

BOS Travel Expense Report

Date Submitted	10/15/2010		
Purpose of Travel	CSAC Annual Conference		
Traveler Name	Norma Santiago		
Department	Board of Supervisors		
Destination	Riverside, CA		
Departure Date	11/15/2010		
Return Date	11/19/2010		
Amount Budgeted		\$1,600.00	
Total Advance Requested		\$1,104.91	
Board Approval		Date Approved	
		Date Signed	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare	Flight Sac to Ontario Airport	\$450.00		\$450.00
Ground Transportation			1	\$0.00
Conference/Registration Fees	CSAC Registration - COB Credit Card	\$435.00	1	\$435.00
Lodging	Riverside Marriott (\$99/day@4 nights - Share Room)	\$219.91	1	\$219.91
Meals and Tips			1	\$0.00
Miscellaneous			1	\$0.00
Grand Total				\$1,104.91

Form of Payment:

You may pay by credit card or by check. A confirmation will be sent electronically to the email listed. If you are paying by check, please check the offline box, and the system will direct you to print out a form to submit with your payment. An electronic confirmation will be emailed once we receive your payment.

If paying by check, please submit your payment with the registration confirmation payable to CSAC and mail to: Attn: Lisa Currie, CSAC, 1100 K Street, Suite 101, Sacramento, CA 95814.

CSAC Tax I.D. 94-6000551

Cancellation and Refund Policy

Advance registrants unable to attend can send a substitute, or receive a refund of the registration fee, less a \$75 processing charge, by modifying their registration online or writing to CSAC, Attn: Lisa Currie, 1100 K Street, Suite 101, Sacramento, CA 95814; fax 916/441-5507. Requests for refunds must be received by Tuesday, October 26, 2010. *No refunds will be given for cancellation requests received after Tuesday, October 26, 2010.*

General Options

Name: Norma Santiago
 Email: bosfive@edcgov.us
 Title: District 5 County Supervisor
 Company: El Dorado County
 Address: Board of Supervisors
 924 B Emerald Bay Road
 South Lake Tahoe, CA 96150

Number of People Registered: 1
 Confirmation Number: **53NU3UH7LLU** (needed to modify your registration)

Event Title: CSAC 116th Annual Meeting
 Location: Riverside Convention Center
 3443 Orange Street
 Riverside, CA 92501
 USA

Phone: (951) 346-4700
 Date: 11/16/2010
 Time: 10:00 AM

Current Registration Details

Registration Items

Norma Santiago	CSAC Member Full Registration	CSAC Member	\$435.00
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Order Summaries

Date	Type	Amt Ordered	Amt Paid	Amt Due
09/08/2010 7:44 PM	online order (processing)	\$435.00	\$0.00	\$435.00
Total:		\$435.00	\$0.00	\$435.00

Payment Details

Budget. 1,600
Norma Santiago 435 - Registration

CANCELLATION AND REFUND POLICY

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SPECIAL ACCOMMODATIONS



If you require accommodations related to facility access, communication and/or diet, please contact Patti Hughes at 916/650-8132 or phughes@counties.org.

HOTEL ACCOMMODATIONS

Riverside Marriott

3400 Market St., Riverside

CEAC Headquarters Hotel (Adjacent to Riverside Convention Center)

\$99.00 rate + \$10.89 tax = \$109.89 (single – quad rooms)

First night room/tax payment is required when making the reservations and is non-refundable.

Phone reservations will not be accepted, please use the Hotel Reservation form in this brochure or located at www.csac.counties.org under CSAC 2010 Annual Meeting information.

Complimentary Airport Shuttle (to/from Ontario Airport) will be provided with a 72-hr advance reservation. Please call 951/784-8000 to make your reservation. *You must identify you are part of CSAC 116th Annual Meeting Room block to receive complimentary shuttle to/from the hotel.* For groups of six or more, or for reservations made less than 72 hours ahead, \$5.00 per person fee will apply each way. Payment is due upon pick-up.

RIVERSIDE MARRIOTT / DEADLINE, CHANGES & CANCELLATION POLICIES: Any cancellations after October 14, 2010 should be sent directly to the hotel. All cancellation(s) must be received at least 72 hours prior to arrival date. **First night room and tax is non-refundable.** If guest does not check-in on scheduled arrival date, the complete room charge, plus tax, for all nights originally requested, will be charged. Hotel check-in time is 3 pm; checkout time is 12 noon. Late checkouts will be charged a \$50 fee and after 2:30 pm, the full room rate plus tax will automatically be added to guest folio. You will be receiving a confirmation letter in the mail /via e-mail from the Marriott.

Daily parking: \$8.00 city parking, with in/out privileges.
Please note the parking rates are subject to change without notification.

Mission Inn

3649 Mission Inn Ave., Riverside

CSAC Headquarters Hotel (One block from Riverside Convention Center)

\$84.00 rate + \$9.24 tax = \$93.24 (single room)

\$99.00 rate + \$10.89 tax = \$109.89 (double occupancy)

First night room/tax payment is required when making the reservations and is non-refundable.

Phone reservations will not be accepted, please use the Hotel Reservation form in this brochure or located at www.csac.counties.org under CSAC 2010 Annual Meeting information.

Complimentary airport shuttle (to/from Ontario Airport) will be provided with a 72-hr advance reservation. *You must identify you are part of CSAC 116th Annual Meeting Room block to receive complimentary shuttle to/from the hotel.* To make shuttle reservations, please call 951/784-0300. Discounted self-parking of \$5 available to guests.

MISSION INN / DEADLINE, CHANGES & CANCELLATION POLICY: You will receive a confirmation letter via e-mail from the Mission Inn. Please refer to your confirmation letter for hotel policies. Check-in time is 3 pm; check-out is 12 noon. **First night room and tax is non-refundable.** If you find it necessary to cancel your reservation, please notify the hotel at least 48 hours in advance of your arrival date to avoid any further penalty billing. An early departure fee of \$50 will be charged if you depart prior to your scheduled departure date and fail to provide us with 24 hour notice.

Valet parking: \$15.00 daily, with in/out privileges.

Daily parking: \$8.00 parking, no in/out privileges.

Please note the parking rates are subject to change without notification.

Hotel Cut-Off Date: Thursday, October 14, 2010

SPOUSES OR GUESTS

The spouse or guest designation is restricted to a person who is not county-affiliated or a public official and others who would have no official reason to attend the meeting. CSAC encourages all spouses to attend meal functions. There is no registration fee for spouses who attend CSAC meetings. **Tickets must be purchased in advance if spouses/guests are attending meal events.** Please note that Thursday night banquet tickets must be purchased no later than Wednesday, November 17, 2010.

MEETING LOCATION INFORMATION

The CSAC 116th Annual Meeting will be held at the Riverside Convention Center (3443 Orange Street, Riverside, CA 92501). For further information, please visit www.riversidecvb.com.

AIRPORT INFORMATION

LA/Ontario International Airport, 1923 East Avion Street, Ontario, CA 91761
<http://www.lawa.org/welcomeONT.aspx>

Complimentary airport shuttle (to/from Ontario Airport). 72-hour advanced reservations is required for complimentary shuttle service to/from the Ontario International Airport. You must identify you are part of CSAC 116th Annual Meeting Room block to receive complimentary shuttle to/from hotels. Please contact your hotel for shuttle arrangements.

REGISTRATION DESK

CSAC will open registration on Tuesday, November 16, 2010. Our registration desk is located at the Riverside Convention Center, in the West Foyer. You will be able to pick up your registration packets containing your badge and program material during CSAC's registration hours. The conference kick-off session will begin at 1:00 pm, Tuesday, November 16, 2010. Registration hours are: 8:30 a.m. – 6:00 p.m., Tuesday, November 16; 8:00 a.m. – 5:00 p.m., Wednesday, November 17; and 8:00 a.m. – 12:00 p.m., Thursday, November 18.