

**LASSEN COUNTY
TRAVEL AUTHORIZATION AND REPORT**

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at *I:Policies and Procedures*.

Incomplete Travel Authorizations and claim forms will be returned to the department.

Once a Travel Authorization Form has been signed by the appropriate authority it should not be changed - enter actual expense in the Actual column.

Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

EMPLOYEE NAME:		Brandon Gutierrez			BARGAINING UNIT:		UPEC/LCEA	
DEPARTMENT:		Department of Child Support Services						
FUND	528	B/U	0432	ACCOUNT	3002901			

TRAVEL DETAILS							
DATES: 6/24/2020 through : 6/27/2020		TIME DEPARTED: 8:00 A.M.		<input type="checkbox"/> A.M.		<input type="checkbox"/> P.M.	
FROM: Susanville (City)		TO: Burbank (City)		TIME RETURNED: 11:00 PM		<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
MODE OF TRAVEL (Select from list):		COUNTY CAR		NATURE OF BUSINESS:		Professional Skills Program in Dispute Resolution	

Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions																																			
Registration 1,195.00			Check																																			
Reimbursable miles 0 X \$0.580			Check																																			
Southwest Secondary Transportation - 283.96		2/28/2020	CalCard																																			
Lodging: Number of Days 3 @ \$159.00 per day 477.00			Cal Card																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date:</th> <th>6/24/20</th> <th>6/25/20</th> <th>6/26/20</th> <th>6/27/20</th> <th></th> <th></th> </tr> <tr> <td>Breakfast @ \$ 11.00</td> <td>0.00</td> <td>13.00</td> <td>13.00</td> <td>13.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>Lunch @ \$12.00</td> <td>14.00</td> <td>0.00</td> <td>0.00</td> <td>14.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>Dinner @ \$23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>TOTALS</td> <td>37.00</td> <td>36.00</td> <td>36.00</td> <td>50.00</td> <td>0.00</td> <td>0.00</td> </tr> </table>				Date:	6/24/20	6/25/20	6/26/20	6/27/20			Breakfast @ \$ 11.00	0.00	13.00	13.00	13.00	0.00		Lunch @ \$12.00	14.00	0.00	0.00	14.00	0.00		Dinner @ \$23.00	23.00	23.00	23.00	23.00	0.00		TOTALS	37.00	36.00	36.00	50.00	0.00	0.00
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Lunch included in registration																																						
TOTALS 159.00																																						
Check																																						
<p>Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.</p>																																						
<p>Incidental Expenses Airport Parking</p> <p> Shuttle, Lyft, Taxi - Unknown</p>																																						
TOTAL ESTIMATED COST OF TRAVEL \$ 1,831.00																																						
TOTAL ACTUAL EXPENSE 283.96																																						
TRAVEL ADVANCE TO EMPLOYEE -																																						
CAL CARD CHARGES																																						
NET DUE TO EMPLOYEE -																																						

Department Head Authorization for Travel (payment will not be made without proper authorization)		<p>The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest).</p>	
Department Head	Date approved		
Fiscal Officer (if necessary)	Date approved		
Director	Date approved		
CAO (if necessary)	Date approved by Board (if necessary)		
		Signature of Claimant	Date

Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.

Department Heads shall authorize travel up to \$1500. The CAO shall authorize any travel between \$1500 - \$2000. The Board of Supervisors shall authorize any travel over \$2000.

All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.

Gutierrez, Brandon@Lassen

From: Engage Community <engage.community@pepperdine.edu>
Sent: Thursday, February 27, 2020 12:09 PM
To: Gutierrez, Brandon@Lassen
Cc: engage.community@pepperdine.edu
Subject: Pepperdine Event Confirmation: You're Registered!
Attachments: reminder.ics



Registration Confirmation

Brandon Gutierrez,

Thank you for registering for Professional Skills Program in Dispute Resolution - Malibu 2020!

DETAILS

Attendee Name:	Brandon Gutierrez
Attendee ID:	000068689
Start Date/Time:	June 25, 2020 at 8:30 AM
Event Location:	Pepperdine Caruso School of Law 24255 Pacific Coast Highway Malibu, CA 90263 United States

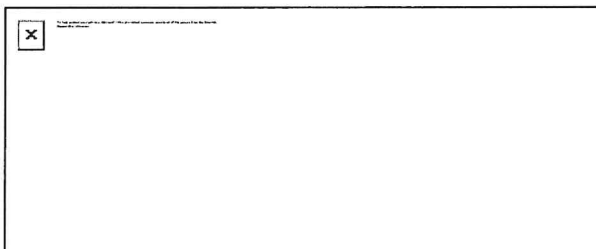
Please contact straus@pepperdine.edu if you have any questions.

We look forward to seeing you at the event!

[View All Events »](#)

Guitierrez, Brandon@Lassen

From: Engage Community <engage.community@pepperdine.edu>
Sent: Thursday, February 27, 2020 12:09 PM
To: Guitierrez, Brandon@Lassen
Cc: engage.community@pepperdine.edu
Subject: Pepperdine Event Receipt: 0000046359



Receipt

Brandon Guitierrez,

Thank you for your order!

DETAILS

Receipt Number:	0000046359
Event:	Professional Skills Program in Dispute Resolution - Malibu 2020
Date:	02/27/2020
Total:	\$0.00

[Add To Calendar](#)

We look forward to seeing you at the event.

[View All Events »](#)



Receipt

Total: \$0.00

Payment Method Description: N/A

Receipt Number: 0000046359

From Pepperdine University
24255 Pacific Coast Highway
Malibu, CA 90263
engage.community@pepperdine.edu

To Brandon Guitierrez

Order #	Items	Total
000062823	Government/Non-profit - Payment by Check (Professional Skills Program in Dispute Resolution - Malibu 2020), Advanced Mediation Skill Development	\$0.00

Memo

Payment Other

Amount Paid

\$0.00



Order

Sales Order #: 000062823

Total: \$0.00

From Pepperdine University
24255 Pacific Coast Highway
Malibu, CA 90263
engage.community@pepperdine.edu

To Brandon Gutierrez

Line Description	Sale Price	Quantity	Total
Government/Non-profit - Payment by Check (Professional Skills Program in Dispute Resolution - Malibu 2020)	\$0.00	1	\$0.00
Advanced Mediation Skill Development	\$0.00	1	\$0.00

Subtotal \$0.00

Total \$0.00

Balance Due \$0.00

Professional Skills Program in Dispute Resolution - Malibu 2020

[Overview](#)[Courses](#)[Venue](#)[Contact](#)[Register](#)

Professional Skills Program in Dispute Resolution - Malibu 2020

Featuring a panel of nationally recognized experts in dispute resolution, this comprehensive program provides two and a half days of unique educational opportunities for practicing professionals. Participants will network with nationally prominent faculty, as well as participants from the other specialties at plenary sessions, lunches, and receptions. Early enrollment is recommended since many of the sessions fully subscribe.

Participants select the process in which they desire expertise (one course only), as all programs will be presented simultaneously. To provide for personalized instruction, enrollment for each course is limited to ensure a close working relationship among the faculty and participants. Course sessions will include lectures, small group discussions, and practice exercises. Faculty and other participants will also provide performance coaching. The synergy of ideas will provide a truly unique learning experience.

All courses are two and a half days and take place on June 25-27, 2020.

Schedule for all courses:

Thursday, June 25, 2020 - 8:30 to 4:30 (afternoon reception at 4:30)

Friday, June 26, 2020 - 8:30 to 5:00



Professional Skills Program in Dispute Resolution - Malibu 2020

[Overview](#)[Courses](#)[Venue](#)[Contact](#)[Register](#)

Government/Non-profit

The governmental/non-profit rate is for FULL-TIME employees only. Please be sure to list your governmental/company address and email on the registration form. You are agreeing that we may contact your employer to verify full-time employment.

\$1,195.00

Quantity

0 



Government/Non-profit - Payment by Check

Please select this payment type if submitting payment by check. On the last page of the registration process (payment page), please type into the discount area: straus-check


Please make checks payable to Pepperdine University and send to: Straus Institute for Dispute Resolution

Pepperdine University Caruso School of Law 24255 Pacific Coast Highway
Malibu, CA 90263

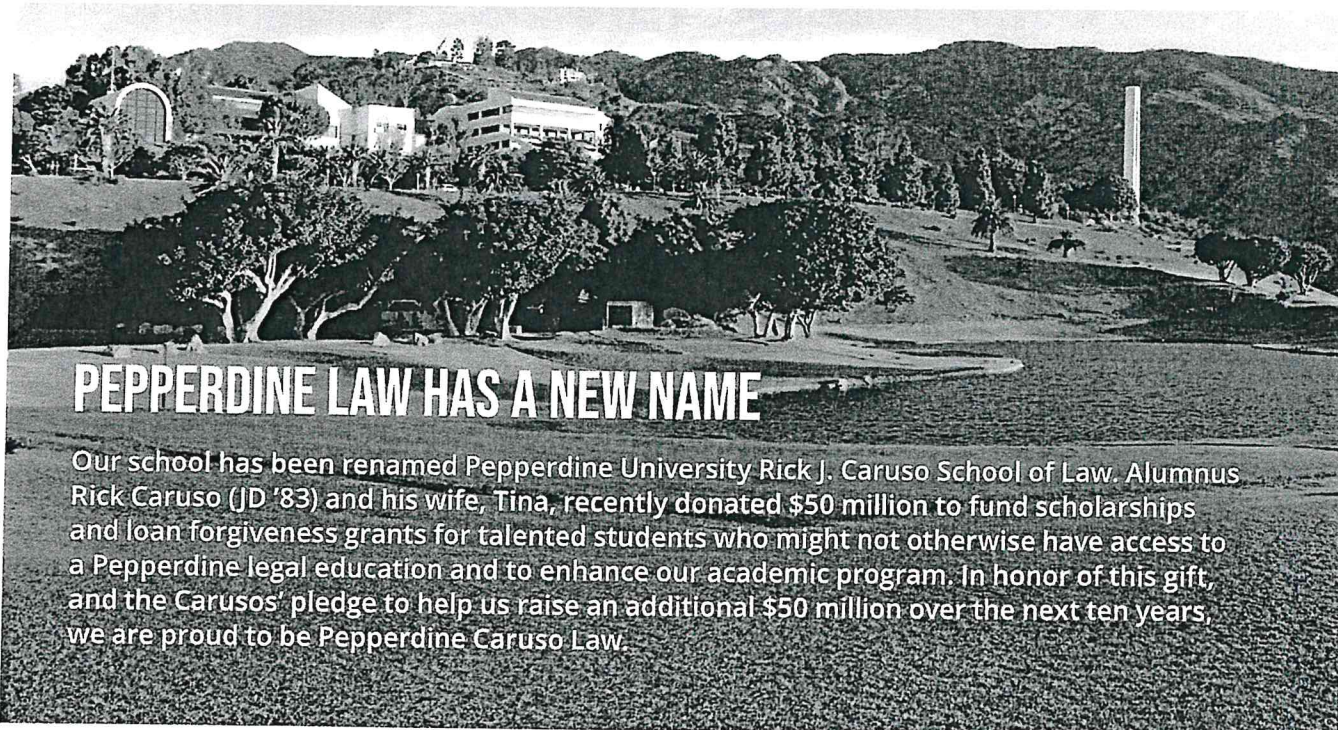
The governmental/non-profit rate is for FULL-TIME employees only. Please be sure to list your governmental/company address and email on the registration form. You are agreeing that we may contact your employer to verify full-time employment.

\$1,195.00

Quantity

0 

[Register Now](#)



PEPPERDINE LAW HAS A NEW NAME

Our school has been renamed Pepperdine University Rick J. Caruso School of Law. Alumnus Rick Caruso (JD '83) and his wife, Tina, recently donated \$50 million to fund scholarships and loan forgiveness grants for talented students who might not otherwise have access to a Pepperdine legal education and to enhance our academic program. In honor of this gift, and the Carusos' pledge to help us raise an additional \$50 million over the next ten years, we are proud to be Pepperdine Caruso Law.

JUNE 25-27, 2020 PROFESSIONAL SKILLS PROGRAM IN DISPUTE RESOLUTION

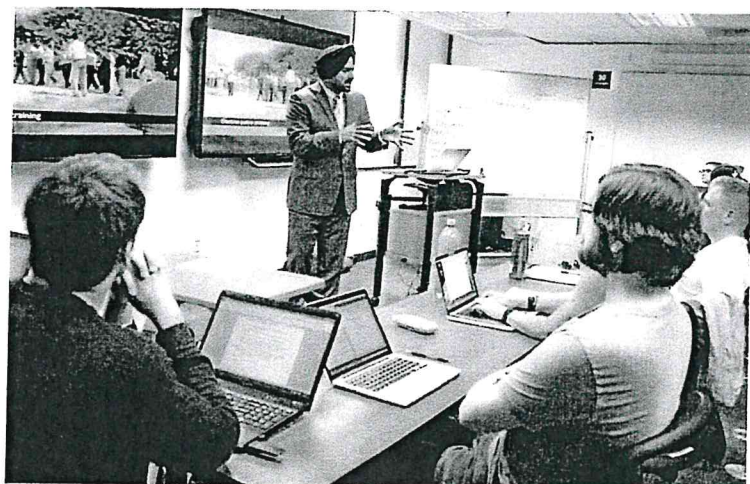
The Professional Skills Program in Dispute Resolution consists of two and one-half days of courses addressing distinct dispute resolution processes and techniques.

NATIONALLY RECOGNIZED EXPERTS

Featuring a panel of nationally recognized experts in dispute resolution, this comprehensive program provides a forum for direct, informal contact with the entire Straus faculty. As participants from all courses attend a plenary session and enjoy meals together, opportunities to share learning experiences with students involved in other dispute resolution courses are readily available.

SPECIFIC INTEREST FOCUS

Participants should select the subject matter in which they desire expertise (mediation, advanced dispute resolution, or specialized areas), as all courses will be presented simultaneously. Enrollment in each course is limited to provide for personalized instruction and to ensure a close, dynamic relationship among the faculty and participants. Course sessions will feature lectures, small group discussions, and practice exercises, including performance coaching by faculty and other attendees. The synergy of ideas will offer a truly unique learning experience.



PROGRAM OFFERINGS

Mediation Workshops

- › STAR: A Systematic Approach to Mediation Strategies
- › Advanced Mediation Skill Development: Perfecting Our Craft (revised course)
- › Family Law Mediation: When Time Is Not on Your Side
- › Conflict Resolution Consulting
- › Chasing Excellence in Mediation: Tactics, Strategies and Dialogue with Attorney Advocates and Mediators
- › Mediating Difficult Conflicts: Managing Culture, Gender, and Identity
- › Eldercare and Probate Mediation

Other Dispute Resolution Workshops

- › Strategic Negotiation Skills
- › Practical Mindfulness: Clear and Calm in the Heat of Conflict
- › Advancing Civility and Managing Conflict in the Public Sphere
- › The Art of Facilitating Difficult and Dynamic Groups
- › Psychology of Conflict

FEES

The fee, including meals and materials, is \$1,795. Registration received by Friday, May 15, 2020, will be given a \$100 discount. A reduced registration rate of \$1,195 (with no discount available) is offered to employees of governmental and nonprofit organizations.

Registrants unable to attend may send a substitute attendee or receive a tuition refund minus a \$300 fee.

UPCOMING STRAUS INSTITUTE PROGRAMS

For information on future dispute resolution skills programs call Lori Rushford at 310.506.6342 or email lori.rushford@pepperdine.edu.



INSPIRED BY
OUR TRAINING
PROGRAMS?

APPLY FOR
A DEGREE IN
DISPUTE RESOLUTION

Pepperdine's Straus Institute offers seven different master of laws degrees, along with a master of dispute resolution and a certificate of dispute resolution.

For more information on degree programs call Seth Hackett at 310.506.4477 or email seth.hackett@pepperdine.edu.

straus.pepperdine.edu



TO REGISTER AND PAY ONLINE

straus.pepperdine.edu

Click on "Training and Conferences"



Cote, Kelley@Lassen

From: Richardson, Regina@Lassen
Sent: Friday, February 28, 2020 3:15 PM
To: Cote, Kelley@Lassen
Subject: Fwd: Kelley Michelle Cote's 06/24 Burbank trip (KBOJ34): Your reservation is confirmed.

Sent from my U.S.Cellular® Smartphone
[Get Outlook for Android](#)

From: Southwest Airlines <southwestairlines@ifly.southwest.com>
Sent: Friday, February 28, 2020 3:06:07 PM
To: Richardson, Regina@Lassen <Richardson.Regina@lassen.cse.ca.gov>
Subject: Kelley Michelle Cote's 06/24 Burbank trip (KBOJ34): Your reservation is confirmed.

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)

Southwest

[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!

JUNE 24 - JUNE 27

RNO BUR

Reno/Tahoe to Burbank

Confirmation # **KBOJ34**

Confirmation date: 02/27/2020

PASSENGER	Kelley Michelle Cote
RAPID REWARDS #	458485510
TICKET #	5262176732061
EXPIRATION ¹	February 27, 2021
EST. POINTS EARNED	1,326
PASSENGER	Regina Richardson
RAPID REWARDS #	20344785856



TICKET # 5262176732062
EXPIRATION¹ February 27, 2021
EST. POINTS EARNED 1,326

PASSENGER **Brandon Duran Guitierrez**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262176732060
EXPIRATION¹ February 27, 2021
EST. POINTS EARNED 1,326

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 06/24/2020 Est. Travel Time: **3h 45m** [Wanna Get Away®](#)

	DEPARTS	ARRIVES
FLIGHT # 5630	RNO 11:25AM Reno/Tahoe	LAS 12:40PM Las Vegas

Stop:  Change planes

	DEPARTS	ARRIVES
FLIGHT # 6361	LAS 01:55PM Las Vegas	BUR 03:10PM Burbank

Flight 2: Saturday, 06/27/2020 Est. Travel Time: **3h 35m** [Wanna Get Away®](#)

	DEPARTS	ARRIVES
FLIGHT # 2394	BUR 05:35PM Burbank	LAS 06:45PM Las Vegas

Stop:  Change planes

	DEPARTS	ARRIVES
FLIGHT # 3328	LAS 07:55PM Las Vegas	RNO 09:10PM Reno/Tahoe

Payment information

Total cost

Air - KBOJ34		
Base Fare	\$	662.94
U.S. Transportation Tax	\$	49.74
U.S. 9/11 Security Fee	\$	33.60
U.S. Flight Segment Tax	\$	51.60

Payment

Visa ending in 5983
Date: February 27, 2020
Payment Amount: \$283.96

U.S. Passenger Facility Chg	\$	54.00
Total	\$	851.88

Visa ending in 5983
 Date: February 27, 2020
 Payment Amount: \$283.96

Visa ending in 5983
 Date: February 27, 2020
 Payment Amount: \$283.96

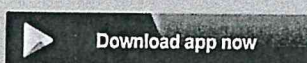
Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket numbers: 5262176732061, 5262176732062, 5262176732060

Prepare for takeoff

Download the Southwest® app now.
Get Free inflight entertainment.

For free movies¹, TV², music³, messaging³, plus all your travel details, be sure you have our app before your flight.



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our No Show Policy.

[See more travel tips](#)



Don't miss out on automatic check-in

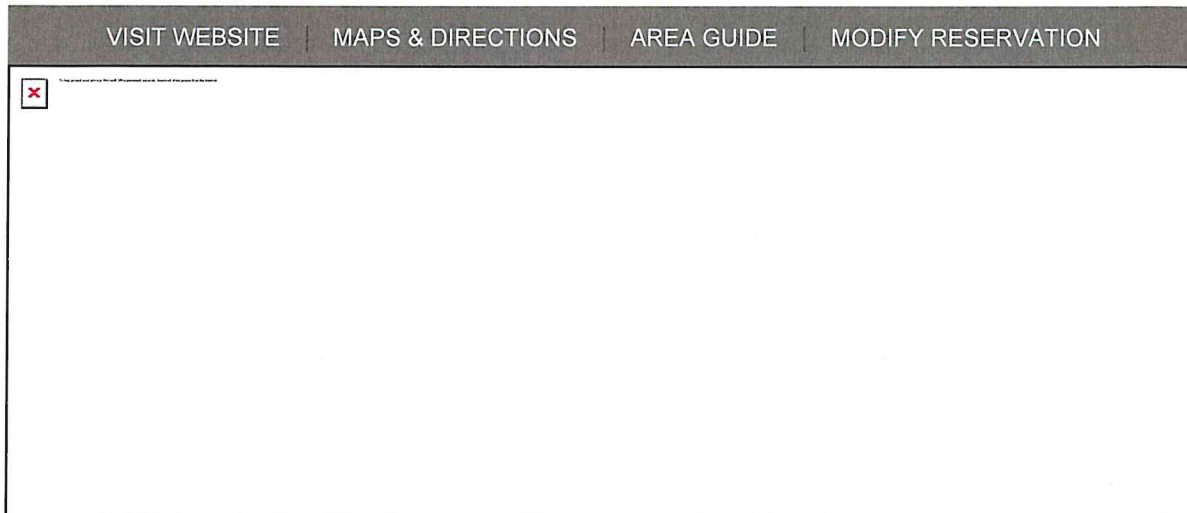
EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

[Get it now >](#)

Cote, Kelley@Lassen

From: The Anza Hotel <info@theanzahotel.com>
Sent: Thursday, February 27, 2020 12:09 PM
To: Cote, Kelley@Lassen
Subject: Your Anza Hotel Stay Confirmation Details

[View Online Version](#)



Dear Kelley,

Thank you for choosing The Anza. Your room is booked and we are eagerly awaiting your arrival. Please review your reservation information below and if you have any questions or changes, contact us as 818-222-5300.

YOUR CONFIRMATION

Confirmation Number: 59260SC006319
Guest Name: ~~Kelley Cote~~ Brandon Guitierrez
Arrival Date: Wednesday, June 24, 2020
Departure Date: Saturday, June 27, 2020
Room Type:
Nightly Room Rate: \$159.00

+ [Click here to modify or cancel your reservation.](#)



GUARANTEE POLICY

Valid form of payment is required at booking and check-in, along with valid ID.

CANCELLATION POLICY

24-hour notice is required for cancellation without penalty; otherwise one-night room rate will be charged. No-show reservations will be charged a one-night stay.

CHECK-IN & CHECK-OUT

You are welcome to check-in any time after 4 p.m. If you arrive early we will be happy to check your bags until you check-in to your room. Check-out time is 11 a.m.

TAXES & FEES

The nightly room rates listed above are subject to local hotel taxes and fees.

THINGS YOU SHOULD KNOW ABOUT THE ANZA

We are a 100% non-smoking hotel.

Parking available (\$15 per day)

We are dog friendly and welcome dogs in our Paws and Relax rooms. [Learn more](#)

Children under 12-years-old stay free in parent's room.

*We authorize an additional \$50 per day for incidentals

EXPLORING CALABASAS

Located in the San Fernando Valley, just a short drive from Malibu, Los Angeles and Hollywood, The Anza puts all of the areas attraction within reach. During your stay don't miss the opportunity to experience quintessential Calabasas. We recommend walking next door to see the Leonis Adobe Museum, recognized as the oldest building in Los Angeles; spending an evening at Sagebrush Cantina, one of LA's best Mexican cantinas; enjoying a Saturday at the Calabasas Farmers Market; visiting The Commons at Calabasas (where you just may spot a celebrity); and enjoying the many Calabasas shops, restaurants and entertainment venues nearby.

AT THE ANZA

Graze Bistro & Bar serving coffee, wine and beer and light fare.

Heated outdoor pool with cabanas.

State-of-the-art fitness center.

24/7 business center and marketplace.

DIRECTIONS

TRAVELING WEST ON THE 101 FREEWAY

Exit Valley Circle/Mulholland

Turn left at the end of the off-ramp onto Valley Circle

Turn right onto Calabasas Road (the first right)

Hotel is located approximately 1.5 blocks on the right

TRAVELING EAST ON THE 101 FREEWAY

Exit Valley Circle/Mulholland

Turn right at the end of the off-ramp onto Calabasas Road

FROM MALIBU

Take the Pacific Coast Highway (CA-1) North

Turn on Malibu Canyon Road

Merge onto the 101 Freeway South (towards Los Angeles)

Take exit 29 toward Mulholland/Valley Circle

Turn right onto Calabasas Road (the first right)

Hotel is located approximately 1.5 blocks on the right

FROM LOS ANGELES INTERNATIONAL AIRPORT

Follow Century Boulevard to the 405 Freeway North

Drive north on the 405 to the 101 Freeway North (towards Ventura)
Exit Mulholland/Valley Circle
Turn left at the end of the off-ramp onto Valley Circle
Turn right onto Calabasas Road (the first right)
Hotel is located approximately 1.5 blocks on the right

FROM BOB HOPE AIRPORT BURBANK

Drive west on the 134 Freeway to the 101 Freeway North (toward Ventura)
Exit Mulholland Drive/Valley Circle
Turn left at the end of the off-ramp onto Valley Circle
Turn right onto Calabasas Road (the first right)
Hotel is located approximately 1.5 blocks on the right



The Anza Hotel
23627 Calabasas Road, Calabasas, CA 91302

THEANZAHOTEL.COM 818-805-0300

[Unsubscribe Here](#)