



CITY OF CORONA

CITY OFFICIAL ADVANCE TRAVEL REQUEST (AP 01200.001)

Vice Mayor Jacque Casillas is requesting to travel to Long Beach, CA. to attend the League of California Cities 2025 Annual Conference & Expo on October 8th – 10th, 2025. The League of California Cities Annual Conference is a valued tradition attended by the Council and staff members from many California cities. The conference will feature inspiring keynote speakers and presentations on key topics. It also provides networking, advocacy, and educational programs that bring together elected and appointed officials, as well as city staff from all departmental areas to serve the grassroots interests of local municipalities. All actual and necessary expenses incurred by Vice Mayor Jacque Casillas for this trip, including any registration, meals, hotel and transportation, will be paid for or reimbursed by the City, so long as and to the extent such expenses comply with Administrative Policy 01200.001, Travel and Other Expense Reimbursement Policy. Estimated total costs for the requested trip are listed below:

Registration	Meals	Lodging	Transportation	Airfare	Other (Please list)	Total*
\$675.00	\$175.00	\$ 772.01	\$ 59.50	\$ n/a	\$ n/a	\$1681.51

* Total cost is an estimate only, based on event information provided by requestor.

ATTACHMENTS: Registration, Meals, hotel, and Transportation.

PREPARED BY: DocuSigned by:
Angela Nieto **Date:** 7/29/2025
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REQUESTED BY: Signed by:
Jacque Casillas **Date:** 7/29/2025
BE1A23F943DF487...

COST ESTIMATED BY: DocuSigned by:
Julie Kennicutt **Date:** 7/29/2025
AB7127D2D4F5448...
 Finance Dept.

APPROVED BY: _____ **Date:** _____
 Mayor

Guidelines and Procedures for City Official Advance Travel Request Form

The following are to be used in conjunction with Administrative Policy 01200.001 (Travel & Other Expense Reimbursement Policy). These guidelines and procedures in no way supersede or override Administrative Policy 01200.001.

- The City Official Advance Travel Request Form is to be used whenever a City Official is requesting to travel either overnight or via airplane.
- Pursuant to Administrative Policy 01200.001, City Officials include elected officials and appointed members of City legislative bodies.
- Pursuant to Administrative Policy 01200.001, City Officials will be reimbursed for their actual and necessary expenses incurred in the performance of the official duties for their position, provided that reimbursement shall always be at the lesser of the actual cost or the current Internal Revenue Service (“IRS”) rates, unless otherwise approved by the City Council in advance as discussed further below.
- Pursuant to Administrative Policy 01200.001, advance approval shall be obtained from the City Council, unless the Mayor finds that last minute travel up to \$1,000 is necessary and advance Council agenda deadlines cannot be met. With Mayor approval, reporting must be made to the City Council at the next available meeting.
- Approval shall be obtained before incurring any expenses. Expenses incurred outside the approved parameter of travel, as noted on the City Official Advance Travel Request Form, or in excess of that allowed under Administrative Policy 01200.001, will not be borne by the City. If these expenses are paid by the City Official, no reimbursement will be made by the City; if these expenses were charged to a City credit card, the City Official is responsible for the expense and shall promptly reimburse the City.
- As noted in Administrative Policy 01200.001, the City will not pay or reimburse certain categories of expenses, including, but not limited to, the following:
 - Personal portion of the trip, including expenses incurred for family member(s), friends and/or pets who accompany the City Official;
 - Travel relating to political events;
 - Entertainment expenses not directly required as part of official business;
 - Personal automobile expenses, including traffic citation;
 - Personal losses incurred while on City business.
- City Officials shall provide necessary documentation such as receipts and hotel folio to substantiate all expenses incurred. Expenses incurred without receipts will not be reimbursed; if such an expense is charged on a City credit card, the City may request the City Official to reimburse the City if the expense cannot be substantiated in another manner.

Thank you for your purchase!



Order SC-C-972789-UVABC

Date of purchase: 7/17/2025

Payment: Credit Card **** 8668

Bill To: Nieto, Angela

Gift Card: -

PO #:

Bill To Address

Angela Nieto

400 S Vicentia Ave # 315

Corona, CA 92882-2187

INV-36273-F8Z8V2

A) Early Bird Full Conference - Member City Officials and Staff - Casillas, Jacque

Price per unit

\$675.00

Quantity

1

Discount

\$0.00

Taxes

\$0.00

Charges

\$675.00

Total Charges

\$675.00

Sales Tax

\$0.00

Order Total

\$675.00

Gift Card

\$0.00

Previous Payments

\$0.00

Payment

\$675.00

Balance Due

\$0.00

PER DIEM:

Amount:	October 7 th	October 8 th	October 9 th	October 10 th	Total
Breakfast: \$22	None	\$22	\$22	Breakfast Provided	\$44
Lunch: \$23	None	Lunch Provided	Lunch Provided	\$23	\$23
Dinner \$36	\$36	\$36	\$36	Conference Ended	\$108
TOTALS:	\$36	\$58	\$58	\$23	\$175



Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination ⓘ	County ⓘ	M&IE total	Breakfast	Lunch	Dinner
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$86	\$22	\$23	\$36

Receipt

Travelocity itinerary: 73184773784204

Purchase date: Jul 24, 2025

Booking details

Residence Inn By Marriott Long Beach

4111 E Willow St, Long Beach, CA, 90815 United States of America

Check in: Oct 7, 2025

Check out: Oct 10, 2025

1 room x 3 nights

Studio, 1 King Bed with Sofa bed, Non Smoking (Mobility/Hearing Accessible, Tub)

Booked for: Jacque Casillas

Payment details

Room price

Tue, Oct 7 \$206.00

Wed, Oct 8 \$251.00

Thu, Oct 9 \$206.00

Taxes & fees \$109.01

Total **\$772.01**

Paid
[Visa 8668]



Corona City Hall, 400 S Vicentia Ave, Corona, CA Drive 42.5 miles, 1 hr 7 min
92882 to Long Beach Convention & Entertainment Center, 300 E Ocean Blvd,
Long Beach, CA 90802

Corona City Hall
400 S Vicentia Ave, Corona, CA 92882

Breakdown of fees:

42.5 x \$.70 = \$29.75

Get on CA-91 W from W 2nd St and S Lincoln Ave

- 4 min (1.0 mi)
- ↑ 1. Head north toward S Buena Vista Ave
- 13 ft
- ↪ 2. Turn right toward S Buena Vista Ave
- 62 ft
- ↶ 3. Turn left toward S Buena Vista Ave
- 371 ft
- ↪ 4. Turn right onto S Buena Vista Ave
- 0.1 mi
- ↶ 5. Turn left onto W 2nd St
- 0.3 mi
- ↪ 6. Turn right onto S Lincoln Ave
- 0.2 mi
- ⤴ 7. Turn left to merge onto CA-91 W
- 0.3 mi

Continue on CA-91 W. Take CA-55 S to CA-22 W in Seal Beach. Take exit 23 from I-405 N

- 33 min (35.2 mi)
- ⤴ 8. Merge onto CA-91 W
- 5.6 mi
- ↑ 9. Continue straight to stay on CA-91 W
- 9.0 mi
- ↶ 10. Use the left 2 lanes to take exit 34 for CA-55 S toward Newport Beach
- 0.5 mi
- ↑ 11. Continue onto CA-55 S
- 4.4 mi
- ↪ 12. Use the right 2 lanes to take exit 13 for CA-22 W/Garden Grove Fwy toward Long Beach
- 0.4 mi
- ↑ 13. Continue onto CA-22 W/Garden Grove Fwy
- 11.8 mi
- ↪ 14. Keep right to continue on CA-22 W
- 0.8 mi

- ↑ 15. Merge onto CA-22 W/I-405 N
2.0 mi
- ↘ 16. Use the right 2 lanes to take exit 23 for CA-22 W
toward Long Beach
0.8 mi

Continue on CA-22 W. Take E 7th St and E Ocean Blvd to E Seaside Way in Long Beach

- 18 min (6.3 mi)
- ↑ 17. Continue onto CA-22 W
1.6 mi
- ↑ 18. Continue straight onto E 7th St
2.3 mi
- ↶ 19. Turn left onto Junipero Ave
0.8 mi
- ↘ 20. Turn right onto E Ocean Blvd
1.1 mi
- ↶ 21. Turn left onto S Linden Ave
331 ft
- ↘ 22. Turn right onto E Seaside Way
0.3 mi

Long Beach Convention & Entertainment Center
300 E Ocean Blvd, Long Beach, CA 90802



Long Beach Convention & Entertainment Center, 300 E Ocean Blvd, Long Beach, CA 90802 to Corona City Hall, 400 S Vicentia Ave, Corona, CA 92882 Drive 46.2 miles, 54 min

Long Beach Convention & Entertainment Center
300 E Ocean Blvd, Long Beach, CA 90802

Break down of fees:

42.5 Miles x .70 per mile = \$29.75

Get on I-710 N from W Shoreline Dr

- 4 min (2.0 mi)
- ↑ 1. Head west on E Seaside Way toward S Pine Ave
- 0.3 mi
- ↶ 2. Turn left onto S Chestnut Pl
- 289 ft
- ↷ 3. Turn right onto W Shoreline Dr
- 1.3 mi
- ⤴ 4. Use the left 2 lanes to merge onto I-710 N via the ramp to Pasadena
- 0.4 mi

Take CA-91 E to W 2nd St in Corona. Take exit 49 from CA-91 E

- 43 min (43.8 mi)
- ⤴ 5. Merge onto I-710 N
- 6.2 mi
- ↷ 6. Use the right 2 lanes to take exit 8A to merge onto CA-91 E toward Riverside
- 22.0 mi
- ↷ 7. Keep right to stay on CA-91 E
- 15.3 mi
- ↷ 8. Use the right 2 lanes to take exit 49 toward Lincoln Ave
- 0.2 mi

Continue on W 2nd St to your destination

- 2 min (0.4 mi)
- ↶ 9. Use the left 2 lanes to turn left onto W 2nd St
- 0.2 mi
- ↷ 10. Turn right onto N Buena Vista Ave
- 0.1 mi
- ↶ 11. Turn left
- 79 ft
- ↷ 12. Turn right
- 62 ft

↩ 13. Turn left

 Destination will be on the right

305 ft

Corona City Hall

400 S Vicentia Ave Corona CA 92882



2025 Annual Conference and Expo

Long Beach Convention Center, Long Beach, CA [Visit Website](#)

Wednesday, October 08, 2025 - Friday, October 10, 2025 [iCalendar](#)

Pacific Standard Time

The League of California Cities is excited to announce that registration is now open for the **2025 Annual Conference and Expo** at the Long Beach Convention Center, Oct. 8-10!

The conference will feature inspiring keynote speakers and presentations on key topics for local leaders, plus numerous opportunities for peer-to-peer sharing with fellow California city officials.

Our popular [Expo Hall](#) will be brimming with opportunities to engage with organizations that provide essential services to cities. Expo spaces are available! Please visit our [Exhibitor and Sponsorship](#) page for more information on how to get involved and showcase your organization.

Importantly, the member-driven [General Assembly and Resolutions process](#) will take place during the conference. This is a great opportunity for a wide range of members to participate in the development of Cal Cities policy.

For registration questions, please contact Event Registration Specialist, [Megan Dunn](#).

For expo and sponsorship questions, please contact Exposition Sales and Event Sponsorship Manager, [Amy Wade](#).

For program questions, please contact Senior Education and Events Manager, [Christina George](#).

Please see our [event and meeting policies](#).

▶ [Registration Information](#)

▶ [Hotel and Travel](#)

▼ [Program](#)

[View Session Materials](#)

SCHEDULE AT A GLANCE

(Schedule is subject to change.)

Tuesday, Oct. 7

Various Times

[Pre-Conference Tours and Workshops](#)
(additional registration required)

Wednesday, Oct. 8

8:00 a.m. - 6:00 p.m.

Registration open/Voting Delegates Booth open

8:00 a.m. - 12:30 p.m.

[Pre-Conference Tours and Workshops](#)
(additional registration required)

9:30 - 11:30 a.m.	AB 1234 Ethics Training
10:30 a.m. - 1:00 p.m.	Regional Division Lunches, Department and Caucus Meetings**
12:30 - 1:00 p.m.	First-Time Attendee Orientation
1:15 - 3:00 p.m.	Opening General Session*
3:00 - 5:30 p.m.	Expo Hall Grand Opening (<i>non-compete 3:00 - 4:00 p.m.</i>)*
4:00 - 5:30 p.m.	Concurrent Sessions, and Department and Caucus Meetings**
5:15 - 7:30 p.m.	Host City Reception
7:30 - 9:30 p.m.	CitiPAC Event

Thursday, Oct. 9

7:30 a.m. - 4:00 p.m.	Registration open/Voting Delegates Booth open
8:30 a.m.	Petition Resolutions Due
8:30 - 9:45 a.m.	Concurrent Sessions and Caucus Meetings**
9:00 a.m. - 4:00 p.m.	Expo Hall Open
10:00 - 11:30 a.m.	General Session*
11:30 a.m. - 1:00 p.m.	Attendee Lunch in Expo Hall
11:30 a.m. - 1:00 p.m.	Regional Division Lunches**
1:00 - 2:30 p.m.	Resolutions Committee
1:00 - 5:15 p.m.	Concurrent Sessions; Department, Issues Group, and Caucus Meetings**
Evening	Regional Division and Caucus Events**

Friday, Oct. 10

7:30 - 11:30 a.m.	Registration open
7:00 - 8:15 a.m.	Regional Division Breakfasts**
8:00 - 10:45 a.m.	Concurrent Sessions
8:30 - 10:30 a.m.	General Assembly
8:45 - 10:45 a.m.	AB 1661 Sexual Harassment Prevention Training
11:00 a.m. - 12:30 p.m.	Closing General Session*

**No competing events may be scheduled during this time.*

***Check with the staff assigned to your group for the specific day/time for this event. Additional registration may be required.*

Register

Thank you to our Sponsors!

Keenan[®]