

REPORT TO THE COMMUNITY AND CULTURAL AFFAIRS COMMISSION



DATE: June 13, 2018

TITLE: Expenses and Expense Reimbursements for Events

Prepared by: Public Works Administrative Assistant, Lynne Paul
Reviewed by: Community Development Director, Daniel Porras PE

RECOMMENDATION:

Discussion

BACKGROUND / DISCUSSION:

Invoices

Invoices for all events should be submitted at the same time. Payments will be processed according to the City's check payment schedule but no more than 30 days after an event.

Reimbursements

Commissioners sometimes pay for event expenses out of pocket. In order to receive a reimbursement of funds, the attached Sample Expense Report (Exhibit 1) should be completed and returned to the Public Works Administrative Assistant for processing. Original receipts must be attached to the receipt page. All expense reimbursements must be submitted after an event and should be submitted at the same time. You can obtain a blank form from the Public Works Administrative Assistant. Payments will be processed according to the City's check payment schedule but no more than 30 days after submission.

Event Reports

A report of the event and all budgetary information can be presented to the Commission during the Sub-Committee report.

FISCAL IMPACT:

None.

EXHIBITS:

- 1) Sample Expense Reimbursement Form