

## EXPENSE CLAIM

Glenn Acosta  
Director, Trabuco Canyon Water District

Event: ACWA Spring Conference  
Date: May 9 – 11, 2023  
Location: Monterey, California

### Hotel

(\$166 per night + \$31.02 fees & taxes) x 3 nights = \$591.06

### Hotel Parking

\$45 per day valet parking \* 3 days = \$135      *(Note self-parking was \$40 per day)*

### Meals

None claimed.

### Rental Car

\$81.23 per day \* 3 days = \$243.69

\$16.25 per hour \* 4 hours = \$65

\$101.26 fuel

\$143.58 fees & taxes

Total = \$553.53

### Airport Parking

\$80

### Airline Tickets

\$184.97

TOTAL = \$1,544.56

You're going to San Jose, CA on 05/09 (2ZTQA5)!

From: Southwest Airlines (southwestairlines@fly.southwest.com)  
To: [REDACTED]  
Date: Thursday, February 16, 2023 at 02:36 PM PST

Here's your itinerary & receipt. See ya soon!  
View our mobile site | View in browser



Manage Flight | Flight Status | My Account



Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

MAY 9 - MAY 12

SNA → SJC

Orange County, CA to San Jose, CA

Confirmation # **2ZTQA5**

Confirmation date: 02/16/2023

PASSENGER **Glenn Acosta**  
RAPID REWARDS # 337417603  
TICKET # 5262421034945  
EST. POINTS EARNED 867

PASSENGER [REDACTED] **Acosta**  
RAPID REWARDS # [Join or Log In](#)  
TICKET # 5262421034944  
EST. POINTS EARNED 867

Rapid Rewards® points are only estimations.

### Your itinerary

Flight 1: Tuesday, 05/09/2023 Est. Travel Time: 1h 15m Wanna Get Away®

FLIGHT # 2813 DEPARTS **SNA 08:10AM** ARRIVES **SJC 09:25AM**  
Orange County, CA San Jose, CA

Flight 2: Friday, 05/12/2023 Est. Travel Time: 1h 20m Wanna Get Away®

FLIGHT # 0667 DEPARTS **SJC 03:05PM** ARRIVES **SNA 04:25PM**  
San Jose, CA Orange County, CA

### Payment information

Total cost

<b>Air - 2ZTQA5</b>	
Base Fare	\$ 288.68
U.S. Transportation Tax	\$ 21.66
U.S. 9/11 Security Fee	\$ 22.40
U.S. Flight Segment Tax	\$ 19.20
U.S. Passenger Facility Chg	\$ 18.00
<b>Total</b>	<b>\$ 369.94</b>

Payment

[REDACTED]  
Date: February 16, 2023  
**Payment Amount: \$184.97**  
[REDACTED]  
Date: February 16, 2023  
**Payment Amount: \$184.97**

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262421034945, 5262421034944

### All your perks, all in one place. (Plus a few reminders.)



**Wanna Get Away® fare:** Your two bags fly free<sup>2</sup>, no change<sup>3</sup> or cancel<sup>4</sup> fees, and 6X Rapid Rewards® points. [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit.<sup>5</sup> If you don't cancel your reservation in time, your funds will be forfeited.

### Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now Download app now



# INTERCONTINENTAL

HOTELS & RESORTS

05-12-23

<b>Glenn Acosta</b>	Folio No. : <b>764196</b>	Room No. : <b>331</b>
<b>29 Glen Echo</b>	A/R Number :	Arrival : <b>05-09-23</b>
<b>Trabuco Canyon 92679</b>	Group Code :	Departure : <b>05-12-23</b>
<b>United States</b>	Company :	Conf. No. : <b>61586922</b>
	Membership No. : <b>PC 470155317</b>	Rate Code : <b>IMSTI</b>
	Invoice No. :	Page No. : <b>1 of 2</b>

Date	Description	Charges	Credits
05-09-23	*Accommodation	166.00	
05-09-23	Occupancy Tax 12%	19.92	
05-09-23	CA Travel & Tourism Tax	0.32	
05-09-23	Monterey County Assessment	2.00	
05-09-23	CCFD - Tax	2.66	
05-09-23	Valet Parking	45.00	
05-09-23	Occupancy Tax 12%	5.40	
05-09-23	CCFD - Tax	0.72	
05-10-23	*Accommodation	166.00	
05-10-23	Occupancy Tax 12%	19.92	
05-10-23	CA Travel & Tourism Tax	0.32	
05-10-23	Monterey County Assessment	2.00	
05-10-23	CCFD - Tax	2.66	
05-10-23	Valet Parking	45.00	
05-10-23	Occupancy Tax 12%	5.40	
05-10-23	CCFD - Tax	0.72	
05-11-23	*Accommodation	166.00	
05-11-23	Occupancy Tax 12%	19.92	
05-11-23	CA Travel & Tourism Tax	0.32	
05-11-23	Monterey County Assessment	2.00	
05-11-23	CCFD - Tax	2.66	
05-11-23	Valet Parking	45.00	
05-11-23	Occupancy Tax 12%	5.40	
05-11-23	CCFD - Tax	0.72	
05-12-23	[REDACTED]		726.06

InterContinental The Clement Monterey  
750 Cannery Row  
Monterey, CA 93940  
Telephone: (831) 375-4500 Fax: (831) 375-4501



INTERCONTINENTAL  
HOTELS & RESORTS

05-12-23

<b>Glenn Acosta</b> <b>29 Glen Echo</b> <b>Trabuco Canyon 92679</b> <b>United States</b>	Folio No. :	<b>764196</b>	Room No. :	<b>331</b>
	A/R Number :		Arrival :	<b>05-09-23</b>
	Group Code :		Departure :	<b>05-12-23</b>
	Company :		Conf. No. :	<b>61586922</b>
	Membership No. :	<b>PC 470155317</b>	Rate Code :	<b>IMSTI</b>
	Invoice No. :		Page No. :	<b>2 of 2</b>

Date	Description	Charges	Credits	
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - <a href="http://www.ihg.com/reviews">www.ihg.com/reviews</a> . We look forward to welcoming you back soon.		<b>Total</b>	<b>726.06</b>	<b>726.06</b>
		<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental The Clement Monterey  
750 Cannery Row  
Monterey, CA 93940  
Telephone: (831) 375-4500 Fax: (831) 375-4501



**Rental Agreement Summary**

RA #: 774530097  
Renter: GLENN ACOSTA



**Dates & Times**

**Pickup**

May 9, 2023

9:31 AM

**Return**

May 12, 2023

1:26 PM



**Location**

1659 AIRPORT BLVD STE  
5  
SAN JOSE, CA 95110  
8338135264

1659 AIRPORT BLVD STE  
5  
SAN JOSE, CA 95110  
8338135264



**Vehicle**

Make/Model: MASE/GHIB

Color: BLACK

Car Class Driven: UZAR

Car Class Charged: PCAR

Miles In: 51398

Miles Out: 51039

Mileage: 359

Fuel In: Full

Fuel Out: Full

License: 8MN062

State/Province: CA

Unit #: 7TNRXY

Vehicle #: L1345079



**Charges**

Price/Unit

Total

**Renter Charges**

TIME & DISTANCE	3 @ \$81.23 / DAY	\$243.69
05/09/2023 - 05/12/2023		
TIME & DISTANCE	4 @ \$16.25 / HOUR	\$65.00
05/09/2023 - 05/12/2023		
NO CHARGE	0 @ \$0.00 / MILE	\$0.00
DISTANCE		
05/09/2023 - 05/12/2023		
FUEL SERVICE OPTION		\$101.26
CONCESSION	11.1100%	\$46.89
RECOVERY FEE		
11.11 PCT		
CUSTOMER FACILITY CHARGE	4 @ \$9.00 / DAY	\$36.00
TOURISM COMMISSION REC		
3.50 PCT		
VEHICLE LICENSE RECOVERY FEE	4 @ \$3.03 / DAY	\$12.12
SALES TAX	9.3750%	\$33.34
MOTOR VEH FUEL	4.3750%	\$4.43
SALES TAX		

**Total Charges: \$553.53**

Charge To: [REDACTED]

AID: A000000031010  
Verified: Signature  
Entry: Manual  
TSI: 6800

**Amount Due: \$0.00**

Subject to Audit  
Your loyalty number is R592TCD  
For Reservations: 1-800-RENT-A-CAR

John Wayne Airport  
18601 Airport Way  
CA 92707, Santa Ana

C1LIMPS4 05/12/23 16:54  
Cashier 55  
Receipt 078243

Short-term parking tkt  
C - No. 081732  
05/09/23 06:04  
05/12/23 16:54  
Period 3d10h51'

\$80.00

Sub Total \$80.00  
\$0.00

Total \$80.00

Payment Received  
CARD \*\*\*\*\* [REDACTED]  
AUTHORIZATION 00341D  
PURCHASE USD80.00  
APPROVED

All Amounts in USD.


# TRABUCO CANYON WATER DISTRICT

## Expense Report

Employee Name:

Item	Description	Date	Amount
1	Casa Munras Garden Hotel - Room	5/12/2023	\$ 1,784.58
2	Esteban Restaurant - Casa Munras	5/9/2023	\$ 54.63
3	The Beach House Restaurant	5/10/2023	\$ 42.78
4	Casa Munras Garden Hotel - breakfast	5/11/2023	\$ 25.76
5	Mileage - 760 miles	5/12/2023	\$ 497.80

**Total expenses to be reimbursed \$ 2,405.54**

Signed 

\*\*\*City of Monterey sales tax is 9.25%

\*\*\* Mileage rate is 65.5 cents per mile

# Reimbursement Request

## ALWA Conference

Hotel \$1,784.58 ✓

Dinner 5/9 \$51.00 <sup>+tax</sup> = 54.63 ~~51.00~~

Dinner 5/11 \$30.00 <sup>+tax</sup> = 32.70 + tip = 42.70

Breakfast 5/11 \$19.00 <sup>+tax</sup> = 20.76 + tip = 25.76

### Mileage

to Casa Nueva 374 miles

from Casa Nueva 386 miles

760 miles

X 65.5 cents

\$497.80

Donald J. Clark

5/31/23



GARDEN HOTEL & SPA

700 Munras Avenue  
Monterey CA 93940  
831-375-2411

Reservations@InnsOfMonterey.com

Chadd, Mr Don

Trabuco Canyon, CA 92679

Confirmation Number: 87286412-1

Room Number: 295

Room Type: JRS

No. of Guests: 2

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
	05/09/2023		BAR	471159
05/09/2023	1000	Room Revenue		519.00
05/09/2023	8000	Room Tax		63.29
05/09/2023	8010	County Tourism Assessment		2.00
05/09/2023	8020	Conf. Ctr. Facilities Dist. Tax		8.30
05/09/2023	3010	Parking Fee		17.00
05/09/2023	8000	Room Tax		2.07
05/09/2023	8020	Conf. Ctr. Facilities Dist. Tax		0.27
05/10/2023	1000	Room Revenue		519.00
05/10/2023	8000	Room Tax		63.29
05/10/2023	8010	County Tourism Assessment		2.00
05/10/2023	8020	Conf. Ctr. Facilities Dist. Tax		8.30
05/10/2023	3010	Parking Fee		17.00
05/10/2023	8000	Room Tax		2.07
05/10/2023	8020	Conf. Ctr. Facilities Dist. Tax		0.27
05/11/2023	1000	Room Revenue		474.00
05/11/2023	8000	Room Tax		57.80
05/11/2023	8010	County Tourism Assessment		2.00
05/11/2023	8020	Conf. Ctr. Facilities Dist. Tax		7.58
05/11/2023	3010	Parking Fee		17.00
05/11/2023	8000	Room Tax		2.07
05/11/2023	8020	Conf. Ctr. Facilities Dist. Tax		0.27
05/12/2023	7060			(1,784.58)

(USD)

Sub-Total: 1,563.00  
 Total Tax: 221.58  
 Total Payments: (1,784.58)  
 Total Due: 0.00

TERMS:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Hotel Charge 5/9 - 5/11*



ESTÉBAN  
RESTAURANT

*Dinner*  
*5/9*

**CASA MUNRAS GARDEN HO**  
700 Munras Avenue, Monterrey California  
Tel: (831) 658-2333

Server: Lia V      Check: 7152  
Table : 31         Date : 5/9/2023  
Guests: 2          Time : 7:54:49 PM

3 (G)Morgan, Sauv Blanc	36.00
1 Coors Light	7.00
1 Farmers Market	17.00
1 Westholme Wagyu Bavette	33.00
1 Empanadas	16.00

SUBTOTAL:	109.00
TAX:	10.19

**TOTAL: 119.19**

Thank you for dining with us!

Name: \_\_\_\_\_

Tip: \_\_\_\_\_

Signature: \_\_\_\_\_

Room #: \_\_\_\_\_

Total: \_\_\_\_\_

ESTÉBAN  
RESTAURANT

**CASA MUNRAS GARDEN  
HOTEL & SPA**  
700 Munras Avenue, Monterrey California  
(831) 658-2333

**PREAUTH**

Card Type	██████████
Card Number	██████████
Entry Method	: EMV CONTACT
Approval #	: 01417D
Reference #	: 313000009292
Transaction #	: 401482
Payment ID	: ZDAH6622P65MO

Server : Lia V  
Check #: 7152  
Table : 31  
Guests : 2  
Date : 5/9/2023  
Time : 7:57 PM

**AMOUNT : \$119.19**

**TIP : \_\_\_\_\_**

**TOTAL : \_\_\_\_\_**

Approved - Thank You

AGREE TO PAY THE ABOVE TOTAL AMOUNT  
ACCORDING TO CARD ISSUER AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

Application Label: 5649534120435245444954  
AID: A0000000031010  
CVM: Signature

\*\*\* Customer Copy \*\*\*

*Dinner*  
*5/9*

*0.25%*  
*x0x*

The Beach House Restaurant at Lovers Point  
620 Ocean View Blvd  
Pacific Grove, CA 93950  
ph 831-375-2345

-----  
TABLE: 73 - 2 Guests  
Server: Lalo  
5/11/2023 6:09:28 PM  
Sequence #: 0000137  
ID #: 0223493  
Subtotal \$95.00  
Total Taxes \$8.79  
-----  
Grand Total \$103.79

Credit Purchase

Name :CHADD/DONALD  
CC Type [REDACTED]  
CC Num [REDACTED]  
Reference :8166xb12gw8n482b  
Approval :07832D  
Server :Lalo  
Ticket Name :73

Payment Amount: \$103.79

Tip: 20  
Total: 123.79

X \_\_\_\_\_  
CUSTOMER COPY  
I agree to pay the amount shown above.

-----  
Thank you for visiting!  
Come back soon!  
=====

The Beach House Restaurant at Lovers Point  
620 Ocean View Blvd  
Pacific Grove, CA 93950  
ph 831-375-2345

Guest Check

-----  
TABLE: 73 - 2 Guests  
Server: Lalo  
5/11/2023 6:04:55 PM  
Sequence #: 0000137  
ID #: 0223493

ITEM	QTY	PRICE
Coors Light	1	\$6.00
- No Glass		
G: Sea Glass - Sauv Blanc	1	\$10.00
Crab Arancini	1	\$18.00
Caesar Salad	1	\$14.00
Arugula, Roasted Beets Salad	1	\$14.00
Shrimp Tacos	1	\$16.00
FireCracker Shrimp	1	\$17.00

-----  
Subtotal \$95.00  
Total Taxes \$8.79

-----  
Grand Total \$103.79

Amount Due: \$103.79

15%	20%	25%
\$15.57	\$20.76	\$25.95

-----  
Thank you for visiting!  
Come back soon!  
Guest Check  
=====

Dinner  
\$110

9.25% tax

