

Jade Tippett

From: Lee Finney
Sent: Wednesday, April 26, 2023 1:39 PM
To: Jade Tippett
Subject: Request for Approval for Reimbursement for Travel Expenses
Attachments: Hilton Garden Inn Santa Rosa Booking.jpeg

In support of my request for pre-approval of travel expenses, please see the attached scan of my Booking reservation to attend the all-day Adventist Health Community Board Network Strategy meeting at the Vintner's Inn in Santa Rosa. The event is on April 30, 2023. Note that the room rate at the Hilton Garden Inn is \$261/night (total cost = \$297.64) whereas the rate at the Vintner's Inn is \$519/night for the same date.

I also requested mileage: the IRS current business mileage rate is \$.655/mile; the roundtrip mileage from my house to the Vintner's Inn is 187.4 miles; total mileage roundtrip = \$122.75.

Total reimbursement requested = \$420.39

Lee Finney
Chair of the Board of Directors
Mendocino Coast Health Care District



Hilton Garden Inn Sonoma County Airport
Address: 417 Aviation Boulevard, Santa Rosa, CA 95403 , United States of America
Star Rating: ●●●●
Phone: +1 707 545 0444
GPS Coordinates: N 038° 30.797, W 122° 46.929

CHECK-IN	CHECK-OUT	ROOMS	NIGHTS
29 APRIL Saturday 🕒 from 15:00	30 APRIL Sunday 🕒 until 12:00	1 / 1	

PRICE

1 room
 14 % TAX
 US\$ 0.10 City tax per night

Price

(for 1 guest)

\$261
 \$36.54
 \$0.10
\$297.64

The final price shown is the amount you'll pay to the property.

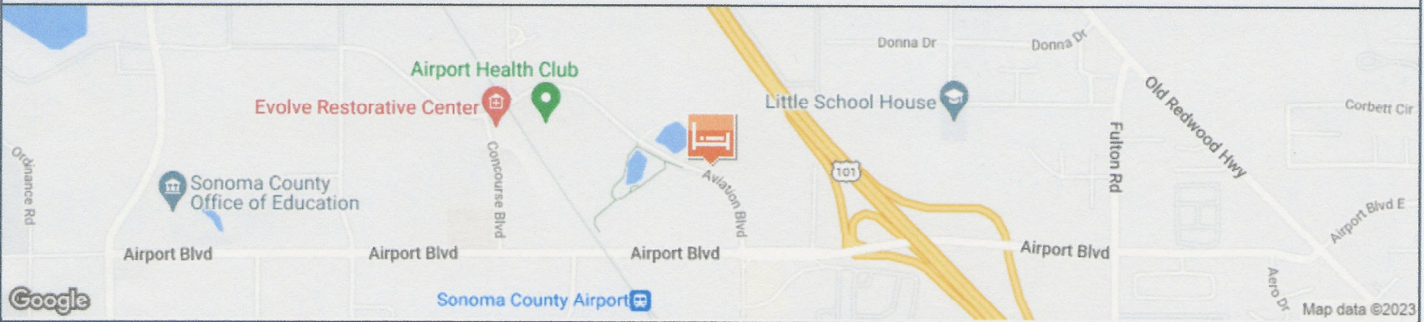
Booking.com doesn't charge guests any reservation, administration, or other fees.
 Your card issuer may charge you a foreign transaction fee.

Payment Info

Hilton Garden Inn Sonoma County Airport handles all payments.
 This property accepts the following forms of payment: American Express, Visa, Mastercard, Diners Club, JCB, Discover, UnionPay debit card, UnionPay credit card

Additional Info

Note that additional supplements (e.g. an extra bed) aren't added in this total.
 If you cancel, applicable taxes may still be charged by the property.
 If you don't show up for this booking, and you don't cancel beforehand, the property is liable to charge you the full reservation amount.
 Remember to read the **Important info** below – it could contain important details not mentioned here.



King Room 🚫

Guest name: Mildred Lee Finney / for 2 Adults, 1 child (up to 0 years of age)
Meal plan:
 Breakfast is included in the final price

- Private Bathroom • Free toiletries • Air conditioning • Safe • Toilet • Bathtub or shower • Desk • Sitting area • Refrigerator • Telephone • Ironing facilities • Iron • Radio • Pay-per-view channels • Interconnecting room(s) available • Microwave • Heating • Flat-screen TV • Hairdryer • Carpeted • Cable channels • Alarm clock • Hand sanitizer

Bed Size(s): 1 king bed (71-82 inches wide)

Prepayment : No prepayment is needed.

Cancellation cost:
 until April 28, 2023 11:59 PM (PDT): \$0
 from April 29, 2023 12:00 AM (PDT): **\$297.54** –
 Changing the dates of your stay isn't possible.

Important Information

Guests are required to show a photo ID and credit card upon check-in.
 Please note that all Special Requests are subject to availability and additional charges may apply.

Hotel Policies

- Guest parking**
- Free private parking is possible on site (reservation is not needed).
 - WiFi is available in all areas and is free of charge.

Special Requests

"I am travelling for business and I may be using a business credit card.
 Approximate time of arrival: between 17:00 and 18:00"