Incidentals Instructions:**

The city reimburses meals based on the IRS meal allowance. This rate can be located on the City Travel policy (Grouprwise document 91845) or www.gsa.gov. For locations not listed on the chart the closest available location.

After locating the rate, place the location name in the "Destination City" field. Place the meal allowance in the "IRS Rate" field.

Check the appropriate boxes under Expense and enter the number of travelers.

This amount will be inserted automatically on page 1 of the travel form.

For Finalizing Only (see instructions below for when to use these boxes)

- Use Actual Lunch amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (no advance was made, all expenses are being paid after the travel has been completed)

- Use Actual Incidents amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (no advance was made, all expenses are being paid after the travel has been completed)

For Finalizing Only (see instructions below for when to use these boxes)

- Use Actual Airfare/Rail amount as final balance amount
- Use Actual Rental Car amount as final balance amount
- Use Actual Registration amount as final balance amount
- Use Actual Lodging Room amount as final balance amount

**Finalizing**

in the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made**

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the Final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/15/2012</td>
<td>Cab fare from Washington Court Hotel to Georgetown for kickoff dinner.</td>
<td>$19</td>
</tr>
<tr>
<td>4/16/2012</td>
<td>Cab fare from Washington Court Hotel to Longworth for meetings.</td>
<td>$7</td>
</tr>
<tr>
<td>4/16/2012</td>
<td>Cab fare from Longworth to Department of Transportation.</td>
<td>$12</td>
</tr>
<tr>
<td>4/18/2012</td>
<td>Cab fare from Washington Court Hotel to Capital Hill.</td>
<td>$7</td>
</tr>
<tr>
<td>4/23/2012</td>
<td>Transportation from hotel to airport.</td>
<td>$80</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$125</strong></td>
</tr>
</tbody>
</table>

*Receipts for all above expenses are attached.*
SACRAMENTO INT'L AIRPORT

Card Account: XXXXXXXX03322
Card Type: CREDIT CARD
Authorization Code: 337732

Cashier: 13  Seq # 13883
License Plate: NOPLATE
Ent: 05:37 04/14/12 Lane 38
Exit: 23:03 04/23/12 Lane 64
Duration: 90(s) 17H(s) 28M(s)
Rate Code: 38  Shift: 186

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE</td>
<td>$170.00</td>
</tr>
<tr>
<td>AMOUNT TEND</td>
<td>$170.00</td>
</tr>
<tr>
<td>CASH</td>
<td>$0.00</td>
</tr>
<tr>
<td>CREDIT CARD</td>
<td>$170.00</td>
</tr>
<tr>
<td>CHECK</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHANGE</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

PAID AT CT $170.00
Taxes Included

*** Start Calculation Details ***
10 Day(s) $17.00 x 6 = $102.00

*** End Calculation Details ***

Sign: ___________________
**CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL**

**Traveler Name:** Kathy Miller  
**Dept.:** City Council

**Purpose of Trip:** To attend the San Joaquin One Voice Trip

<table>
<thead>
<tr>
<th>Account Number 1</th>
<th>Account Number 2</th>
<th>Account Number 3</th>
<th>Mileage Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>1021</td>
<td>4012</td>
<td>010 1021 4012</td>
</tr>
</tbody>
</table>

**Destination:** City & State: Washington DC

**Travel Dates:** 4-14-2012 To: 4-19-2012  
**Total # of Days:** 6

**Project No.:** TR Number: $2312.23

**Mileage Account:** 010 1021 4012  
**Total Mileage:** $55.65

**HTE Description (15 positions):** MILLER - ONE VOICE

**Expenses**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$441.20</td>
<td>(441.20)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>115 Miles</td>
<td>58.65</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration (Address Info)</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging (Address Info)</td>
<td>$1769.03</td>
<td>(1769.03)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals (City Travel Policy)</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental (City Travel Policy)</td>
<td>$102.00</td>
<td>(102.00)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2370.88</strong></td>
<td>(2370.88)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Prepared by: Nicole Mancino  
**Phone #:** 7850

**Finalizing Section**

Final amount due: 0.00  
Reimburse to: City

For amounts due the City, a cashier's receipt should be attached to this form. Do not send cash or checks to Accounts Payable.

**Councilmember's Signature:**  
**Date:** 4/10/12

**Accounts Payable Use Only**

- [ ] Expense  
- [ ] Access  
- [ ] Return  
- [ ] Final
## Expense Worksheet

### Meals & Incidents

**Destination City:** Washington DC  
**IRS rate for destination city:** 71.00  
**Number of travel days:** 6  
  
Check each applicable expense per travel day.  

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidental</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Meals/Incidentals Grand Total:** 0.00

---

### Transportation/Registration/Lodging

**Airfare/Rental Car, Registration, Lodging instructions:** Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rental Car</td>
<td>$441.2</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$441.2</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$1,769.03</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>$1,769.03</td>
</tr>
</tbody>
</table>

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>115</td>
</tr>
</tbody>
</table>

*Additional incidental:  
  
机场停车 - $17 per day @ 6 days = $102.00

### Finalizing

**In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.**

**Finalizing, where no advance or partial advances were made**

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If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
Reservation Confirmation

Dear Kathy Miller,

Thank you for selecting the Washington Court Hotel on Capitol Hill for your upcoming visit. Below are the details of your reservation as we understand them. Please verify for accuracy, and advise us of any changes:

**Reservation Information**

- **Confirmation Number:** RWCH09592
- **Guest Name:** Miller, Kathy
- **Arrival Date:** Saturday, April 14, 2012
- **Departure Date:** Thursday, April 19, 2012
- **Requested Room Type:** Deluxe King
- **Nightly Rate:** $309.00 from April 14 - April 18

*Your room type preferences have been submitted with your reservation and are subject to hotel availability.*

**Policies**

- **Cancellation:** 1 night's room plus tax
- **Check-in time:** 4:00 PM
- **Check-out Time:** 12:00 Noon
- **Room Tax:** 14.50%
- **Parking:** $43 for overnight parking

**Contact Information**

- **Main Number:** 202-628-2100
- **Toll Free and Reservations Number:** 800-321-3010
- **Hotel Website:** [www.washingtoncourthotel.com](http://www.washingtoncourthotel.com)

A non-refundable cancellation fee equal to one night's room rate plus taxes will be charged for any room that is not cancelled with the hotel by 4:00 PM, 24 hours prior to the arrival day.

Parking - Only Valet parking is available at $43 per night.

Early Departure Fee - Departure dates are confirmed at check in. Should you depart prior to your agreed upon...
Nicole Mamorno - Re: Travel

From: Florence Low
To: Mamorno, Nicole
Date: 4/10/2012 9:44 AM
Subject: Re: Travel

Nicole,

Vice Mayor’s airfare for the One Voice Trip is $441.20. She will bring the printouts with later today.

Florence

>>> Nicole Mamorno 4/10/12 >>>
Hi Alan,
Per Florence, we are still waiting on some of the information but will have it ready by noon.

Thanks, Nicole

>>> Alan Montanelli 4/10/2012 8:47 AM >>>
Hi Nicole,

Just wanted to check on the status of that Travel you needed. Will I have the paperwork before lunch today? Thanks.
2012 One Voice Registration

To register, please make your checks payable to SJCOC and mail to: San Joaquin COG, Attn: Nicole Gorham, 555 East Weber Avenue, Stockton, CA 95202. Please include this form with your check or fax it to (209) 235-0438.

Name: Kathy Miller  Title: Vice Mayor

Organization: City of Stockton  Address: 425 North El Dorado Street

City: Stockton  State/Zip: CA 95202

Phone: 209-937-8212  Email: nicole.mamorno@stocktongov.com

Cost is $175 per person and includes all continental breakfasts and the Monday evening and Wednesday evening receptions. Registration fees apply to each participant (spouses and/or guests must pay if they will be participating in any meals) and must be paid by March 30, 2012. The registration fee is waived for SJCOC Board members. Registration fees underwrite the direct costs of the trip.

Amount Enclosed $0.00 (board member)

Accommodations
Washington Court Hotel, 525 New Jersey Avenue, N.W., Washington, DC
Room Rate: $309, single occupancy; $334, double occupancy.
(202) 628-2100 or (800) 321-3010

A block of rooms has been reserved at the WCH for April 14 – April 19. The cutoff date for reservations is March 14, 2012. To obtain the group rate, reference SJCOC when making your reservation.

Transportation
Individuals shall be responsible for their own transportation to and from Washington, DC. SJCOC Board members shall be reimbursed for 50% of their airfare and hotel costs.

Cancellation Policy
All cancellations after April 1st are subject to payment for all costs; i.e. meals, copying fees, etc. There will be no refunds after April 9th. Substitutions are always accepted.

More Information
For more information, contact Nicole Gorham at 235-0582 or Dianne Barth at 235-0451.
# 2012 One Voice® Preliminary Program

## Sunday, April 15, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 pm - 5:00 pm</td>
<td>Briefing with SJCOG Board Members</td>
</tr>
<tr>
<td></td>
<td>Washington Court Hotel, Monticello Room</td>
</tr>
<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Cactus Cantina Dinner (not confirmed)</td>
</tr>
<tr>
<td></td>
<td>No host group dinner at the Cactus Cantina Restaurant</td>
</tr>
</tbody>
</table>

## Monday, April 16, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am - 8:30 am</td>
<td>Monticello Farm Buffet Breakfast</td>
</tr>
<tr>
<td></td>
<td>Washington Court Hotel, Montpelier Room</td>
</tr>
<tr>
<td>9:00 am - 11:30 am</td>
<td>Group Briefing with CJ Lake, LLC</td>
</tr>
<tr>
<td></td>
<td>Washington Court Hotel, Montpelier Room</td>
</tr>
<tr>
<td>12:00 pm - 1:00 pm</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1:00 pm - 5:00 pm</td>
<td>Meetings on Capitol Hill</td>
</tr>
<tr>
<td></td>
<td>Various meetings scheduled, locations TBD, detailed agenda will be available Sunday evening or at breakfast</td>
</tr>
<tr>
<td>5:00 pm to 6:00 pm</td>
<td>Informal Reception</td>
</tr>
<tr>
<td></td>
<td>Washington Court Hotel, Montpelier Room</td>
</tr>
<tr>
<td>7:00 pm - ?</td>
<td>Washington Nationals Game (box suite will open at 6:00 p.m.)</td>
</tr>
</tbody>
</table>

## Tuesday, April 17, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am - 8:30 am</td>
<td>American Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>Washington Court Hotel, Montpelier Room</td>
</tr>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Meetings Scheduled on Capitol Hill</td>
</tr>
<tr>
<td></td>
<td>Locations and participants TBD, detailed agenda will be available Monday evening or at breakfast</td>
</tr>
<tr>
<td>12:00 pm - 1:00 pm</td>
<td>Lunch (on your own)</td>
</tr>
<tr>
<td>1:00 pm - 5:00 pm</td>
<td>Meetings Scheduled on Capitol Hill</td>
</tr>
<tr>
<td></td>
<td>Locations and participants TBD</td>
</tr>
<tr>
<td>6:00 pm - ?</td>
<td>Tentative Group Dinner (not confirmed)</td>
</tr>
</tbody>
</table>

## Wednesday, April 18, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am - 8:30 am</td>
<td>Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>Washington Court Hotel, Montpelier Room</td>
</tr>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Meetings Scheduled on Capitol Hill</td>
</tr>
<tr>
<td></td>
<td>Locations and participants TBD, detailed agenda will be available Tuesday evening or at breakfast</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>12:00 pm - 1:00 pm</td>
<td>Lunch (on your own)</td>
</tr>
<tr>
<td>1:00 pm - 5:00 pm</td>
<td>Meetings Scheduled on Capitol Hill&lt;br&gt;Locations and participants TBD</td>
</tr>
<tr>
<td>5:30 pm - 7:30 pm</td>
<td>One Voice® Reception with Congressional Representatives Dennis Cardoza, Jerry McNerney, and Jim Costa</td>
</tr>
<tr>
<td>7:30 pm - 7</td>
<td>Dinner (on your own)</td>
</tr>
<tr>
<td>7:00 am - 8:30 am</td>
<td>Breakfast (on your own)</td>
</tr>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Possible Meetings Scheduled on Capitol Hill</td>
</tr>
<tr>
<td>10:00 am - 10:00 pm</td>
<td>Open/Travel Day</td>
</tr>
</tbody>
</table>

**Thursday, April 19, 2012**
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>INVOICE NUMBER</th>
<th>PURCHASE ORD. NUMBER</th>
<th>GROSS AMOUNT</th>
<th>DISCOUNT</th>
<th>NET AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE VOICE LODGING</td>
<td>4192012</td>
<td>TRAVEL</td>
<td>1,769.03</td>
<td></td>
<td>1,769.03</td>
</tr>
<tr>
<td>ONE VOICE AIRFARE</td>
<td>4192012</td>
<td>TRAVEL</td>
<td>441.20</td>
<td></td>
<td>441.20</td>
</tr>
<tr>
<td>ONE VOICE INCIDENTAL</td>
<td>4192012</td>
<td>TRAVEL</td>
<td>102.00</td>
<td></td>
<td>102.00</td>
</tr>
<tr>
<td>ONE VOICE MILEAGE</td>
<td>4192012</td>
<td>TRAVEL</td>
<td>58.65</td>
<td></td>
<td>58.65</td>
</tr>
</tbody>
</table>

$*****2,370.88

The City of Stockton pays all use tax directly to the State of California for any out of state vendor purchase. This may be reflected in the total amount of your check. If you require a copy of our Direct Pay Permit (SR KHE 28-06174 DP), please contact the City at (209) 937-8357.
CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

Traveler Name: Kathy Miller

Purpose of Trip: To attend the League of California Cities 2012 Annual Conference & Expo

Travel Dates: September 5, 2012 - September 7, 2012

Total # of Days: 3

Account Number 1: 010-10121
Account Number 2: 010-4015
Account Number 3: 010-4015

HTE Description (15 positions)

Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$139.60</td>
<td>139.60</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Mileage 177 Miles</td>
<td>$0.00</td>
<td>$64.94</td>
<td>64.94</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td>$475.00</td>
<td>475.00</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Lodging 0.00</td>
<td>$571.23</td>
<td>571.23</td>
<td></td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Meals 188.15</td>
<td>$0.00</td>
<td>188.15</td>
<td>188.15</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Incidental 0.00</td>
<td>$0.00</td>
<td>78.65</td>
<td>78.65</td>
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</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>$1,157.57</td>
<td>1,157.57</td>
<td></td>
</tr>
</tbody>
</table>

Vendor Number (AP will assign)

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Prepared by: Jessica Ivy
Phone #: 8212

FINALIZING SECTION

Final amount due: $1,157.57
Reimburse to: Traveler

Councilmember's Signature Date

Accounts Payable Use Only

Expense Access Return Final
### Expense Worksheet

#### Meals & Incidents

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td></td>
<td></td>
<td>28.40</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td>✗</td>
<td></td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
<td>63.90</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td>✗</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>95.85</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td>✗</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10.65</td>
</tr>
</tbody>
</table>

**Meals/Incidents Grand Total:** 198.80

#### Transportation/Registration/Lodging

*For Finalizing Only (see instructions below for when to use these boxes)*

**Use Actual Lunch amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (no advance was made, all expenses are being paid after the travel has been completed)**

**Use Actual Incidents amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (no advance was made, all expenses are being paid after the travel has been completed)**

#### Airfare/Rail, Rental Car, Registration, Lodging Instructions:
Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$139.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$139.6</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$475.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$475.0</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$371.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$371.2</td>
</tr>
</tbody>
</table>

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>58</td>
<td>58</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>117</td>
</tr>
</tbody>
</table>

**For Finalizing Only (see instructions below for when to use these boxes)**

**Use Actual Mileage amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (no advance was made, all expenses are being paid after the travel has been completed)**

Parking at Sacramento Airport - $68 receipt attached

### Finalizing

*In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.*

#### Finalizing, where no advance or partial advances were made

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculation (actual requested). This will use the Actual Expense amount as the Final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing, no advance = Actual Expense + Check box.

If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
Card Account: XXXXXXXXXX3322
Card Type: American Express
Authorization Code: 733245

Cashier: 10 Seq # 11582
License Plate: NOPLATE
Ent: 07:46 09/05/12 Lane 39
Exit: 12:08 09/08/12 Lane 39
Duration: 3D(s) 5H(s) 12M(s)
Rate Code: 36 Shift: 055

FEE $ 88.00
AMOUNT TEND $ 88.00
CASH $ 0.00
CREDIT CARD $ 88.00
CHECK $ 0.00
CHANGE $ 0.00

PAID AT CT $ 88.00
Taxes Included

### Start Calculation Details ###

4 Day(s) @ $17.00 = $68.00

### End Calculation Details ###

### Thank You ###

Sign: ___________________________
1421 MILLER/KATHERINE 169.00 09/08/12 12:00 13954 17510

<table>
<thead>
<tr>
<th>Room</th>
<th>Name</th>
<th>Rate</th>
<th>Depart Time</th>
<th>ACCT#</th>
<th>GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>95</td>
<td>CITY OF STOCKTON 09/06/12 11:14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MRW#:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PAYMENT</th>
<th>CHARGES</th>
<th>CREDITS</th>
<th>BALANCE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/05</td>
<td>ROOM</td>
<td>1421, 1</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td>09/05</td>
<td>TOT TX</td>
<td>1421, 1</td>
<td>17.75</td>
<td></td>
</tr>
<tr>
<td>09/05</td>
<td>CA FEE</td>
<td>1421, 1</td>
<td>.28</td>
<td></td>
</tr>
<tr>
<td>09/05</td>
<td>TMD FEE</td>
<td>1421, 1</td>
<td>3.38</td>
<td></td>
</tr>
<tr>
<td>09/06</td>
<td>ROOM</td>
<td>1421, 1</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>TOT TX</td>
<td>1421, 1</td>
<td>17.75</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>CA FEE</td>
<td>1421, 1</td>
<td>.28</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>TMD FEE</td>
<td>1421, 1</td>
<td>3.38</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>RNSV/AMN</td>
<td>80991421</td>
<td>21.33</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>ROOM</td>
<td>1421, 1</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>TOT TX</td>
<td>1421, 1</td>
<td>17.75</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>CA FEE</td>
<td>1421, 1</td>
<td>.28</td>
<td></td>
</tr>
<tr>
<td>09/07</td>
<td>TMD FEE</td>
<td>1421, 1</td>
<td>3.38</td>
<td></td>
</tr>
<tr>
<td>09/08</td>
<td>AX CARD</td>
<td></td>
<td></td>
<td>$592.56</td>
</tr>
</tbody>
</table>

$592.56

TO BE SETTLED TO: AMERICAN EXPRESS CURRENT BALANCE 0.00

THANK YOU FOR CHOOSING MARRIOTT! TO EXPEDITED YOUR CHECK-OUT, PLEASE DIAL 71996 FOR VOICE MAIL CHECK-OUT; OR UTILIZE VIDEO CHECK-OUT FOR AN UPDATED STATEMENT AT THE BELLSTAND.

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:

SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

592.56

- 21.33

$571.23

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 amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card holder if the amount is not paid within 35 days after statement date. If you are billed more than once in a month, the amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card holder if the amount is not paid within 35 days after the first statement date. Interest at a rate of 15% per month (ANNUAL RATE 186%) or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature

This document contains 10% post consumer fibers

To secure your next stay, go to Marriott.com
Thank you for your purchase!
Sacramento, CA - SMF to San Diego, CA - SAN

New Purchases in Trip

**Air**

Confirmation #492L8V

Sacramento, CA - SMF to San Diego, CA - SAN
Wednesday, September 5, 2012 - Saturday, September 8, 2012

Air Total: $139.60

---

**New purchases added to your trip.**

**AIR**

Sacramento, CA - SMF to San Diego, CA - SAN
09/05/2012 - 09/08/2012
Confirmation #492L8V

Adult Passenger(s)
KATHERINE MILLER

Rapid Rewards #
00000193890523

<table>
<thead>
<tr>
<th>DEPART</th>
<th>ARRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEP 5</td>
<td>WED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPART</th>
<th>ARRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td></td>
</tr>
</tbody>
</table>

**PRICES:**

<table>
<thead>
<tr>
<th>Trip</th>
<th>Routing</th>
<th>Fare Type</th>
<th>View Fare Rules</th>
<th>Fare Details</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dest</td>
<td>SMF-SAN</td>
<td>Wanna Get Away</td>
<td>Receiptable - no knack changes allowed</td>
<td>No Change Fees</td>
<td>1</td>
<td>$58.60</td>
</tr>
<tr>
<td>Return</td>
<td>SAN-SMF</td>
<td>Wanna Get Away</td>
<td>Receiptable - no knack changes allowed</td>
<td>No Change Fees</td>
<td>1</td>
<td>$80.60</td>
</tr>
</tbody>
</table>

Total: $139.60

---

---

---

https://www.southwest.com/flight/itinerary-changed.html?companyName=&disc=0%3A3... 8/23/2012
Air Total: $139.60

Gov't taxes & fees now included

<table>
<thead>
<tr>
<th>Purchaser Name</th>
<th>Katherine Miller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address</td>
<td>2461 Sonnebrook Dr., Stockton, CA 95207</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form of Payment</th>
<th>Amount Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>MasterCard - XXXX00000000-1339</td>
<td>$22.00</td>
</tr>
<tr>
<td>Travel Funds - 41626V - 5754</td>
<td>$117.60</td>
</tr>
</tbody>
</table>

Original Balance: $117.60

Applied: $117.60

Remaining: $0.00

Amount Paid: $139.60

Trip Total: $139.60

https://www.southwest.com/flight/itinerary-changed.html?companyName=&disc=0%3A3... 8/23/2012
From: mdunn@cacities.org (mdunn@cacities.org)
To: 
Date: Wed, May 16, 2012 4:45:26 PM
Cc: 
Subject: 2012 Annual Conference Registration Confirmation

Thank you for registering for the 2012 Annual Conference & Expo. Please keep this confirmation for your records.

If you need to make hotel reservations, please click on the link below to book a room at the San Diego Marriott Marquis & Marina, the conference Headquarter Hotel.


City of Stockton
Katherine Miller
Vice Mayor
bonniebrookint@att.net

2012 Annual Conference
Date: September 05, 2012 to September 07, 2012

1  Early Bird Registration $475.00  $475.00

Sub Total: $475.00
Amount Paid: $475.00

Onsite Badge Pick-Up
You must pick up your official 2012 Annual Conference badge at the registration desk at the San Diego Convention Center.

Registration Hours
Wednesday, September 5...........9:00 a.m. - 6:30 p.m.
Thursday, September 6............ 7:00 a.m. - 4:00 p.m.
Friday, September 7............... 7:30 a.m. - 10:00 a.m.

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 the Conference Registrar at mdunn@cacities.org before 5:00 p.m. on Monday, August 13. Absolutely no refunds will be provided after this date. Send an alternate/substitute onsite to avoid financial penalty.

http://us.msg203.mail.yahoo.com/de/launch?.partner=sbe&_gx=1&_rand=117udn6cnninf  7/6/2012
**CITY OF STOCKTON - TRAVEL REQUEST**  
FORM FOR MAYOR AND CITY COUNCIL

**Traveler Name:** Kathy Miller  
**Dept.:** Council  
**Purpose of Trip:** To attend the League of California Cities 2012 Annual Conference & Expo  
**Destination:** San Diego, CA

**Travel Dates:** September 5, 2012  
To: September 7, 2012  
Total # of Days: 3  
(Dates should be consecutive. Use separate forms for multiple extended travels)

**Account Number**  
Account Number 1: 101012  
Account Number 2: 5104012  
Account Number 3:  
**Project No.:**  
**TR Number:** $  
**Mileage Account:** $  
**Mileage:** $  
**HTF Description:**

### Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>64.94</td>
<td>(64.94)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals (See City Travel Policy)</td>
<td>$188.15</td>
<td>(188.15)</td>
<td></td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Incidental (See City Travel Policy)</td>
<td>$10.65</td>
<td>(10.65)</td>
<td></td>
<td>Kathy Miller</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $263.74

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

When using a personal credit card, employee acknowledges that any costs incurred for meeting, training or travel will not be reimbursed until completion of meeting, training or travel.

Prepared by:  
Phone #:

**FINALIZING SECTION**  
Amounts will automatically be inserted from above.

Final amount due: 0.00  
Reimburse to: City  
Councilmember's Signature Date

Accounts Payable Use Only

- Expense
- Access
- Return
- Final
**Expense Worksheet**

### Meals & Incidental Costs

**Destination City:** San Diego, CA  
**IRS rate for destination city:** $21.90  
**Number of travel days:** 3

Check each applicable expense per travel day:

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>28.40</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>63.90</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>95.85</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>10.65</td>
</tr>
</tbody>
</table>

**Meals/Incidental Grand Total:** $198.80

### Transportation/Registration/Lodging

**Airfare/Rental Car, Registration, Lodging Instructions:** Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Day</th>
<th>Mileage (enter miles for each day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>50</td>
</tr>
<tr>
<td>Day 2</td>
<td>50</td>
</tr>
<tr>
<td>Day 3</td>
<td>117</td>
</tr>
</tbody>
</table>

**Finalizing**

In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for Instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made**

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual requested). This will use the Actual Expense amount as the final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
**CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL**

**Traveler Name:** Kathy Miller  
**Dept.:** City Council  
**Advances Requested:** Yes: [ ]  
**Destination:** City & State: Washington DC

**Purpose of Trip:** To attend the San Joaquin One Voice Trip

**Travel Dates:** 4-20-2013 To: 4-25-2013  
**Total # of Days:** 6

<table>
<thead>
<tr>
<th>Account Number 1</th>
<th>010 - 1021 - 510 - 40 - 12</th>
<th>Project No.:</th>
<th>TR Number:</th>
<th>$2,739.38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number 2</td>
<td></td>
<td></td>
<td></td>
<td>$2,084.35</td>
</tr>
<tr>
<td>Account Number 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mileage Account:** 010 - 1021 - 510 - 40 - 15

**Mileage:** $64.97

**HTE Description (15 positions):**

**Expenses**

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor-Number (AP will assign)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$750.60</td>
<td>$600.60</td>
<td>(150.00)</td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>115 Miles</td>
<td>$64.97</td>
<td>0.00</td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Registration (Provide complete address information)</td>
<td>$175.00</td>
<td>$175.00</td>
<td>0.00</td>
<td>San Joaquin Council of Governments</td>
<td>555 East Weber Avenue, Stockton CA 95202</td>
</tr>
<tr>
<td>Lodging (Provide complete address information)</td>
<td>$1,711.78</td>
<td>$1,711.78</td>
<td>0.00</td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Meals (See City Travel Policy)</td>
<td>$0.00</td>
<td>$234.30</td>
<td>234.30</td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Incidental (See City Travel Policy)</td>
<td>$102.00</td>
<td>$168.00</td>
<td>66.00</td>
<td>Kathy Miller</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $2,084.35

---

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

---

When using a personal credit card, employee acknowledges that any costs incurred for meeting, training or travel will not be reimbursed until completion of meeting, training or travel.

**Prepared by:** Nicole Mamono  
**Phone #:** 7850

---

**FINALIZING SECTION**

Amounts will automatically be inserted from above.

**Final amount due:** 150.30

**Reimburse to:** Traveler:

For amounts due the City, a cashier's receipt should be attached to this form. Do not send cash or checks to Accounts Payable.

**Councilmember's Signature:** [Signature]  
**Date:** [Date]

---

**Accounts Payable Use Only**

[ ] Expense  [ ] Access  [ ] Return  [ ] Final
**Expense Worksheet**

### Meals & Incidents

<table>
<thead>
<tr>
<th>Destination City:</th>
<th>Washington DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS rate for</td>
<td>71.00</td>
</tr>
<tr>
<td>Number of travel days:</td>
<td>6</td>
</tr>
</tbody>
</table>

Check each applicable expense per travel day.

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>✗</td>
<td>✗</td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
<td>42.60</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>127.80</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
<td>63.90</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Meals/Incidents Grand Total:** 234.30

### Transportation/Registration/ Lodging

### Airfare/Rail, Rental Car, Registration, Lodging Instructions: Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$750.80</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$750.80</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$175.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$175.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$1,711.78</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,711.78</td>
</tr>
</tbody>
</table>

### Mileage

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1.

Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>58</td>
<td></td>
<td>58</td>
<td></td>
<td></td>
<td></td>
<td>116</td>
</tr>
</tbody>
</table>

*Additional incidental:

- Airport parking - $17 per day @ 5 days = $85.00
- Taxis - $41.00
- Baggage fees - $25.00

### Finalizing

In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made:**

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If Registration was not paid in advance, and is still due to a payee other than the traveler (for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
**The Washington Court Hotel**

_A Harbaugh Hotel_

---

**Guest Name:** Kathy M. Miller  
425 North Eldorado Street  
Stockton, CA 95202  
US

**Room #:** 508  
**Folio #:** RCINOR6A - 3  
**Group #:** 468  
**Guests:** 2  
**Clerk:** ACH

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference</th>
<th>Comment</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/17/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$439.00</td>
<td></td>
</tr>
<tr>
<td>04/17/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$63.66</td>
<td></td>
</tr>
<tr>
<td>04/18/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$439.00</td>
<td></td>
</tr>
<tr>
<td>04/18/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$63.66</td>
<td></td>
</tr>
<tr>
<td>04/19/2013</td>
<td>GUEST INTERNET</td>
<td>1</td>
<td></td>
<td>$10.99</td>
<td></td>
</tr>
<tr>
<td>04/19/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$439.00</td>
<td></td>
</tr>
<tr>
<td>04/19/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$63.66</td>
<td></td>
</tr>
<tr>
<td>04/20/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$299.00</td>
<td></td>
</tr>
<tr>
<td>04/20/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$43.36</td>
<td></td>
</tr>
<tr>
<td>04/21/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$299.00</td>
<td></td>
</tr>
<tr>
<td>04/21/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$43.36</td>
<td></td>
</tr>
<tr>
<td>04/22/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$299.00</td>
<td></td>
</tr>
<tr>
<td>04/22/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$43.36</td>
<td></td>
</tr>
<tr>
<td>04/23/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$299.00</td>
<td></td>
</tr>
<tr>
<td>04/23/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$43.36</td>
<td></td>
</tr>
<tr>
<td>04/24/2013</td>
<td>ROOM CHARGE</td>
<td>508</td>
<td></td>
<td>$299.00</td>
<td></td>
</tr>
<tr>
<td>04/24/2013</td>
<td>ROOM TAX</td>
<td>508</td>
<td>ROOM TAX</td>
<td>$43.36</td>
<td></td>
</tr>
<tr>
<td>04/25/2013</td>
<td>PAY AMERICAN EXPRESS</td>
<td>04259527835</td>
<td>***********3001</td>
<td>($3,230.77)</td>
<td></td>
</tr>
</tbody>
</table>

**Folio Balance:** $0.00

---

_I agree that my liability for this bill is not waived and agree to be held personally liable for all charges._

---

**Signature:**

525 New Jersey Avenue, N.W.  
Washington, DC 20001-1527  
(202) 628-2100 | (800) 321-3010  
Fax (202) 879-7951

For your future reservations, please visit our website at  
www.washingtoncourthotel.com
SACRAMENTO INT'L AIRPORT

Card Account: XXXXXXXXXX3322
Card Type: American Express
Authorization Code: 357842

Cashier: O Seq # 28209
License Plate: NOPLATE
Ent: 06:39 04/17/13 Lane 39
Exit: 16:02 04/26/13 Lane 56
Duration: 120(s) BH(s) 23K(s)
Rate Code: 38 Shift: 188

FEE $ 221.00
AMOUNT TEND $ 221.00
CASH $ 0.00
CREDIT CARD $ 221.00
CHECK $ 0.00
CHANGE $ 0.00

PAID AT CT $ 221.00
Taxes Included

*** Start Calculation Details ***
13 Day(s) $17.00 = $221.00

*** End Calculation Details ***

*** Thank You ***
From: US Airways Web Check In (reservations@email-usairways.com)
To:
Date: Sun, April 28, 2013 12:45:43 PM
Cc:
Subject: Your Receipt

---

**US AIRWAYS**

<table>
<thead>
<tr>
<th>Book travel</th>
<th>Travel tools</th>
<th>Dividend Miles</th>
<th>Specials</th>
<th>US Airways Vacations</th>
</tr>
</thead>
</table>

Here's your receipt!
Thanks for saving time and checking in online. Please print this receipt or save the email for your records.

**Confirmation code:** F4Z3Y2

**Bags**

<table>
<thead>
<tr>
<th>Bags total</th>
<th>1st bag</th>
<th>2nd bag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington, DC to Sacramento, CA</td>
<td>1 x $25.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Bags total**

**You paid** $25.00 USD

**Your flight**

**Depart:** Washington, DC (DCA) ➔ Sacramento, CA (SMF)
**Date:** Monday, April 29, 2013

<table>
<thead>
<tr>
<th>Flight #/Carrier</th>
<th>Depart</th>
<th>Arrive</th>
<th>Travel time</th>
<th>Meal</th>
<th>Aircraft</th>
<th>Cabin</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>10:30 AM DCA</td>
<td>12:27 PM PHX</td>
<td>4h 57m</td>
<td>Marketplace™</td>
<td>757-200</td>
<td>Coach (T)</td>
<td>17C</td>
</tr>
<tr>
<td>267</td>
<td>1:36 PM PHX</td>
<td>3:33 PM SMF</td>
<td>1h 57m</td>
<td>None</td>
<td>A319</td>
<td>Coach (T)</td>
<td>11D</td>
</tr>
</tbody>
</table>

Op retro by US Airways

Stop: Change planes (PHX)

---

http://us.mg205.mail.yahoo.com/dc/launch?,partner=sbc&.gx=1&.rand=8529qah9au8tr 5/2/2013
UNITED

Baggage Receipt

Issue Date: 17 Apr 2019

Baggage Fee

USD $25.00

Total Fee

USD $25.00

Credit Card: AMERICAN EXPRESS

KATHRINE U MILLER

Cardholder Name

Method of Payment

1

Fly First Bag Fee

Description

018261749827

Ticket Number

018773804322

First Bag Fee

Description

A STAR ALLIANCE MEMBER

United
TAXICAB RECEIPT

Original trip: Cap. Hill
Destination: Razilei Restaurant (lunch)
Date: 4/18/13
Fare: $7.00

ALEXANDRIA UNION CAB
(703)683-1200 - 24 Hr. Dispatch Service
FROM: Wish Court Hotel
TO: Hill
DATE: 4/18
FARES: $7.00

By Request, We Accept:
American Express
Visa
MasterCard

Each Cab Independently Owned & Operated

TAXICAB RECEIPT

Time: 4/17/13
Date: 4/17/13
Origin of trip: Reagan Airport
Destination: Wash. U. Hotel
Fare: $17.00
Sign:
## Travel Expenses

### Kathy Miller

**SJAFCA Lobbying**  
April 17 - April 19

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight change fee</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Baggage Charge - United Airlines</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Lodging @ Washington Court Hotel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/17/2013</td>
<td></td>
<td>$502.66</td>
</tr>
<tr>
<td>4/18/2013</td>
<td></td>
<td>$502.66</td>
</tr>
<tr>
<td>4/19/2013</td>
<td></td>
<td>$502.66</td>
</tr>
<tr>
<td><strong>In room internet service for iPad</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking @ Sacramento Airport</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/17/2013</td>
<td></td>
<td>$17.00</td>
</tr>
<tr>
<td>4/18/2013</td>
<td></td>
<td>$17.00</td>
</tr>
<tr>
<td>4/19/2013</td>
<td></td>
<td>$17.00</td>
</tr>
<tr>
<td><strong>Transportation - Airport to Hotel</strong></td>
<td></td>
<td>$17.00</td>
</tr>
<tr>
<td><strong>Taxis</strong></td>
<td></td>
<td>$14.00</td>
</tr>
<tr>
<td><strong>Meals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/17/2013 (Travel Day) Lunch per diem rate</td>
<td></td>
<td>$21.30</td>
</tr>
<tr>
<td>4/17/2013 (Travel Day) Dinner per diem rate</td>
<td></td>
<td>$31.95</td>
</tr>
<tr>
<td>4/19/2013 Lunch per diem rate</td>
<td></td>
<td>$21.30</td>
</tr>
<tr>
<td>4/19/2013 Dinner per diem rate</td>
<td></td>
<td>$31.95</td>
</tr>
<tr>
<td><strong>Total SJAFCA Expenses</strong></td>
<td></td>
<td>$1,682.47</td>
</tr>
</tbody>
</table>
CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

Traveler Name: Kathy Miller
Dept.: City Council

Purpose of Trip: To attend the San Joaquin One Voice Trip
Destination: City & State: Washington D.C.

Travel Dates: 4-20-2013 To: 4-25-2013 Total # of Days: 6
(Dates should be consecutive. Use separate forms for multiple extended travels)

Account Number 1 010101 510401 2 Project No.: TR Number: $2,739.38
Account Number 2
Account Number 3
Mileage Account 010101 510401 2
Mileage $164.97

Use this column only when finalizing. Amounts are auto-entered

Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$750.00</td>
<td>(750.00)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>115 Miles</td>
<td>64.97</td>
<td>(64.97)</td>
<td>Kathy Miller</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$175.00</td>
<td>(175.00)</td>
<td>San Joaquin Council of Governments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Provide complete address information)</td>
<td></td>
<td></td>
<td>San Joaquin Council of Governments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$1,711.78</td>
<td>(1,711.78)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Provide complete address information)</td>
<td></td>
<td></td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidentals</td>
<td>$102.00</td>
<td>(102.00)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See City Travel Policy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>2,804.35</td>
<td>(2,804.35)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use Actual Expense column for finalizing. Balance Column fills automatically & the proper payee, if needed, will be inserted below in the Finalizing Section.

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Prepared by: Nicole Mamorno
Phone #: 7850

FINALIZING SECTION
Final amount due: 0.00 0
Reimburse to: City 0

Accounts Payable Use Only

Expense Access Return Final
## Expense Worksheet

### Meals & Incidental Costs
- **Destination City:** Washington DC
- IRS rate for destination city: 71.00
- Number of travel days: 6
- Check each applicable expense per travel day:

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidental</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Meals/Incidentals Grand Total:** 0.00

### Transportation/Registration/Lodging

<table>
<thead>
<tr>
<th>DOY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$750.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$750.6</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$175.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$175.0</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$1,711.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,711.78</td>
</tr>
</tbody>
</table>

### Mileage
- **Mileage Instructions:** Insert the miles for each day as required. Use Table A in the travel policy. This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>58</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>58</td>
<td>116</td>
</tr>
</tbody>
</table>

*Additional incidental:
- Airport parking - $7 per day @ 6 days = $42.00

### Finalizing

- **Finalizing Instructions:**
  - Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the Final balance due and automatically insert this amount in the final balance column. This will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing; No Advance = Actual Expense + Check box.
  - If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
CITY OF STOCKTON - TRAVEL REQUEST
FORM FOR MAYOR AND CITY COUNCIL

Traveler Name: Kathy Miller
Dept.: City Council

Purpose of Trip: To attend the San Joaquin One Voice Trio
Destination City & State: Washington DC

Travel Dates: 4-20-2013 To: 4-25-2013 Total # of Days: 6

Account Number 1: 1010 1 0 2 1 510 4 0 1 2
Account Number 2: 
Account Number 3: 
Mileage Account: 

HTE Description (15 positions) 

Use page 2 to insert requested amounts. Use this column only when finalizing. Amounts are auto-filled. Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>175.00</td>
<td>(175.00)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Incidentals</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>175.00</td>
<td>(175.00)</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Use Actual Expense column for finalizing. Balance Column fills automatically & the proper payee, if needed, will be inserted below in the Finalizing Section.

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

Councilmember's Signature: 
Date: 

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, criminal and civil penalties, as well as additional income tax liability.

When using a personal credit card, employee acknowledge that any costs incurred for meeting, training or travel will not be reimbursed until completion of meeting, training or travel.

Prepared by: Nicole Mamorno
Phone #: 7850

FINALIZING SECTION
Amounts will automatically be inserted from above.

Final amount due: 0.00
Reimburse to: City 0

For amounts due the City, a cashier's receipt should be attached to this form. Do not send cash or checks to Accounts Payable.

Councilmember's Signature: 
Date: 

Accounts Payable Use Only

Expense Access Return Final
## Expense Worksheet

### Meals & Incidents

**Destination City:** Washington DC  
**IRS rate for destination city:** 71.00  
**Number of travel days:** 6

Check each applicable expense per travel day.

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Meals/Incidentals Grand Total:** 0.00

### Transportation/Registration/Lodging

**Airfare/Rail, Rental Car, Registration, Lodging Instructions:** Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Mileage

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Finalizing

In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made**

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the Final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.

---

**Meals/Incidentals Instructions:**

The city reimburses meals based on the IRS meal allowance. This rate can be located on the City Travel policy (Groupwise document 31845) or www.ge.gov. For locations not listed on the chart use the closest available location.

After locating the rate, place the location name in the "Destination City" field. Place the meal allowance in the "IRS Rate" field.

Check the appropriate boxes under Expense and enter the number of travelers.

This amount will be inserted automatically on page 1 of the travel form.

**For Finalizing Only (see instructions below for when to use these boxes)**

- Use Actual Lunch amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. If advance was made, all expenses are being paid after the travel has been completed)

- Use Actual Incidentals amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. If advance was made, all expenses are being paid after the travel has been completed)
From: Travelocity Member Services (memberservices@travelocity.com)
To: [Redacted]
Date: Thu, March 14, 2013 7:24:06 AM
Cc:
Subject: Trip Information For Trip ID:630601008900 [Reference: 130314-013837]

Subject
Trip Information For Trip ID:630601008900

Discussion Thread
Response Via Email (Jared T) 03/14/2013 09:24 AM
Dear Katherine,

Thank you for contacting Travelocity, please find your receipt information below:

*******************************************************************************

Trip ID: 630601008900
Passenger Name: Katherine M Miller
Airline/Flight Date Departure Arrival Time
United Airlines 5427 17 April Sacramento, CA San Francisco, CA 10:51 AM 11:42 AM
United Airlines 102.17 April San Francisco, CA Washington, DC 01:30 PM 09:47 PM
US Airways 22 29 April Washington, DC Phoenix, AZ 10:30 AM 12:27 PM
US Airways 267 29 April Phoenix, AZ Sacramento, CA 01:36 PM 03:33 PM
Airline Record Locators: GWMYWB - United Airlines
F4Z3Y2 - US Airways
Ticket Number: 0167213516422
Old Fare: $634.50
New Fare: $600.60 0 $ 750.
Fare Difference: $-33.90
Airline Change Fees: $150.00 - $50.00
Travelocity Change Fees: $0.00
*******************************************************************************

http://us.mg205.mail.yahoo.com/dc/launch?partner=sbc&.gx=1&.rand=fn015k6jg9hhd5 3/14/2013
From: "info@washingtoncourthotel.com" <info@washingtoncourthotel.com>
To: <florence.low@stockton.gov>
Date: 2/28/13
Subject: Reservation Confirmation

Thank you for making a reservation at Washington Court Hotel.

Your confirmation number is: CiNOR6A.

Arrival Date: Saturday, April 20, 2013
Departure Date: Thursday, April 25, 2013
Number of guests: 1
Room Rate: USD 299.00
Rate Description:
Room Type: Elegantly appointed Deluxe King room with a small sitting area and an Italian marble bathroom.

Policies: Guarantee Policy - All reservations must be guaranteed with a credit card. Cancel Policy - Cancel by 4pm EST 1 day prior to arrival or pay 1 night room and tax.

If you have any questions, please call the Washington Court Hotel reservation department at 202-628-2100 or send an email to info@washingtoncourthotel.com.
2013 One Voice Registration

Name: Kathy Miller
Title: Councilmember

Organization: City of Stockton
Address: 425 North El Dorado Street

City: Stockton
State/Zip: CA 95202

Phone: 209-937-8279
Email: florence.low@stocktongov.com with a cc to nicole.mamorno@stocktongov.com

Cost is $175 per person and includes all continental breakfasts and the Monday evening and Wednesday evening receptions. Registration fees apply to each participant (spouses and/or guests must pay if they will be participating in any meals) and must be paid by March 29, 2013. The registration fee is waived for SJCOC Board members. Registration fees underwrite the direct costs of the trip.

Amount Enclosed $175.00

Payment Information
At this time we do not accept credit card payments. Checks should be made to the San Joaquin Council of Governments.

Accommodations
Washington Court Hotel, 525 New Jersey Avenue, N.W., Washington, DC
Room Rate: $299, single occupancy; $324, double occupancy
(800) 321-3010

A block of rooms has been reserved at the WCH for April 20 – April 25. The cutoff date for reservations is March 20, 2013. To obtain the group rate, reference “SJCOC - One Voice” when making your reservation.

Transportation
Individuals shall be responsible for their own transportation to and from Washington, DC. SJCOC Board members shall be reimbursed for 50% of their airfare and hotel costs.

Cancellation Policy
All cancellations after April 5th are subject to payment for all costs; i.e. meals, copying fees, etc. There will be no refunds after April 15th. Substitutions are always accepted.

More Information
For more information, contact Nicole Gorham at 235-0582.
2013 One Voice Registration

Name: Kathy Miller  
Title: Councilmember

Organization: City of Stockton  
Address: 425 North El Dorado Street

City: Stockton  
State/Zip: CA 95202

Phone: 209-937-8279  
Email: florence.low@stocktongov.com  
with a cc to nicole.mancornc@stocktongov.com

Cost is $175 per person and includes all continental breakfasts and the Monday evening and Wednesday evening receptions. Registration fees apply to each participant (spouses and/or guests must pay if they will be participating in any meals) and must be paid by March 29, 2013. The registration fee is waived for SJCOC Board members. Registration fees underwrite the direct costs of the trip.

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More Information
For more information, contact Nicole Gorham at 235-0582.
CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

Traveler Name: Kathy Miller

Purpose of Trip: To attend the San Joaquin One Voice Trip

Travel Dates: 4-20-2013 To: 4-25-2013

Total # of Days: 6

Account Number 1: 0 1 0 1 0 2 1
Account Number 2: 5 1 0 4 0 1
Account Number 3: 0 1 0 4 0 1

Mileage Account: 0 1 0 1 0 2 1

HTE Description (15 positions)

Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$750.60</td>
<td>(750.60)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>115 Miles</td>
<td>64.97</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$175.00</td>
<td>(175.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$1711.78</td>
<td>(1711.78)</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td>0.00</td>
<td>Kathy Miller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental (See City Travel Policy)</td>
<td>$102.00</td>
<td>(102.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 2,804.35

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Prepared by: Nicole Mamomo
Phone #: 7850

Finalizing Section

Final amount due: 0.00

Reimburse to: City

Councilmember's Signature Date

Accounts Payable Use Only

Expense Access Return Final
# Expense Worksheet

## Meals & Incidents

**Meals/Incidents Instructions:**
The city reimburses meals based on the IRS meal allowance. This rate can be located on the "City Travel Policy" (Groupwise document #1845) or www.gsa.gov. For locations not listed on the chart, use the closest available location.

After locating the rate, place the location name in the "Destination City" field. Place the meal allowance in the "IRS Rate" field.

Check the appropriate boxes under Expense and enter the number of travelers.

This amount will be inserted automatically on page 1 of the travel form.

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Meals/Incidents Grand Total: 0.00**

## Transportation/Registration/Lodging

**Transportation/Registration/Lodging Instructions:** Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th><strong>TOTALS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$750.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$750.0</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td>$175.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$175.0</td>
</tr>
<tr>
<td>Lodging Room</td>
<td></td>
<td></td>
<td>$1,711</td>
<td></td>
<td></td>
<td></td>
<td>$1,711</td>
</tr>
</tbody>
</table>

**Mileage**

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1.

Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

**For Finalizing Only (see instructions below for when to use these boxes):**

Use Actual Mileage amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. No advance was made, all expenses are being paid after the travel has been completed).

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th><strong>TOTALS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td></td>
<td></td>
<td>58</td>
<td></td>
<td></td>
<td>115</td>
</tr>
</tbody>
</table>

*Additional incidental:

Airport parking - $17 per day @ 6 days = $102.00

## Finalizing

**Finalizing**

In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made**

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

Description

Traveler Name: Kathy Miller
CITY OF STOCKTON PAYROLL: City Council

Purpose of Trip: To attend meeting re: 897

Travel Dates: 9/17/13  To: 9/17/13  Total # of Days: 1

Destination

Account Number 1: 001021510412  Project No.:  
Account Number 2:  
Account Number 3:  
Mileage Account: 001021510415  Total:  $14.00

Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Mileage 98 Miles</td>
<td>0.00</td>
<td>$55.37</td>
<td>55.37</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Meals (See City Travel Policy)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Incidental Costs (See City Travel Policy)</td>
<td>$0.00</td>
<td>$14.00</td>
<td>14.00</td>
<td>Kathy Miller</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>$69.37</td>
<td>69.37</td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Prepared by: Nicole Mamorno
Phone #: 7850

FINALIZING SECTION

Amounts will automatically be inserted from above.

Final amount due: 69.37
Reimburse to: Traveler

Accounts Payable Use Only

[ ] Expense [ ] Access [ ] Return [ ] Final

Vendor Number (AP will assign)

Councilmember's Signature

Date

[Signature]
### Expense Worksheet

**Meals & Incidentals**

<table>
<thead>
<tr>
<th>Destination City:</th>
<th>Sacramento</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS rate for:</td>
<td>61.00</td>
</tr>
<tr>
<td>Number of travel days:</td>
<td>1</td>
</tr>
</tbody>
</table>

Check each applicable expense per travel day.

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Transportation/Registration/Lodging**

For Finalizing Only (see instructions below for when to use these boxes)

- Use Actual Lunch amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (If advance was made, all expenses are being paid after the travel has been completed)
- Use Actual Incidents amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (If advance was made, all expenses are being paid after the travel has been completed)

**DAY OF WEEK**

<table>
<thead>
<tr>
<th>Airfare/Rail</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rental Car</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lodging Room</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mileage**

<table>
<thead>
<tr>
<th>Mileage (total miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>49</td>
<td>49</td>
<td></td>
<td></td>
<td></td>
<td>98</td>
<td></td>
</tr>
</tbody>
</table>

Parking: $14.00

**Finalizing**

- In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made**

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>$14.00</td>
</tr>
<tr>
<td>CASH PAID</td>
<td>$14.00</td>
</tr>
<tr>
<td>Cash Tender</td>
<td>$20.00</td>
</tr>
<tr>
<td>Change Due</td>
<td>$6.00</td>
</tr>
<tr>
<td>COME AGAIN</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE DRIVE CAREFULLY
CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

Traveler Name: Kathy Miller
Dept.: City Council

Purpose of Trip: To attend the League of California Cities 2013 Annual Conference and Expo

Travel Dates: 9-18-2013 To: 9-20-2013 Total # of Days: 3

Account Number 1: 0110 1021 5104 12 Project No.: TR Number: $885.76
Account Number 2: $387.46
Account Number 3: $55.37
Mileage Account: 0101 1021 5104 15 Miles $55.37

Use page 2 to insert requested amounts. Use this column only when finalizing. Amounts are auto-entered.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number (AP will assign)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
<tr>
<td>Mileage</td>
<td>$0.00</td>
<td>$55.37</td>
<td>55.37</td>
<td>Paid via City Purchasing Card.</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>$55.37</td>
<td>55.37</td>
<td>Paid via City Purchasing Card.</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$475.00</td>
<td>$475.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$387.46</td>
<td>$387.46</td>
<td>0.00</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td>$18.30</td>
<td>18.30</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
<tr>
<td>Incidental</td>
<td>$0.00</td>
<td>$5.00</td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>862.46</td>
<td>$941.13</td>
<td>78.67</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use Actual Expense column for finalizing. Balance Column fills automatically & the proper payee, if needed, will be inserted below in the Finalizing Section.

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

When using a personal credit card, employee acknowledges that any costs incurred for meeting, training or travel will not be reimbursed until completion of meeting, training or travel.

Prepared by: Nicole Mamomo
Phone #: 7850

Councilmember's Signature Date

Finalizing section:
Final amount due: 78.67
Reimburse to: Traveler
10/5/13

Accounts Payable Use Only

Expense Access Return Final
# Expense Worksheet

**Meals & Incidents**

**Destination City:** Sacramento  
**IRS rate for destination city:** 61.00  
**Number of travel days:** 3  

Check each applicable expense per travel day.

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td>[X]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>18.30</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Transportation/Registration/Lodging**

**Meals/Incidents Grand Total:** 18.30

For Finalizing Only (see instructions below for when to use these boxes)

- Use Actual Lunch amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (no advance was made, all expenses are being paid after the travel has been completed)

- Use Actual Incidents amount as final balance amount (check this box only if this expense is to be paid as a reimbursement when finalizing. (no advance was made, all expenses are being paid after the travel has been completed)

## Airfare/Rail, Rental Car, Registration, Lodging Instructions:
Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$476.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$476.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$367.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$367.40</td>
</tr>
</tbody>
</table>

**Mileage**

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>98</td>
</tr>
</tbody>
</table>

**Parking:**

918-2013 - $5.00

**Finalizing**

In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made**

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
City of Sacramento
City of Sacramento
RECEIVING SURVEY
Phone: (916)498-9110
Fax: (916)498-9115

Receipt 8668/06/13/813 09/18/13 13:19:31

011100 Key Parking ticket 5.00
10/02/12 11:34 - 11/02/12 13:18
Length of stay: 9 days, 1 hr. 30 min.
9201-CC-090001113005049000077

Total Amount $  5.00

Credit MasterCard 5.00

Mastercard

MILLER/KATHERINE
Customer No. CS: 000646 9143 11098326
Amount $  5.00

Thank you

PARKING ENFORCEMENT SERVICES OF SACRAMENTO, INC.
Sheraton Grand Sacramento Hotel
1230 J Street
Sacramento, CA 95814
916-447-1700
http://www.starwood.com/

Miller, Kathy
425 N. El Dorado Street
Stockton, CA 95202

<table>
<thead>
<tr>
<th>Page Number</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Number</td>
<td>1478977</td>
</tr>
<tr>
<td>Folio ID</td>
<td>A</td>
</tr>
<tr>
<td>No. Of Guest</td>
<td>1</td>
</tr>
<tr>
<td>Room Number</td>
<td>2405</td>
</tr>
<tr>
<td>Time</td>
<td>10-11-2013 12:21</td>
</tr>
</tbody>
</table>

**Duplicate Invoice**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-18-2013</td>
<td>RT2405 Group Association</td>
<td>$144.00</td>
</tr>
<tr>
<td>09-18-2013</td>
<td>RT2405 Room Charge, Tax/Assessmnt</td>
<td>$21.73</td>
</tr>
<tr>
<td>09-18-2013</td>
<td>RT2405 Valet Parking - Overnight</td>
<td>$28.00</td>
</tr>
<tr>
<td>09-19-2013</td>
<td>RT2405 Group Association</td>
<td>$144.00</td>
</tr>
<tr>
<td>09-19-2013</td>
<td>RT2405 Room Charge, Tax/Assessmnt</td>
<td>$21.73</td>
</tr>
<tr>
<td>09-19-2013</td>
<td>RT2405 Valet Parking - Overnight</td>
<td>$28.00</td>
</tr>
<tr>
<td>09-20-2013</td>
<td>AX American Express</td>
<td>$331.46</td>
</tr>
</tbody>
</table>

**Total** $387.46
**Balance** $0.00

*****For Authorization Purpose Only*****
KATHERINE M MILLER

<table>
<thead>
<tr>
<th>Date</th>
<th>Authorization</th>
<th>Credit Card</th>
<th>Code</th>
<th>Auth</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-18-2013</td>
<td>XXXX3322</td>
<td>541229</td>
<td>432.00</td>
<td></td>
</tr>
<tr>
<td>09-19-2013</td>
<td>XXXX1000</td>
<td>184859</td>
<td>331.00</td>
<td></td>
</tr>
<tr>
<td>09-20-2013</td>
<td>XXXX1000</td>
<td>151759</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**EXPENSE SUMMARY REPORT**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-18-2013</td>
<td>$144.00</td>
<td>$21.73</td>
</tr>
<tr>
<td>09-19-2013</td>
<td>$144.00</td>
<td>$21.73</td>
</tr>
<tr>
<td>09-20-2013</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$288.00</td>
<td>$43.46</td>
</tr>
</tbody>
</table>

As a Starwood Preferred Guest, you could have earned 576 Starpoints for this visit. Please provide your member number or enroll today.

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

Tell us about your stay. www.starwood.com/reviews
CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

Traveler Name: Kathy Miller
Dept.: City Council

Purpose of Trip: To attend the League of California Cities 2013 Annual Conference and Expo.
Destination: City & State: Sacramento, CA

Travel Dates: 9-18-2013 To 9-20-2013 Total # of Days: 3
(Accounts should be consecutive. Use separate forms for multiple extended travels)

Account Number 1: 0 1 0 1 6 2 1 5 1 0 4 0 1 2 Project No.: TR Number: $763.00
Account Number 2: 0 1 0 1 0 2 1 5 1 0 4 0 1 5
Account Number 3: 0 1 0 1 0 2 1 5 1 0 4 0 1 5
Mileage Account: 0 1 0 1 0 2 1 5 1 0 4 0 1 5
Mileage $ 

HTE Description (15 positions)

Expenses

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>0 Miles</td>
<td>0.00</td>
<td>0.00</td>
<td>Paid via City Purchasing Card.</td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$475.00</td>
<td>(475.00)</td>
<td></td>
<td>Paid via City Purchasing Card.</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$258.00</td>
<td>(288.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals (See City Travel Policy)</td>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental</td>
<td>$0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>763.00</td>
<td>763.00</td>
<td>0.00</td>
<td>Check off advances to a payee other than the traveler (see below)</td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that this claim is made for expenses incurred on official business as a Councillor and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

When using a personal credit card, employee acknowledges that any costs incurred for meeting, training or travel will not be reimbursed until completion of meeting, training or travel.

Prepared by: Nicole Mammoz
Phone #: 7850

FINALIZING SECTION

Amounts will automatically be inserted from above.

Final amount due: 0.00 0
Reimburse to: City 0

Councilmember's Signature Date

Accounts Payable Use Only

Expense Access Return Final
## Expense Worksheet

### Meals & Incidental Costs

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Meals/Incidental Instructions:**
- The city reimburses meals based on the IRS meal allowance. This rate can be located on the City Travel Policy (Groupwise document 91946) or www.gsa.gov. For locations not listed on the chart use the closest available location.
- After locating the rate, place the location name in the "Destination City" field.
- Place the meal allowance in the "IRS Rate" field.
- Check the appropriate boxes under Expense and enter the number of travelers.
- This amount will be inserted automatically on page 1 of the travel form.

### Transportation/Registration/Lodging

**Transportation/Registration/Lodging Instructions:** Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$476.00</td>
<td>$476.00</td>
<td>$476.00</td>
<td>$476.00</td>
<td>$476.00</td>
<td>$476.00</td>
<td>$476.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$268.00</td>
<td>$268.00</td>
<td>$268.00</td>
<td>$268.00</td>
<td>$268.00</td>
<td>$268.00</td>
<td>$268.00</td>
</tr>
</tbody>
</table>

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

For Finalizing Only (see instructions below for when to use these boxes)
- Use Actual Lunch amount as final balance amount
- Use Actual Incidents amount as final balance amount

### Finalizing

In the Actual Expense column type the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

For Finalizing Only (see instructions below for when to use these boxes)
- Use Actual Airfare/Rail amount as final balance amount
- Use Actual Rental Car amount as final balance amount
- Use Actual Registration amount as final balance amount
- Use Actual Lodging Room amount as final balance amount

For Finalizing Only (see instructions below for when to use these boxes)
- Use Actual Mileage amount as final balance amount

### Finalizing, where no advance or partial advances were made

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the Final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
Driving directions to Sacramento Convention Center, 1400 J St, Sacramento, CA on Yah...

---

**YAHOO! MAPS**

**A** 425 N El Dorado St, Stockton, CA 95202-1951

**B** Sacramento Convention Center, 1400 J St, Sacramento, CA

Total Distance: 49.23 miles — Total Time: 49 mins

---

1. Head toward Civic Cn on N El Dorado St.
   
   **Go for 127 ft.**

2. **Turn left onto Civic Cn.**
   
   **Go for 360 ft.**

3. **Turn left onto N Center St.**
   
   **Go for 0.5 mi.**

4. **Turn right onto W Washington St.**
   
   **Go for 144 ft.**

5. **Take left ramp onto I-5 N toward Sacramento.**
   
   **Go for 47.6 mi.**

6. **Take the J Street exit.**
   
   **Go for 0.3 mi.**

7. **Bear right onto J St.**
   
   **Go for 0.9 mi.**

8. Your destination on J St is on the right. The trip takes 49.2 mi and 49 mins.

---

**B** Sacramento Convention Center, 1400 J St, Sacramento, CA

---

When using any driving directions or map, it is a good idea to double check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning.
From: <mdunn@cacities.org>
To: <florence.low@stocktongov.com>
Date: 6/3/13
Subject: 2013 Annual Conference Registration Confirmation

Thank you for registering for the 2013 Annual Conference & Expo, September 18 - 20 in Sacramento. Please keep this confirmation for your records.

If you wish to make hotel reservations, you may click on the link below:

https://resweb.passkey.com/Resweb/dc?mode=welcome_ej_new&eventID=10577142&fromResdesk=true

Stockton Kathy Miller Councilmember florence.low@stocktongov.com

2013 Annual Conference

1 Early Bird Registration $475.00 $475.00

Sub Total: $475.00
Amount Paid: $475.00
Balance: $0.00

You must pick up your official conference badge at the registration desk in the Sacramento Convention Center.

Registration hours:
Wednesday, September 18.........9:00 a.m. - 9:30 p.m.
Thursday, September 19..........7:00 a.m. - 4:00 p.m.
Friday, September 20..............7:30 a.m. - 10:00 a.m.

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 mdunn@cacities.org and received before 5:00 pm on Tuesday, August 27. Absolutely no refunds will be provided after this date. Send an alternate/substitute onsite to avoid financial penalty.

If you require special accommodations related to facility access, communication and/or diet, please contact the Conference Registrar at mdunn@cacities.org before Tuesday, August 27.
Thank you. Reservation complete. Please print this page for your records.

Reservation Summary

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Acknowledgment #</th>
<th>Guests</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double (2 beds)</td>
<td>32737JXJOB</td>
<td>Kathy Miller</td>
<td><a href="mailto:florence.low@stocktongov.com">florence.low@stocktongov.com</a></td>
</tr>
</tbody>
</table>

Event:
League of California Cities 2013 Annual Conference & Expo
Sep 18, 2013 - Sep 20, 2013
1400 J Street
Sacramento, CA 95814
Fax: 916-809-8414

Hotel:
Sheraton Grand Sacramento
1230 J Street,
Sacramento, CA 95814
UNITED STATES

Room: Double (2 beds)

Guests
Mrs Kathy Miller
425 N. El Dorado Street
Stockton, CA 95202 UNITED STATES
Telephone: 209-937-9279
Fax: 209-937-7140
Email: florence.low@stocktongov.com

Options
Accessible Room: None
Special requests for this room: None

Payment Details & Rates

Kathy Miller
Payment Type: Credit Card
American Express 1000
Christian Clegg
425 N. El Dorado Street
Stockton, CA 95202 UNITED STATES
Phone: 209-937-8205

Rates
Wed Sep 18, 2013 - USD 144.00
Thu Sep 19, 2013 - USD 144.00

Tax Policy
Current tax rate is 12% Occupancy, 0.09% CA Business Improvement & 3% City Marketing for a total of 15.09% per room night.

Cancellation Policy
Please contact the hotel directly for the most up-to-date hotel cancel policy.
Completed Reservation

Room Total: USD 288.00

Grand total for all guests: USD 288.00
League Event - Attendee Registration

You must press the 'Continue' button to accept this registration. Please print this page for your records.

City/Company Stockton
First Name Kathy
Last Name Miller
Job Title Councilmember
Badge Name (first name only) Kathy
State Bar # (attorneys only)
Address 425 N. El Dorado Street
City Stockton
State CA
Zip 95202
Phone 209-937-8279
Email (where confirmation will be sent) florence.low@stocktongov.com
Registrant Type IC
Event 2013 Annual Conference
Quantity Description Price
1 Early Bird Registration $475.00
Order Total $475.00
Amount Paid $475.00
Balance $0.00

Press the 'Continue' button to accept this registration.


6/3/2013
From: League of California Cities - 2013 Annual Conference & Expo
<groupcampaigns@pkgh1rss.com>
To: <florencelow@stocktongov.com>
Date: 6/3/2013 1:47 PM
Subject: Your Hotel Reservation -

League of California Cities 2013 Annual Conference & Expo

HOTEL RESERVATION ACKNOWLEDGEMENT #3273TJZB
This is an automated acknowledgement, from the League of California Cities 2013 Annual Conference & Expo Housing Bureau. Please do not reply to this acknowledgement.

Thank you for making your hotel reservation on 03-Jun-2013 for League of California Cities 2013 Annual Conference & Expo being held in Sacramento, CA, over the dates of 18-Sep-2013 - 20-Sep-2013.

All reservation changes can be made at the event website:
or by calling / (International).

GUEST INFORMATION

Kathy Miller
City of Stockton
425 N. El Dorado Street

Stockton, CA 95202
US
209-937-9279
florencelow@stocktongov.com

HOTEL INFORMATION

Sheraton Grand Sacramento
1230 J Street
Sacramento, CA 95814

ROOM INFORMATION

Room Name: Double (2 beds)
Check-In: 18-Sep-2013
Check-out: 20-Sep-2013
Share-withs: 
Requests: 
Accessible Room: No
HOTEL RATES

Single Occupancy Rate Per Room:

<table>
<thead>
<tr>
<th>Date</th>
<th>Guest(s)</th>
<th>Status</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-Sep-2013</td>
<td>1</td>
<td>Confirmed</td>
<td>144.00</td>
</tr>
<tr>
<td>19-Sep-2013</td>
<td>1</td>
<td>Confirmed</td>
<td>144.00</td>
</tr>
</tbody>
</table>

Additional Guest Charges:

<table>
<thead>
<tr>
<th>Additional Guest</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Guest</td>
<td>0.00</td>
</tr>
<tr>
<td>Third Guest</td>
<td>25.00</td>
</tr>
<tr>
<td>Fourth Guest</td>
<td>25.00</td>
</tr>
<tr>
<td>Fifth Guest</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Hotel Tax Policy:
Current tax rate is 12% Occupancy, 0.09% CA Business Improvement & 3% City Marketing for a total of 15.09% per room night.

CANCELLATION POLICY

Please contact the hotel directly for the most up-to-date hotel cancel policy.

A kind note about calling the hotel "just to be sure":
Please do not call your hotel "to be sure" until after 30-Aug-2013. Please understand that processing your reservations from the Housing Bureau into the Hotel system will take a few days. Rest assured that if you have received a confirmation number already from the Housing Bureau, the hotel will honor your booking. Thank you for your consideration.

After 30-Aug-2013, all reservation changes can be made by contacting the hotel directly at 916-447-1700.

Passkey, its reservation system and/or their agents act only in the capacity of agent for all customers in all matters pertaining to hotel reservations, and as such are not responsible for guaranteed hotel rooms, damages, expenses, inconveniences or damage to any person or property from any cause whatsoever.
CITY OF STOCKTON - TRAVEL REQUEST FORM FOR MAYOR AND CITY COUNCIL

Description
Traveler Name: Kathy Miller
Dept.: City Council
Purpose of Trip: To attend the 2014 LCC Annual Conference and Expo.

Travel Dates: 9/2/14 To: 9/5/14 Total # of Days: 4

Account Number 1: 1010 1021 510 40 12 Project No.: TR Number: $1,656.85
Account Number 2:
Account Number 3:
Mileage Account: 0110 1021 510 40 12 Mileage $64.40

HTE Description (15 positions)

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td>$78.60</td>
<td>78.60</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
<tr>
<td>Mileage</td>
<td>15 Miles</td>
<td>$64.40</td>
<td>64.40</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$500.00</td>
<td>$500.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td>$690.30</td>
<td>690.30</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
<tr>
<td>Meals (See City Travel Policy)</td>
<td>$0.00</td>
<td>$159.75</td>
<td>159.75</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
<tr>
<td>Incidental (See City Travel Policy)</td>
<td>$0.00</td>
<td>$228.20</td>
<td>228.20</td>
<td>Kathy Miller</td>
<td>1106122</td>
</tr>
</tbody>
</table>

Total: $1,721.25

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 109-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Prepared by: Nicole Mamone
Phone #: 7850

Councilmember’s Signature: ___________________________ Date: ____________

FINALIZING SECTION
Amounts will automatically be inserted from above.

Final amount due: 1,221.25
Reimburse to: Traveler

Councilmember’s Signature: ___________________________ Date: ____________

Accounts Payable Use Only

Expense □ Access □ Return □ Final □
# Expense Worksheet

## Meals & Incidentally

<table>
<thead>
<tr>
<th>Destination City</th>
<th>Los Angeles</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS Rate for destination city</td>
<td>$21.00</td>
</tr>
<tr>
<td>Number of travel days</td>
<td>4</td>
</tr>
</tbody>
</table>

Check each applicable expense per travel day.

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>42.60</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>21.30</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>95.85</td>
</tr>
<tr>
<td>5%</td>
<td>Incidentally</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>14.20</td>
</tr>
</tbody>
</table>

**Grand Total:** 173.95

## Transportation/Registration/Lodging

### Airfare/Rail, Rental Car, Registration, Lodging Instructions:
Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$78.60</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>$78.60</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$500.00</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td>$690.30</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>☑️</td>
<td>$690.30</td>
</tr>
</tbody>
</table>

### Mileage

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>58</td>
<td>58</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>115</td>
</tr>
</tbody>
</table>

**Airport parking:** $22 per day at 4 days = $88.00

**Hotel parking:** $42.00 per day at 3 days = $126.00

### Finalizing

**Finalizing Instructions:**

- **In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee in the Finalizing Section.**
- **Please see below for instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.**

**Finalizing, where no advance or partial advances were made:**
Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

**If Registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the payee name in the registration field as well.**

**Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.**
Thank you for your purchase!

Oakland, CA - OAK to Los Angeles, CA - LAX

Air
Confirmation #FB6X4L
Oakland, CA - OAK to Los Angeles, CA - LAX
Tuesday, September 2, 2014
✓ EarlyBird Check-In Purchased

Air Total: $78.80

Amount Paid
$78.80

Trip Total
$78.80

TUE 09/02/14 - Los Angeles

AIR
Oakland, CA - OAK to Los Angeles, CA - LAX
09/02/2014

Adult Passenger(s)
Katherine Miller
Subscribe to Flight Status Messaging

DEPART
SIP 2
11:45 AM
Dorst Oakland, CA (OAK)
on Southwest Airlines

Flight #887
Southwest

TUE 01:00 PM
Arrive in Los Angeles, CA (LAX)

Tuesday, September 2, 2014
Travel Time 1 h 15 m
(Nonstop)
Wanna Get Away

What you need to know to travel:
Don’t forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device.
Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your check-in time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

<table>
<thead>
<tr>
<th>Trip</th>
<th>Routing</th>
<th>Fare Type</th>
<th>View Fare Rules</th>
<th>Fare Details</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Depart OAK-LAX</td>
<td>Wanna Get Away</td>
<td>Excellent Value</td>
<td></td>
<td>1</td>
<td>$66.10</td>
</tr>
</tbody>
</table>

Enroll in Rapid Rewards and earn at least 200 Points for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Bag Charge
$0.00

EARLYBIRD CHECK-IN PRICING

<table>
<thead>
<tr>
<th>Option</th>
<th>Passenger</th>
<th>Price</th>
<th>Quantity</th>
<th>Details</th>
<th>Receipt #</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EarlyBird Check-In</td>
<td>Katherine Miller</td>
<td>$12.50</td>
<td>1</td>
<td>OAK-LAX</td>
<td>520002251190</td>
<td>$12.50</td>
</tr>
</tbody>
</table>

Subtotal $12.50

Southwest Airlines - Purchase Confirmation

Air Total:
$76.80

Gov't taxes & fees now included

<table>
<thead>
<tr>
<th>Form of Payment</th>
<th>Amount Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Express</td>
<td>$26.00</td>
</tr>
<tr>
<td>Southwest UY Voucher</td>
<td></td>
</tr>
<tr>
<td>Original Balance</td>
<td>$209.80</td>
</tr>
<tr>
<td>Applied</td>
<td>$52.00</td>
</tr>
<tr>
<td>Remaining</td>
<td>$157.80</td>
</tr>
</tbody>
</table>

Amount Paid
$78.80

Trip Total
$76.80

From: Florence Low  
To: Mamorno, Nicole  
Date: 9/16/2014 3:13 PM  
Subject: Fwd: Your Sep 2, 2014 - Sep 5, 2014 stay at the JW Marriott Los Angeles L.A. LIVE  
Attachments: Pert.001

>>> Thanks for staying! <efolio@marriott.com> 9/16/14 >>>

Thank you for choosing the JW Marriott Los Angeles L.A. LIVE for your recent stay.

As requested, below is a billing summary or adjustment for your stay. If you have questions about your bill, please contact us at (866) 435-7627 or mbs.customer.svc@marriott.com.

Make another reservation on Marriott.com >>

JW MARRIOTT.

Marriott Rewards members may receive this email automatically after every stay.

Join Marriott Rewards today >>

Summary of Your Stay

Hotel: JW Marriott Los Angeles L.A. LIVE

900 West Olympic Boulevard  
Los Angeles, California 90015  
USA  
(213) 765-8600

Guest: MILLER/KATHY

CITY OF STOCKTON  
425 N EL DORADO STRE  
STOCKTON, CA 95202  
USA

Dates of stay: Sep 02, 2014 - Sep 05, 2014  
Guest number: 8025  
Marriott Rewards number: None

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Reference</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/14</td>
<td>GLANCE</td>
<td>5530</td>
<td>79.50</td>
<td></td>
</tr>
<tr>
<td>09/02/14</td>
<td>GP ROOM</td>
<td>1057, 1</td>
<td>199.00</td>
<td></td>
</tr>
<tr>
<td>09/02/14</td>
<td>OCC TAX</td>
<td>1057, 1</td>
<td>27.86</td>
<td></td>
</tr>
<tr>
<td>09/02/14</td>
<td>CA FEE</td>
<td>1057, 1</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>09/02/14</td>
<td>TMD FEE</td>
<td>1057, 1</td>
<td>2.99</td>
<td></td>
</tr>
<tr>
<td>09/02/14</td>
<td>PARKING</td>
<td>VP</td>
<td>42.00</td>
<td></td>
</tr>
<tr>
<td>09/03/14</td>
<td>GP ROOM</td>
<td>1057, 1</td>
<td>199.00</td>
<td></td>
</tr>
<tr>
<td>09/03/14</td>
<td>OCC TAX</td>
<td>1057, 1</td>
<td>27.86</td>
<td></td>
</tr>
</tbody>
</table>
09/03/14  CA FEE  1057, 1  0.25  hotel - $690.30
09/03/14  TMD FEE  1057, 1  2.99  parking - $120.00
09/03/14  PARKING  VP  42.00  food - $77.58
09/04/14  LAUNDRY  71039  24.00  laundry - $24.00
09/04/14  GP ROOM  1057, 1  199.00
09/04/14  OCC TAX  1057, 1  27.86
09/04/14  CA FEE  1057, 1  0.25
09/04/14  TMD FEE  1057, 1  2.99
09/04/14  PARKING  VP  42.00  
09/05/14  Payment - American Express  XXXXXXXXXXXX3322  917.88
09/05/14  Payment - Cash  0.00

Total balance  0.00 USD

Treat yourself to the comfort of Marriott Hotels in your home.

Important Information

Do Not Reply to this Email
This email is an auto-generated message. Replies to automated messages are not monitored. If you have any questions please contact the hotel directly at (213) 765-8600.

Why Have I Received this Email?
You have received this email because you requested during your stay to receive an electronic version of your bill by email.

Availability
Electronic versions of your hotel bill, available by email from our over 2,300 participating properties in the Marriott family of hotels in the USA and Canada, are emailed to you within 72 hours of check-out. These email messages reflect changes made to your bill up to 11pm on your day of departure. Any adjustments after that time may not be shown.

If you have received this email in error, please notify us.

Learn more about eFolio, receiving your hotel bills by email.

Authenticity of Bills
Marriott retains official records of all charges and credits to your account and will honor only those records.

Privacy
Your privacy is important to Marriott. For full details of our privacy policy, please visit our Privacy Statement.

Credit of Marriott Rewards Points
After a stay, it may take up to 7 days for Marriott Rewards points to be credited to your account.

Terms of Use: Privacy Statement(c)1995-2012 Marriott International, Inc. All rights reserved. Marriott proprietary information.
Nicole Mamorno - Kathy Travel - no car rental.

From: Florence Low
To: Mamorno, Nicole
Date: 9/23/2014 12:38 PM
Subject: Kathy Travel - no car rental.

Please go ahead and final as is.

florence

*Councilmember does not want car rental reimbursement, only parking reimbursement.
9.2.14 - 9.5.14

$22.00 per day x 4 days = $88.00
Drive 57.7 miles, 54 min

Directions from 425 N El Dorado St to Sacramento International Airport

1. Head north on N El Dorado St toward Civic Ct

2. Turn left onto E Park St

3. Take the ramp onto I-5 N

Follow I-5 N to Airport Blvd in Sacramento County. Take the exit toward Sac International Airport from I-5 N

4. Merge onto I-5 N

5. Keep left to stay on I-5 N, follow signs for Interstate 5/Woodland/Redding

6. Take the exit toward Sac International Airport

7. Keep right at the fork, follow signs for Airport/Garden Highway and merge onto Airport Blvd

Merge onto Airport Blvd

Destination will be on the right

Sacramento International Airport
6900 Airport Blvd, Sacramento, CA 95837

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.
CITY OF STOCKTON - TRAVEL REQUEST
FORM FOR MAYOR AND CITY COUNCIL

Traveler Name: Kathy Miller
Dept.: City Council

Purpose of Trip: To attend the 2014 LCC Annual Conference and Expo.
Destination City & State: Los Angeles, CA

Travel Dates: 9/2/14 To: 9/5/14 Total # of Days: 4

Account Number 1: 010121510412 Project No.: TR Number:
$1,097.00

Account Number 2: Project No.: TR Number:

Account Number 3: Project No.: TR Number:

Mileage Account: 010121510412
Mileage:

HTE Description (15 positions)

Use page 2 to insert requested amounts. Use this column only when Finalizing. Amounts are auto-entered.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Requested Amount</th>
<th>Actual Expense</th>
<th>Balance</th>
<th>Payee</th>
<th>Vendor Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td>$0.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>$0.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$500.00</td>
<td>(500.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals (See City Travel Policy)</td>
<td>$0.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidentals (See City Travel Policy)</td>
<td>$0.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$500.00</td>
<td></td>
<td>(500.00)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that this claim is made for expenses incurred on official business as a Councilmember and that said claim is true, correct and in accordance with Council Travel Policy No. 100-1.

All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties, as well as additional income tax liability.

Prepared by: Nicole Mammino
Phone #: 7850

When using a personal credit card, employee acknowledges that any costs incurred for meeting, training or travel will not be reimbursed until completion of meeting, training or travel.

FINALIZING SECTION
Amounts will automatically be inserted from above.
Final amount due: 0.00 0
Reimburse to: City 0
Councilmember's Signature Date

Accounts Payable Use Only
Expense Access Return Final
**Expense Worksheet**

### Meals & Incidents

- **Destination City:** Los Angeles
- **IRS rate for destination city:** $71.00
- **Number of travel days:** 4

Check each applicable expense per travel day.

<table>
<thead>
<tr>
<th>%</th>
<th>Expense</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>30%</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>45%</td>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5%</td>
<td>Incidents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Meals/Incidentals Grand Total:** $0.00

### Transportation/Registration/Lodging

### Airfare/Rent Car/Registration/Lodging Instructions

Enter the amount for each day, this total will be inserted automatically on page 1.

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare/Rail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Mileage**

**Mileage Instructions:** Insert the miles for each day as required (Use Table A in the travel policy). This amount will be automatically entered on page 1. Enter actual miles, not dollar amounts. Expense will be automatically calculated and entered on first page of this form.

<table>
<thead>
<tr>
<th>Mileage (enter miles for each day)</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**For Finalizing Only (see instructions below for when to use these boxes):**

- Use Actual Airfare/Rail amount as final balance amount (check this box only if the expense is to be paid as a reimbursement when finalizing. (No advance was made, all expenses are being paid after the travel has been completed)
- Use Actual Rental Car amount as final balance amount
- Use Actual Registration amount as final balance amount
- Use Actual Lodging Room amount as final balance amount

**Finalizing**

In the Actual Expense column type in the final amount for each expense. Any difference will be automatically calculated by the form and assigned to the appropriate payee (Traveler or City) in the Finalizing Section. Please see below for Instructions involving travel expenses that were not advanced and will be paid after the travel has been completed.

**Finalizing, where no advance or partial advances were made**

Enter the amounts to be paid in the Actual Expense column on page 1. On page 2 use the appropriate check box(es) as needed next to each individual expense category to override the normal calculations (actual - requested). This will use the Actual Expense amount as the final balance due and automatically insert this amount in the final balance column. The form will then calculate final expenses as if no check was advanced for that particular expense. A good way to think about it is, when finalizing: No Advance = Actual Expense + Check box.

If registration was not paid in advance, and is still due to a payee other than the traveler (to the conference organization for example), use the check box on page 1 (above the registration payee name field) to override this amount being included in the total due to the traveler. This amount will be placed in a separate field under finalization in order to avoid any confusion to whom the check should be made out to. Be sure to type the Payee name in the registration field as well.

Most travel requests will contain a combination of Advances and Reimbursements. Use the check box ONLY for expenses where no advance was made. If the entire travel is being reimbursed, use the check box for each category.
Nicole Mamorno - Fwd: 2014 Annual Conference & Expo Registration Confirmation

From: Florence Low
To: Mamorno, Nicole
Date: 5/21/2014 12:36 PM
Subject: Fwd: 2014 Annual Conference & Expo Registration Confirmation

FYI - Kathy Miller is attending the League of CA Cities Annual Conference - Sept 2014

>>> <mdunn@cacities.org> 5/21/14 >>>

Thank you for registering for the 2014 Annual Conference & Expo, September 3 - 5 in Los Angeles. Please keep this confirmation for your records.

If you wish to make hotel reservations, please use the following links:

JW Marriott: https://regweb.passkey.com/go/LeagueofCACitiesAnnualEvent
Westin Bonaventure: https://www.starwoodmeeting.com/Book/leagueofca

Stockton
Kathy Miller
Councilmember
florence.low@stocktongov.com

2014 Annual Conference
Early Bird Registration $500.00

Sub Total: $500.00
Amount Paid: $500.00
Balance: $0.00

Questions or special needs? Contact the conference registrar at mdunn@cacities.org before Tuesday, August 12.

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 the conference registrar at mdunn@cacities.org and received before 5:00 pm on Tuesday, August 12. Refunds will not be available after this date. If you are unable to attend, you may substitute a colleague for your entire registration. Please note, sharing of registrations is prohibited.

file://C:\Documents and Settings\nnamamorno\Local Settings\Temp\XPgrpwise\537C9DD9... 8/26/2014
Nicole Mamorno - Fwd: The JW Marriott Hotel Los Angeles at L.A. LIVE Reservation Confirmation

From: Florence Law
To: Mamorno, Nicole
Date: 5/21/2014 12:46 PM
Subject: Fwd: The JW Marriott Hotel Los Angeles at L.A. LIVE Reservation Confirmation

Hotel for Kathy Miller for League of CA Cities.

>>> "The JW Marriott Hotel Los Angeles at L.A. LIVE Team" <groupcampaigns@pkghlrrs.com> 5/21/14 >>>

JW Marriott Hotel Los Angeles at L.A. LIVE

900 West Olympic
Los Angeles, CA 90015 US
Phone: 213-765-8600 Fax: 213-765-8601

Reservation for Kathy Miller

Online Confirmation Number: 32868752
Marriott Confirmation Number: 86730644
Check-in: 02-Sep-2014 (Check-In time: 4:00 PM)
Check-out: 05-Sep-2014 (Check-out time: 11:00 AM)

Reservation Confirmation

Dear Kathy Miller,

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you’re travelling away from home you can always count on Marriott.

JW Marriott Hotel Los Angeles at L.A. LIVE

Planning Your Trip

- Visit Los Angeles area

file://C:\Documents and Settings\mamorno\Local Settings\Temp\XP gravel\537CA01C... 8/26/2014
Reservation Details

Confirmation number: 32868752
Your hotel: JW Marriott Hotel Los Angeles at L.A. LIVE
Check-in: 02-Sep-2014 (Check-in time: 3:00 PM)
Check-out: 05-Sep-2014 (Check-out time: 12:00 PM)
Room type: A Deluxe Room
Number of rooms: 1
Guests per room: 1
Guest name: Kathy Miller
Reservation confirmed: 21-May-2014
Guarantee method: Credit card

<table>
<thead>
<tr>
<th>Summary of Room Charges</th>
<th>Cost per night per room (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-Sep-2014 - 05-Sep-2014</td>
<td>199.00</td>
</tr>
</tbody>
</table>

Room Rates shown do not include 14.00% Hotel Room Tax, $0.25 City Tax and a 1.5% Convention and Tourism Tax (subject to change). Total room charges will include all room fees and taxes.

<table>
<thead>
<tr>
<th>Estimated taxes and fees</th>
<th>Total for stay (for all rooms)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>including applicable taxes/fees</td>
</tr>
<tr>
<td></td>
<td>597.00</td>
</tr>
</tbody>
</table>

JW Marriott Hotel Los Angeles at L.A. LIVE will make every effort to accommodate the below requests, however they are not guaranteed.

Canceling your Reservation

You may cancel your reservation for no charge until 24 hours prior to your arrival date. Please note that we will assess a fee of 1 night of your room charge (for the first night of your reservation) USD if you must cancel after this deadline.

You may modify or cancel your reservation here or call 877-622-3056 in the US and Canada. Elsewhere, call 1-213-765-8600. Contact us if you have any questions about your reservation.

Travel Alerts
Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. Learn More

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