

# CITY OF LOS ALTOS REQUEST FOR TRAINING AND TRAVEL EXPENSE PRE-AUTHORIZATION FOR MEMBERS OF LEGISLATIVE BODY

**Applicant Name:** Lynette Lee Eng

**Purpose of Travel/Name of Course:**  
(Provide Brief Description of Course and Attach Announcement)

NLC Congressional Conference

**Estimated Expenses:** \*Includes additional Incidental Per Diem of \$5/day

Registration \$810 early bird before 2/19  
 Airfare \$750.00 as of 1/15/24  
 Transportation (including Gas) taxi service  
 Lodging \$315 x 3 Nights \$ 945

Meals (Estimated amount is based on GSA per diem limits for location.)

Meals included in registration fees are not reimbursable.)

Any Dietary Restrictions? If yes, explain.

Yes  No

a. Breakfast 13 x 3 Days \$  
 b. Lunch 20 x 3 Days \$  
 c. Dinner 36 x 3 Days \$  
 Total Meals \$

Other \$  
 Total Estimated Expenses\* \$

**Travel Destination:**

Washington DC

**Conference Date** From: 3/11/24 To: 3/13/24

**Conference Start Time:** 8:00am

**Travel Date & Time** From: 3/10/24 To: 3/13/24

(Provide Reason under Remarks if Travel Date differs from Conference Date)

**Travel Method** (City Vehicle, Air, etc.): Air and Taxi

**Primary Residence or Departure Address:** \_\_\_\_\_

**Is this budgeted?** \_\_\_\_\_

**Budget Account No.:** \_\_\_\_\_

**Is this reimbursable from other sources & how much?** \_\_\_\_\_

**Remarks:**

\_\_\_\_\_

I have read the City of Los Altos Policy and Procedure Training and Travel Expense Policy for Members of Legislative Body, understand its contents, and agree to abide by its provisions.

Lynette Lee Eng

*Lynette Lee Eng*

1/15/2024

Applicant Name

Applicant's Signature

Date

Completeness Check by Finance Department:

Finance Staff

Finance Staff Signature

Date

Once this application is deemed complete by City staff, the request will be agendized as early as feasible for legislative body approval.

*Finance note:*  
 Recommended estimates for meals & incidentals, per GSA (attached):  
 3/11/24 \$79.00  
 3/12/24 \$79.00  
 3/13/24 \$79.00  
\$237.00 M&IE (includes \$5 incidentals), no receipts required  
 Plus, \$200 taxi, \$810 registration, & \$750 airfare, requires receipts.  
 Total estimated cost recommended: \$1,997.00  
 L. Clarke  
 01/16/24

Primary Destination ⓘ	County ⓘ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⓘ
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$79	\$18	\$20	\$36	\$5	\$59.25