



Memorandum

TO: Rules Committee

FROM: Councilmember Campos

SUBJECT: Request for Travel

DATE: October 24, 2006

Approved

Nora Campos

Date

10/24/06

RECOMMENDATION

Approval of Travel by Councilmember Nora Campos to attend the League of California Cities Board of Director's Meeting in Anaheim, California on Saturday November 18, 2006. Councilmember Campos is a Board of Director for the LOCC.

Funding: Mayor/Council Travel Fund

RECEIVED
San Jose City Clerk
2006 OCT 24 P 12: 25



TRAVEL REQUEST

City Travel Policy Manual

Employee:	Nora Campos	Department:	Council	
Job Title:	Councilmember	Division:		Ext: 54905
Employee ID#:		Visible Code:		

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

Hourly / Salaried Hourly Salaries

Itinerary:

Purpose of Travel: League of California Cities Board of Directors Meeting

Destination: Anaheim CA

Date of Departure: 11/18/06 Date of Return: 11/19/06

Actual Dates of Event: November 17-18, 2006

Estimated Expenses		GSA - Domestic Per Diem Rates							
Transportation				\$200.00					
Registration									
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)	<table border="1" style="width: 100%; height: 40px;"> <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><u>\$200.00</u></u>					

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.

<input type="checkbox"/> Authorization to Travel Only		10/24/06
	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.xls



Memorandum

TO: MAYOR AND CITY COUNCIL

FROM: Lee Price
City Clerk

SUBJECT: MAYOR AND COUNCIL TRAVEL FUND

DATE: October 26, 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 2006-07 Budget</u>	<u>Amount Spent</u>	<u>Amount Remaining</u>
\$34,364.00	\$13,480.00 (est.)	\$20,880.00 (est.)

FY 2006-07 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>
Ken Yeager	9/6-9/9	San Diego, CA LCC	\$1,525.00		8/2/06
Nora Campos	12/5-12/9	Reno, NV NLC	\$1,290.00		
Linda J. LeZotte	9/6-9/9	San Diego, CA	\$1,395.60		
Forrest Williams	9/1-9/10	Dublin, IR, other	\$3,380.00		
Nancy Pyle	9/2-9/9	Dublin, IR, other	\$3,380.00		
Ken Yeager	10/11-10/13	New Orleans, LA	\$1,635.00		
Judy Chirco	9/6-9/9	San Diego, CA LofCities	\$ 675.00		
Nora Campos*	11/18-11/19	Anaheim, CA LCC	\$ 200.00		


LEE PRICE
CITY CLERK

*Approval Requested