

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

**Applicant Name:** Neysa Fligor

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

*(Provide Brief Description of Course and Attach Announcement)*

Attend CalCities Revenue and Taxation Policy Committee meeting as Vice Chair.

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

Registration				N/A
Airfare				464.96
Transportation (including Gas)				40
Lodging	N/A	x	Nights	\$
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.				
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
a. Breakfast	22	x	Days	\$ 22
b. Lunch	23	x	Days	\$ 23
c. Dinner	N/A	x	Days	\$
Total Meals				\$
Other				
Total Estimated Expenses*				\$ 549.96

**Travel Destination:**

Burbank CA

**Conference Date** From: 3/27/25 To: 3/27/25

**Travel Date & Time** From: 3/27/25 To: 3/27/25

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

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

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

**Conference Start Time:** 10am

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

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

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

**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.*

Neysa Fligor	3/20/25
Applicant Name	Date

Completeness Check by Finance Department:

Jessie Kim	[Signature]	3/20/25
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.