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**Title:** Request from the Stadium Manager to Incur Charges for Various Conferences, Events, and Meetings

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**Attachments:** 1. Stadium Manager’s Email Request for Approval and Follow Up Responses, 2. Stadium Manager’s Business Expense Reimbursement Policy

Date	Ver.	Action By	Action	Result
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**REPORT TO STADIUM AUTHORITY BOARD**

**SUBJECT**

Request from the Stadium Manager to Incur Charges for Various Conferences, Events, and Meetings

**BOARD PILLAR**

Ensure Compliance with Measure J and Manage Levi’s Stadium

**DISCUSSION**

On September 30, 2021, the Stadium Manager submitted a request for the following events, conferences, and meetings:

- October 21-22, 2021 VenuesNow Conference in Seattle, WA: Authorization to incur charges up to \$2,300 to cover registration fees, travel expenses and potential client entertainment for one Stadium Manager employee.
- November 2021 Billboard Live Music Summit + Awards in Los Angeles, CA: Authorization to incur charges up to \$4,550 to cover registration fees, travel expenses and potential client entertainment for two Stadium Manager employees.
- February/March 2022 Gridiron Stadium Network Annual Meeting in Austin, TX: Authorization to incur charges up to \$2,650 in order to cover travel expenses and potential client entertainment for two Stadium Manager employees.
- Client Meetings: Authorization to incur charges up to \$9,000 to cover travel and entertainment expenses for up to six client meetings.

The Stadium Manager’s email describes these events, conferences, and meetings in more detail. Staff reviewed the request and sent follow up questions, which the Stadium Manager responded to,

as documented in the attached email. The Stadium Manager also provided a copy of its Business Expense Reimbursement Policy which sets forth the travel and expense costs that are reimbursable to Stadium Manager employees.

Combined, the Stadium Manager's request totals a not to exceed amount of \$18,500 and if approved, will be charged to the Stadium Authority FY 2021/22, Non-NFL Events budget (Public Events), Networking/Dues and Subscriptions/Event tickets line item.

**ATTACHMENTS**

1. Stadium Manager's Email Request for Approval and Follow Up Responses
2. Stadium Manager's Business Expense Reimbursement Policy