



Memorandum

TO: Rules Committee

FROM: Mayor Ron Gonzales

SUBJECT: Travel Approval

DATE: May 19, 2006

Approved

Date

5/19/06

RECOMMENDATION

Approval of travel for Mayor Gonzales to attend the 74th Annual Meeting of the United States Conference of Mayors from June 4 through June 6, 2006, in Las Vegas, Nevada:

Funding Source: Mayor/Council Travel Fund
Amount: \$1160

COORDINATION

This item was coordinated with the City Attorney's Office.

cc: City Clerk

2006 MAY 19 A 11:14

RECEIVED
San Jose City Clerk



TRAVEL REQUEST

Employee	Ron Gonzales	Department	Mayor
Job Title	Mayor	Division	Ext. 54821
Employee ID#	558-86-6922	Vendor #	Visible Code

Travel Category Day Trip In-State Out-of-State Emergency International (Includes Alaska and Hawaii)

FLSA/MOA (Overtime) Yes No

Itinerary

Purpose of Travel United States Conference of Mayors 74th Annual Meeting

Destination Las Vegas, Nevada

Date of Departure June 4, 2006 Date of Return June 6, 2006

Actual Dates of Event

Estimated Expenses								
Transportation			\$300.00					
Registration			\$650.00					
Lodging	# of days <u>2</u>	at <u>\$105.00</u> per day	\$210.00					
Meals	# of days _____	at _____ per day	\$0.00					
Rental Car	# of days _____	at _____ per day	\$0.00					
Other Expenses (Itemize)	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>							\$0.00
Total Other Expenses			\$0.00					
Total Estimated Expenses			<u>\$1,160.00</u>					

Advance Requested

Employee Ron Gonzales Date 5/19/06

I am requesting a travel advance in accordance with the City Administrative Manual Section 141 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.

<input type="checkbox"/> Authorization to Travel Only	Employee Signature _____	Date _____
Department Head Approval	<u>Jane Webb, Jr.</u>	Date <u>5/19/06</u>
City Manager Approval	_____	Date _____

FORWARD A COPY OF THE COMPLETED TRAVEL REQUEST TO THE FINANCE DEPARTMENT, ACCOUNTING DIVISION



Memorandum

TO: MAYOR AND CITY COUNCIL

FROM: Lee Price
City Clerk

SUBJECT: MAYOR AND COUNCIL TRAVEL FUND

DATE: May 19, 2006

The following is a record of requested and approved travel requests under the Mayor and Council Travel Fund adopted per Ordinance 27267 (Appropriation # 3319).

<u>FY 2005-06 Budget</u>	<u>Amount Spent</u>	<u>Amount Remaining</u>
\$25,000	\$18,173 (est)	\$6,827 (est)

FY 2005-06 Use of Travel Fund

<u>Requestor</u>	<u>Date(s) of Travel</u>	<u>Destination</u>	<u>Estimated Amount</u>	<u>Actual Amount</u>	<u>Rules Comm. Referral</u>
Campos, N.	12/06-12/10/04	NLC-Charlotte, NC	\$ 1615	\$ 533	8/10/05
Campos, N.	07/28-07/29/05	LCC-Monterey, CA	185	188	8/10
LeZotte, L.	10/12-10/14	SVCoC-Denver, CO	1012	1168	8/17
Gonzales, R.	10/12-10/14	SVCoC-Denver, CO	993	1020	8/17
Cortese, D.	10/12-10/14	SVCoC-Denver, CO	1000	379	8/10
Gonzales, R.	09/21-09/24	Con of Mayors, Long Beach, CA	671	179	9/07
Gonzales, R.	09/25-09/28	NLC-San Antonio, TX	1311	1088	9/02
Reed, C.	10/12-10/14	SVCoC-Denver, CO	1149	1149	9/14
Chavez, C.	10/12-10/14	SVCoC-Denver, CO	1144	1149	9/28
LeZotte, L.	10/06-10/07	LCC-San Francisco, CA	730	400	10/12
Campos, N.	10/06-10/08	LCC-San Francisco, CA	948	935	11/02
Gonzales, R.	12/06-12/09	NLC-Charlotte, NC	795	897	11/30
LeZotte, L.	01/12-01/12/06	LCC-Sacramento, CA	125	-0-	1/11/06
Campos, N.	01/5-01/8	LCC-San Diego, CA	710	559	1/10**
Campos, N.	1/11-1/12	LCC-Sacramento, CA	685	182	1/10
Campos, N.	2/10-2/11	LCC-Universal City, CA	538	179	1/26
Campos, N.	3/11-3/14	NLC-Washington, D.C.	2002	2040	3/22
Campos, N.	3/30-3/30	LCC-Los Angeles, CA	300		
Campos, N.	7/20-7/23	NLC-Roanoke, W.VA.	1100		
Gonzales, R.	6/4-6/6/06	Las Vegas, Nevada	1160		

*Approval requested
**Approved by City Council

for Nancy Alford
LEE PRICE
CITY CLERK