



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

21-1591

Agenda Date: 12/7/2021

REPORT TO STADIUM AUTHORITY BOARD

SUBJECT

Request from Stadium Manager for Retroactive Approval for Incurred Charges Related to the November 9-11, 2021 IMEX Conference

BOARD PILLAR

Ensure Compliance with Measure J and Manage Levi's Stadium

DISCUSSION

On November 2, 2021, the Stadium Manager submitted a request for retroactive approval of the following:

- November 9-11, 2021 IMEX Conference in Las Vegas, NV: Authorization to incur charges up to \$2,030 on travel expenses and potential client entertainment (\$1,750), opening night reception (\$180), and closing night reception (\$100).

The Stadium Manager's email describes this conference in more detail. Staff reviewed the request and asked the Stadium Manager to confirm that all travel and expense costs would follow their Business Expense Reimbursement Policy which sets forth the travel and expense costs that are reimbursable to Stadium Manager employees. The Stadium Manager has confirmed all travel and expense costs related to the IMEX conference will follow the Business Expense Reimbursement Policy.

The Stadium Manager's request totals a not to exceed amount of \$2,030 and if approved, will be charged to the Stadium Authority FY 2021/22, Non-NFL Events budget (Catered Events), Event Expenses/Advertising line item.

ATTACHMENTS

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