

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

**Name:** Lynette Lee Eng

**Purpose of Travel/ Name of Course:**

*Provide Brief Description:*

The League of California Community Services Policy Committee Meeting.

**Estimated Expenses:**

A - Registration	\$	-
B - Airfare	\$	200.00
C - Transportation	\$	17.82
D - Lodging	\$ -	0 Nights \$ -

**Meals** (Estimated amount is based on GSA per diem - receipts not required).

Meals included in registration or hotel fees are not reimbursable.

Business Meeting Meals must be supported by actual receipts.

Any Dietary Restrictions? If yes, explain.  Yes  No

a. Breakfast	\$17	x	1	Days	\$	17.00
b. Lunch	\$0	x	0	Days	\$	-
c. Dinner	\$34	x	1	Days	\$	34.00
<b>Total Meals</b>					<b>\$</b>	<b>51.00</b>
Incidental (\$5)		x		Days	\$	-
Other (see below)		x		Days	\$	-
<b>Total Estimated Expenses</b>					<b>\$</b>	<b>268.82</b>

**Travel Destination Location:**

Los Angeles Marriott Burbank Airport Hotel, 2500 North Hollywood Way, Burbank, CA 91505.

**Conference Date:** From: 3/21/2024 To: 3/21/2024

**Conference Start Time:** 2PM

**Travel Date & Time** From: 3/21/24 before 12pm To: 3/21/24 after 6pm

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

**Travel Method** (City Vehicle, Air, etc.): Personal vehicle, Air

**Other Expenses:** (please provide brief description)

**Is Council member receiving monthly vehicle allowance?** No

**Primary residence address:** Los Altos, CA

**Is this budgeted?** No

**Budget Account No.:** 1110-5180, 1110-5170

**Is this reimbursable from other sources & how much?** No

**Remarks:**

Conference starts 3/21/24 10AM and ends 3/21/24 2PM. Taking personal vehicle from primary residence to San Jose Airport and back; mileage : 13.3 miles each way @ \$0.67 2024 IRS standard mileage rate =\$17.82. Lunch is included in the conference. No registration fees.

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

<b>Lynette Lee Eng</b>	<b>Lynette Lee Eng</b>	<b>2/20/2024</b>
Applicant's Name	Applicant's Signature	Date

**Compliance check by Finance Department:**

<b>Lisa Clark</b>	<b>Lisa Clark</b>	<b>2/22/2024</b>
Finance Staff	Finance Staff Signature	Date

Once this application is deemed in compliance with the policy by Finance Staff, the request will be agendized as early as feasible for the final approval by the Legislative Body.

## Anthony Carnesecca

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**From:** Lynette Lee Eng  
**Sent:** Tuesday, February 20, 2024 1:17 PM  
**To:** Anthony Carnesecca  
**Subject:** Fwd: Cal Cities Community Services Policy Committee January Highlights

FYI

**From:** Meg Desmond <mdesmond@calcities.org>  
**Date:** February 1, 2024 at 1:10:24 PM PST  
**Subject:** Cal Cities Community Services Policy Committee January Highlights

Dear Community Services Policy Committee Members:

Thank you for your participation in the January policy committee meeting. For those who were not able to attend or would like to review, attached are the meeting highlights. The highlights briefly describe what happened in the meeting. Also attached is the PowerPoint presentation.

The next Community Services policy committee meeting will be held **in person** on Thursday, March 21 at the Los Angeles Marriott Burbank Airport Hotel, 2500 North Hollywood Way, Burbank. The meeting will begin at 10:00 a.m. and scheduled to adjourn by 2:00 p.m. Lunch will be provided.

If you are planning to attend the policy committee meetings, we request that you RSVP by Friday, March 15 by clicking on this [link](#).

If you need lodging, please click on this link: [Hotel in Burbank, California | Los Angeles Marriott Burbank Airport](#).

Please let me know if you have any questions.

Warm Regards,

**Meg Desmond**

Associate Manager, Legislative Administration  
League of California Cities  
Office: 916-658-8224  
Cell: 916-837-6822  
mdesmond@calcities.org | [www.calcities.org](http://www.calcities.org)



# FY 2024 Per Diem Rates for burbank , California

## Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$74	\$17	\$18	\$34	\$5	\$55.50



Saved

Recents



San José  
24 min



San José  
Mineta...



1 N San  
Antonio Rd



2500 N  
Hollywoo...



Best



24 min



1 hr 12



5 hr



1 hr 35



1 N San Antonio Rd, Los Altos, CA 94021



San José Mineta International Airport



Add destination

Leave now

Options



Send directions to your phone



Copy link



via US-101 S

24 min

Best route now due to traffic conditions

14.2 miles

[Details](#)



via CA-237 E and US-101 S

23 min

13.3 miles



via I-280 S

24 min

17.6 miles

Explore nearby San José Mineta International Airport