



Memorandum

**TO: HONORABLE MAYOR AND
CITY COUNCIL**

**FROM Councilmember Sam
Liccardo**

**SUBJECT: REQUEST TO TRAVEL AND
REPRESENT THE CITY**

DATE: December 1, 2008

Approved

Date

12-1-08

Recommendation: Authorize travel and designate Councilmember Liccardo as a City representative to the Silicon Valley Leadership Group Advocacy Trip

Authorization for: Councilmember Sam Liccardo

Location: Washington, DC

Meeting Dates: May 4 - 7, 2009

Source of Funds: Mayor/Council Travel Fund

Purpose: Silicon Valley has flourished in part because those who have built and are constantly re-inventing this valley understand the importance of strategic investment. The need for aggressive state and federal policy to stimulate the nation's struggling economy, together with the arrival of a new Presidential Administration in Washington, mean that decisions will be made in 2009 that will affect the nation's competitiveness and overall economic trajectory for years to come. Strategic investments to ensure our nation and California's future success are needed now more than ever before. The delegation will bring its strategic set of federal policy priorities to visit with top Senate and House leaders including administration, as well as key agencies.

cc: Lee Price, City Clerk



TRAVEL REQUEST

City Travel Policy Manual

Employee:	Sam Liccardo	Department:	Council
Job Title:	Councilmember	Division:	Ext:
Employee ID#:		Visible Code:	

Travel Category Local In-State Out-of-State/International Emergency

Hourly / Salaried Hourly Salaries

Itinerary:

Purpose of Travel: Silicon Valley Leadership Group Advocacy Trip

Destination: Washington, DC

Date of Departure: May 4, 2009 Date of Return May 7, 2009

Actual Dates of Event May 5 - 7, 2009

Estimated Expenses		GSA - Domestic Per Diem Rates	
Transportation			\$500.00
Registration			\$1,500.00
Lodging	# of days _____ at _____ per day		\$0.00
Per Diem	# of days _____ at _____ per day		\$0.00
Rental Car	# of days _____ at _____ per day		\$0.00
Other Expenses (Itemize)			\$0.00
Total Other Expenses		\$0.00	
Total Estimated Expenses			\$2,000.00

Advance Requested

Employee Signature: _____ Date: _____

I am requesting a travel advance in accordance with the City Policy Manual, Section 1.8.2 and acknowledge my responsibility to file an Accounting of Expenses within 14 days after return. Should I not fulfill my obligation to provide an Accounting of Expenses within 14 days after the indicated return date above, I authorize the City to deduct the amount of this advance from my wages.

Authorization to Travel Only

Employee Signature	Date
Supervisor / Manager Approval	
Emp ID # Printed Name Signature Date	
Department Head Approval	
Emp ID # Printed Name Signature Date	
City Manager Approval	
Emp ID # Printed Name Signature Date	

Note: In accordance with IRS guidelines regarding an employee's reimbursement for business travel, payments to employees are issued under the City's Accountable Plan. Amounts paid meeting the requirements of an accountable plan are not wages and are not subject to income tax withholding and Medicare tax.

FORWARD ORIGINAL TRAVEL REQUEST FORM TO THE FINANCE DEPARTMENT – ACCOUNTS PAYABLE, ATTN: TRAVEL DESK

Finance/AP- Approved By	Date	Finance/Payroll - Processed By	Date
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Link to Electronic Excel Form: http://finance/TravelRequest_06.2006.xlt