



## *Memorandum*

**TO:** CITY COUNCIL

**FROM:** Toni Taber, CMC  
City Clerk

A handwritten signature in black ink, appearing to read "Toni Taber".

**SUBJECT:** CANCELLATION OF TRAVEL

**DATE:** March 28, 2019

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The original travel request memorandum was received by the City Clerk's office on March 22, 2019. It was placed on the Add Sheet at the March 27, 2019 Rules Agenda to be added to the April 9, 2019 Council agenda for approval.

On March 28, 2019, the Clerk's Office was notified that due to a family emergency, Councilmember Carrasco was not able to embark on the travel. The airline has provided a partial credit (\$248.01 of the \$448.01) for the cancelled flight. Staff has reached out to the reserved hotel to attempt to obtain a refund.

Although the travel did not occur, Council approval is needed to authorize the travel charges that were not able to get fully refunded or credited, including flight and lodging.