



Staff Report

TO: City Council
FROM: Nicole Wheelwright, Deputy City Clerk
DATE: April 2, 2024
SUBJECT: Travel Expense Authorization per Beaumont Travel Expense and Reimbursement Policy

Description Authorization of travel expenses for Council Member Julio Martinez to attend with hotel accommodations at the Southern California Association of Governments General Assembly Meeting.

Background and Analysis:

Council Member Julio Martinez has requested to attend and utilize hotel accommodations for the upcoming Southern California Association of Governments (SCAG) General Assembly Meeting on May 2 and 3, 2024 in Palm Desert, Ca. SCAG provides a complementary one-night stay at the JW Marriot for the General Assembly Delegates.

Per the current Travel Expense Authorization Policy, "All travel outside those regular meetings of an appointed position (RCTC, ERICA) shall require prior City Council approval." This request falls outside of an appointed capacity and therefore would require City Council approval.

There is no cost to attend the regional meeting and meals are being provided. The expense of request is a two-night hotel stay, May 1-2 at \$205 per night. A request to SCAG will be submitted to comp one night's stay as advertised.

Fiscal Impact:

The cost for travel expenses is within the City Council travel expense budget. The estimated cost to prepare this report is \$75.

Recommended Action:

Direction to staff on the request presented.

Attachments:

- A. SCAG Conference Itinerary
- B. Hotel Information