DATE: September 4, 2025

TO: 911 Emergency Response Advisory Committee

FROM: Joanna Aitken, Management Assistant, Reno Public Safety Dispatch

aitkenj@reno.gov

SUBJECT:

CITY OF RENO PUBLIC SAFETY DISPATCH request to reimburse the costs associated with sending Dispatchers Melissa Beltron and Anna Rowley to Long Beach, California for the 2025 NENA Conference, not to exceed $5,392.48. A review, discussion, and possible action to approve, deny, or otherwise modify a request for reimbursement for the costs associated with sending Dispatchers Melissa Beltron and Anna Rowley to Long Beach, California for the 2025 NENA Conference, not to exceed $5,392.48.

SUMMARY:

RENO PUBLIC SAFETY DISPATCH request to reimburse the costs associated with the costs associated with sending Dispatchers Melissa Beltron and Anna Rowley to Long Beach, California for the 2025 NENA Conference, not to exceed $5,392.48.

NRS APPLICABLE:

NRS 244A.7645 Provides approval of costs associated with maintenance, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW:

Stakeholders are the area Primary Public Safety Answer Points (PSAP)- City of Reno Public Safety Dispatch, City of Sparks Emergency Communications, and Washoe County Sherriff's Office Communications.

PREVIOUS ACTION & BACKGROUND:

On May 1, 2024 the 9-1-1 Emergency Response Advisory Committee approved reimbursement for the City of Reno Public Safety Dispatch for the costs associated with sending two (2) staff member to attend the 2024 NENA Conference for a total not to exceed $5,900.00 for travel, registration, lodging and per diem.

FISCAL IMPACT:

The Enhanced 9-1-1 Fund is a special revenue fund which receives revenue pursuant to NRS 244A.7643 in the form of telephone surcharges collected to support the emergency reporting system.

The 2025 NENA Conference was held in Long Beach.. The cost breakdown is as follows: registration was $649.00 per attendee; airfare was $266.58 per attendee; lodging was $1,276.11 per attendee; per diem, meals, and incidental expenses were $430.00 per attendee; travel to and from the airport, and hotel was $149.10; for a total expense of $5,392.48.

RECOMMENDATION:

It is recommended that the Washoe County Emergency Response Advisory Committee approve the request to reimburse the costs associated with the costs associated with sending Dispatchers Melissa Beltron and Anna Rowley to Long Beach, California for the 2025 NENA Conference, not to exceed $5,392.48. A review, discussion, and possible action to approve, deny, or otherwise modify a request to reimburse the costs associated with the costs associated with sending Dispatchers Melissa Beltron and Anna Rowley to Long Beach, California for the 2025 NENA Conference, not to exceed $5,392.48.

POSSIBLE MOTION:

Move to approve the recommendation to reimburse the costs associated with the costs associated with sending Dispatchers Melissa Beltron and Anna Rowley to Long Beach, California for the 2025 NENA Conference, not to exceed $5,392.48.

City of Reno
Travel Expense Report

Employee Name	Melissa Beltron	Vendor # 12033	Date 7/29/2025
Employee Mailing Address	7555 Los Lagos Sparks NV 89436	Department/Division	Public Safety Dispatch
Course/Conference Title	2025 NENA Conference and Expo		
Begin Travel Status	Date: 6/22/2025 Time: 7:50	End Travel Status	Date: 6/26/2025 Time: 12:15
Destination(s)	Long Beach, California	Mode of Transportation	commercial airline, Uber

Required Supporting Documents
- [x] Travel Request Packet
- [x] Course Badge/Certificate
- [x] Final Lodging/Rental Car Receipt
- [x] Out of Pocket Expense Receipts
- [x] All applicable Memos
- [x] Flight Info/Receipt

Receipts (except for per diem) and mapped route (if mileage claimed) are required.

Date	Transportation: Mileage – Trip Mileage	Mileage Rate	Total Mileage	City Paid Airfare and Other Transport	Per Diem: Meals – Brkfast	Lunch	Dinner	Incidental	City Paid Lodging	Total
6/22/2025			-	266.58	~~16.00~~	~~22.00~~	~~28.00~~	5.00	376.62	$ ~~714.20~~
6/23/2025			-		~~16.00~~	~~22.00~~	~~28.00~~	5.00	396.92	~~467.92~~
6/24/2025			-		~~16.00~~	~~22.00~~	~~28.00~~	5.00	271.46	~~342.46~~
6/25/2025			-		~~16.00~~	~~22.00~~	~~28.00~~	5.00	231.11	~~302.11~~
6/26/2025			-		~~16.00~~	~~22.00~~		5.00		~~43.00~~
					22 x5	23 x5	36 x5			
					110.00	115.00	144.00			
Total			-	266.58	~~80.00~~	~~110.00~~	~~112.00~~	25.00	1,276.11	1936.69 ~~1,869.69~~

Out of Pocket Expenses - Include description and attach the original receipt (do not list expense above)

Type	Amt	Type	Amt	Type	Amt	Type	Amt	Type	Amt	
uber	~~29.92~~ 33.96	uber	~~11.98~~ 12.98	uber	~~10.9~~ 11.90	uber	9.99			68.83 ~~62.79~~

Registration ☑ Paid by City ☐ Paid by Employee	649.00
Total Claim Amount	2654.52 ~~2,581.48~~
Expenses Listed Above Paid with City Credit Card or City Check (will be subtracted from Total Claim Amount)	2,191.69
Net Amount Due Employee	$ 462.83 ~~389.79~~

Commodity Code	Fund Impacted	Account Number to Charge Travel Expenses	Project Code
861.05	GENERAL FUND	00100-0880-0880-7484-0000	

Employee Signature & Date

I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno. I have confirmed the report is in compliance with Travel Policy 306, and that no other payment has been received by me other than listed.

MelissaBelt

Date: 08-5-25

Department Head Signature & Date

I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.

Date: 8/14/25

Form 3068

REVISED 04/25

City of Reno

Travel Request Form

Employee Name Melissa Beltron	Vendor # 12033 / Date 5/12/2025
Employee Mailing Address 7555 Los Lagos Sparks, NV 89436	Department/Division Public Safety Dispatch

Purpose 2025 NENA Conference and Expo

Travel Information

Begin Travel Status Date: 6/22/2025 Time: 7:50AM	End Travel Status Date: 6/26/2025 Time: 12:15PM
Destination(s) Long Beach, California	Mode of Transportation Airplane

Training Information

Course Title 2025 NENA Conference and Expo

Location of Course Long Beach Convention Center	Course Dates To-From 6/22/25-6/26/2025

Is this course required to maintain a certification required by current position? ☐ Yes ☐ No

Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation? ☐ Yes ☐ No

→ If "yes" to any of the above, please explain on a separate sheet.

Estimated Costs

			Days	Rate		Total
Per Diem						
	Lodging		4	226.50		$ 906.00
	Meals	Breakfast	5	16.00	80.00	
		Lunch	5	22.00	110.00	
		Dinner	4	28.00	112.00	
		Incidental	5	5.00	25.00	327.00
Transportation Costs						
	Airfare, Shuttle, Taxi					266.58
	Rental Car*					
Registration Fees						649.00
Other						
Total Estimated Costs						2,148.58

How much, if any, of this will be funded/reimbursed by a grant or another entity 2,148.58

Name of Grant or Entity Washoe County 9-1-1 Emergency Response Committee

***Must include memo signed by the City Manager with justification as to why rental car is needed**

Account to which training/travel should be charged 00100-0880-0880-7484-0000

Fund Impacted **GENERAL FUND**

Employee Signature & Date	**Authorized Signature & Date**	**Unusual Travel Verification**
I have read Travel Policy 306 and confirm that this request is in compliance. MelissaBelt **Date:** 5-14-25	Department Head Approval **Date:** 5/20/25	☐ Leaving continental U.S. ☐ Exceeds 5 business days ☐ Costs exceed $5,000 If YES to any, special approval is required

An expense claim must be completed and submitted to Finance within 10 working days of your return.

NENA2025 Long Beach

Schedule at a glance as of **05.29.25**

Visit **nenaconference.com/schedule** for the latest info, full details, & official times.

Tuesday, June 17 - Saturday, June 21

8:30AM - 5:00PM | Center Manager Certification Program*

Thursday, June 19 - Saturday June 21

8:30AM - 5:00PM | Center Supervisor Program*
8:30AM - 5:00PM | Center Training Officer Program*

Friday, June 20

8:30AM - 5:00PM | Pre-Conference Courses*

Saturday, June 21

8:00AM - 9:30AM | Run for 9-1-1 Charity 5k Run/Walk*
9:00AM - 4:00PM | Registration
10:00AM - 6:00PM | Pre-Conference Courses*
1:00PM - 5:00PM | Chapter Leader Workshop*

Sunday, June 22

7:30AM - 8:15AM | Gold Line Scholarship Breakfast*
8:00AM - 6:30PM | Registration
8:30AM - 5:00PM | CMCP Alumni Seminar
8:30AM - 5:00PM | Pre-Conference Courses*
11:00AM - 11:45AM | Awards Ceremony
1:30PM - 3:30PM | PSAP Tours
3:30PM - 4:30PM | International Meet & Greet*
5:15PM - 6:15PM | Membership Meeting
6:30PM - 8:30PM | NENA 2025 Kick-Off Celebration
9:00PM - 10:30PM | Young Professionals Party+

Monday, June 23

7:00AM - 5:00PM | Registration
8:00AM - 10:00AM | Opening General Session & Breakfast
10:00AM - 1:30PM | Expo Hall Open
10:15AM - 1:00PM | Innovation Theatre Sessions
1:30PM - 3:30PM | PSAP Tours
1:30PM - 5:00PM | Breakout Sessions
4:00PM - 6:00PM | Expo Hall Open
5:00PM - 6:00PM | Expo Hall Snacky Hour
5:15PM - 5:45PM | K-9 Demonstration
6:15PM - 7:45PM | Excellence in 9-1-1 Reception*+
8:00PM - 9:00PM | Culture & Community Mixer+
9:00PM - 10:30PM | LGBTQ+ Meet Up+

Tuesday, June 24

7:30AM - 5:00PM | Registration
8:00AM - 9:15AM | Keynote Session Featuring Suneel Gupta
9:15AM - 4:00PM | Expo Hall Open
10:00AM - 12:00PM | Frontline Forum
10:30AM - 12:30PM | Guest Activity*
11:00AM - 1:00PM | Innovation Theatre Sessions
12:15PM - 2:30PM | Breakout Sessions
2:30PM - 3:00PM | Innovation Theatre Sessions
3:00PM - 4:00PM | Expo Hall Snacky Hour
4:00PM - 5:00PM | Breakout Sessions
5:00PM - 6:00PM | Women in 9-1-1 Alliance Reception

Wednesday, June 25

7:00AM - 7:45AM | Sunrise Session: Yoga for 9-1-1 Professionals
8:15AM - 2:00PM | Registration
8:45AM - 12:15PM | Breakout Sessions
10:00AM - 12:00PM | Culture, Community, & Belonging: A Roundtable Discussion
10:00AM - 12:00PM | PSAP Tours
12:30PM - 2:00PM | Board Installation Lunch
2:15PM - 3:15PM | NENA Board of Directors Open Meeting
2:15PM - 4:15PM | PSAP Empowerment Exchange
2:15PM - 4:30PM | Breakout Sessions
6:00PM - 8:00PM | NENA 2025 Closing Celebration

Thursday, June 26

8:00AM - 12:00PM | Free Workshop - The Telecommunicator of the Future: How Technology Will Change the Role*
8:00AM - 12:00PM | ENP Exam-Prep Boot Camp*
11:30AM - 3:00PM | Stay & Play: Whale Watching Cruise*+

**Indicates additional registration, invitation, or advance notice of participation required. All events take place or commence at the Long Beach Convention Center unless noted with a +.*

Experience, Explore, & Engage: The #NENA2025 Expo Hall

Hot technology. Cool tools. The NENA 2025 Expo Hall is where innovations come to life. From interactive exhibits to live demonstrations, this is your chance to see, hear, and experience the latest 9-1-1 products and services firsthand.

Why Visit the NENA 2025 Expo Hall?

- Discover cutting-edge technology and explore the newest tools, products, and services transforming emergency communications.
- Make informed buying decisions by getting up close and personal with the solutions shaping the future of 9-1-1.
- Engage with exhibitors to gain insights into how their solutions can support your agency's needs.
- Learn beyond the breakout rooms in our Innovation Theatre, where presentations and demonstrations provide an in-depth look at future of emergency communications.

Don't miss this opportunity to see tomorrow's 9-1-1 today! Click here to view the expo floorplan and visit the **event schedule** for additional expo and Innovation Theatre details!

Conference & Expo Details

June 21-26, 2025
Long Beach Convention Center
300 E. Ocean Blvd.

Long Beach, CA 90802

Connect With Us

#NENA2025

CONFERENCE & EXPO JUNE 21-26

NENA 2025 Long Beach

Registration Invoice

Bill To:
Melissa Beltron City of Reno Public Safety Dispatch 5195 Spectrum Blvd Reno, NV 89512-3904 (775) 334-2370 beltronm@reno.gov

Invoice Date:	Invoice #:
4/16/2025	25NENA-ANNUAL_EVKf-gAGK

NENA 2025 in Long Beach, CA, June 19-26, 2025

Registration Item		Amount
Full Conference NENA Member (Early Bird)		$649.00
NENA 2025 Kick-Off Celebration		$0.00
Young Professionals Party		$0.00
Opening Keynote Session & Breakfast		$0.00
Board Installation Lunch		$0.00
Women in 9-1-1 Alliance Reception		$0.00
NENA 2025 Closing Celebration		$0.00
	Subtotal:	**$649.00**
	Total:	**$649.00**
	Payments:	**$649.00**
	Balance Due:	**$0.00**

Outlook

You're going to Long Beach on 06/22 (2G3DJ5)!

From Southwest Airlines <southwestairlines@ifly.southwest.com>
Date Mon 5/12/2025 12:08 PM
To Joanna Aitken <AitkenJ@reno.gov>

View in web browser | View our mobile site

Southwest Business

Manage Flight | Flight Status | My Account

Travel notice

Do you have a REAL ID? Starting May 7, all Passengers 18+ need a state-issued REAL ID-compliant license or identification card to fly domestically. Learn more at www.dhs.gov/real-id.

Passengers who do not yet have their REAL ID or another TSA acceptable form of ID can expect delays, additional screening, and the possibility of not being allowed into the security checkpoint.

Hi Melissa,

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 22 - JUNE 30

RNO ✈ LGB

Reno/Tahoe to Long Beach

Confirmation # **2G3DJ5**

Corporate ID: 99728963

Confirmation date: 05/12/2025

PASSENGER	Melissa Beltron
RAPID REWARDS #	Join or Log in
TICKET #	5262344177386
EST. POINTS EARNED	440

Your itinerary

Flight 1: Sunday, 06/22/2025 Est. Travel Time: 1h 25m Wanna Get Away®

FLIGHT	DEPARTS		ARRIVES
FLIGHT # 0714	RNO 07:50AM Reno/Tahoe	✈	LGB 09:15AM Long Beach

Flight 2: Monday, 06/30/2025 Est. Travel Time: 1h 25m Wanna Get Away®

FLIGHT	DEPARTS		ARRIVES
FLIGHT # 2249	LGB 10:50AM Long Beach	✈	RNO 12:15PM Reno Tahoe

Payment information

Total cost	Payment

May 12, 2025

Payment Amount **$266.58**

Mastercard ending in 0722

Air - 2G3DJ5

Base Fare	$	219.52
U.S. Transportation Tax	$	16.46
U.S. 9/11 Security Fee	$	11.20
U.S. Flight Segment Tax	$	10.40
U.S. Passenger Facility Chg	$	9.00
Total	**$**	**266.58**

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262344177386

All your perks, all in one place. (Plus a few reminders.)

Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, 2X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). Learn more.

Make sure you know when to arrive at your airport. Times vary by city.

If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

LUMEA BY THE SEA
63 Lime Ave, Long Beach 90802 US
5624365219
reservations@lumeabythesea.com

Date Range: 2025-06-20 - 2025-06-26
Tax ID :

Guest Folio

Confirmation Number - 0599AEF607

Primary Guest

Guest Name	MELISSA BELTRON
Address	7555 LOS LAGOS AVE
City, State, Zip Code	SPARKS NV 89436
Country	US

Stay Details

Check In Date	Jun 22, 2025
Check Out Date	Jun 26, 2025
Room	1QR - 228
Source	SITEMINDER
Guests	1/0

Company Details

Name
Tax ID
PO Number
Account Name

Other Details

Tax Invoice	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA
Name

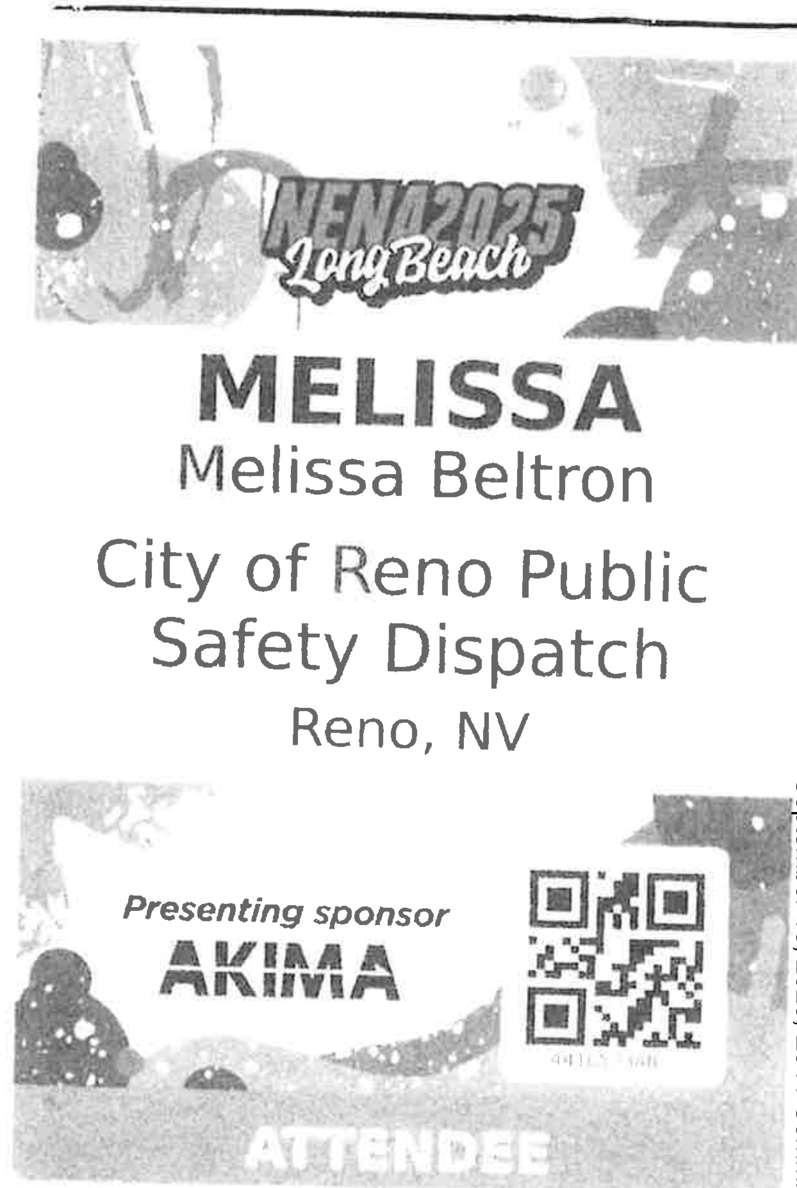
Date	Type	Description	Amount
Jun 20, 2025	Payments	MASTER-0722	-$1,233.31
Jun 22, 2025	Payments	MASTER-5605	-$42.80
Jun 22, 2025	Charge	ROOM RENT	$273.00
Jun 22, 2025	Tax	CITY TAX	$36.25
Jun 22, 2025	Fee	TOURISM FEE	$24.57
Jun 22, 2025	Charge	EARLY CHECK IN FEE	$35.00
Jun 22, 2025	Tax	CITY TAX	$4.65
Jun 22, 2025	Fee	TOURISM FEE	$3.15
Jun 22, 2025	Charge	MISCELLANEOUS NON TAXABLE	$125.46
Jun 23, 2025	Charge	ROOM RENT	$222.00
Jun 23, 2025	Tax	CITY TAX	$29.48
Jun 23, 2025	Fee	TOURISM FEE	$19.98
Jun 24, 2025	Charge	ROOM RENT	$222.00
Jun 24, 2025	Fee	TOURISM FEE	$19.98
Jun 24, 2025	Tax	CITY TAX	$29.48
Jun 25, 2025	Charge	ROOM RENT	$189.00
Jun 25, 2025	Fee	TOURISM FEE	$17.01
Jun 25, 2025	Tax	CITY TAX	$25.10

Summary

Type	Amount
CREDIT CARD	$1,276.11
ROOM RENT	$906.00
CITY TAX	$124.96
TOURISM FEE	$84.69
EARLY CHECK IN FEE	$35.00
MISCELLANEOUS NON TAXABLE	$125.46
Folio Balance	**$0.00**

Check In Time 11:56 AM
Check Out Time

Thank you for your business at Lumea by the Sea


NENA2025
Long Beach
MELISSA
Melissa Beltron
City of Reno Public
Safety Dispatch
Reno, NV
Presenting sponsor
AKIMA
ATTENDEE

Uber

June 22, 2025

Thanks for tipping, Melissa

Here's your updated Sunday morning ride receipt.

Total	**$33.96**

Trip fare	$12.63
Subtotal	$12.63
Clean Miles Standard Regulatory Fee	$0.09
Booking Fee	$13.31
LGB Airport surcharge	$3.00
CA Driver Benefits	$0.79
Access for All Fee	$0.10
Tip	$4.04

Payments

Uber Cash 6/22/25 9:38 AM	$29.92
Uber Cash 6/22/25 10:31 AM	$4.04

Visit the trip page for more information, including invoices (where available)

You rode with Christian

UberX 10.67 miles | 14 min

9:23 AM | 4100 E Donald Douglas Dr, Long Beach, CA 90808, US

9:37 AM | 300 E Ocean Blvd, Long Beach, CA 90802, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Uber

June 22, 2025

Thanks for tipping, Melissa

Here's your updated Sunday morning ride receipt.

Total	**$33.96**
Trip fare	$12.63
Subtotal	$12.63
Clean Miles Standard Regulatory Fee	$0.09
Booking Fee	$13.31
LGB Airport surcharge	$3.00
CA Driver Benefits	$0.79
Access for All Fee	$0.10
Tip	$4.04

Payments

Uber Cash 6/22/25 9:38 AM	$29.92
Uber Cash 6/22/25 10:31 AM	$4.04

Visit the trip page for more information, including invoices (where available)

You rode with Christian

DUPLICATE RECEIPT

UberX 10.67 miles | 14 min

9:23 AM | 4100 E Donald Douglas Dr, Long Beach, CA 90808, US

9:37 AM | 300 E Ocean Blvd, Long Beach, CA 90802, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Uber

June 22, 2025

Thanks for tipping, Melissa

Here's your updated Sunday morning ride receipt.

Total	**$12.98** ✓

Trip fare	$5.44
Subtotal	$5.44
Access for All Fee	$0.10
CA Driver Benefits	$0.79
Clean Miles Standard Regulatory Fee	$0.09
Tip	$1.00
Booking Fee	$5.56

Payments

Uber Cash 6/22/25 10:41 AM	$11.98 ✓
Uber Cash 6/22/25 10:48 AM	$1.00 ✓

Visit the trip page for more information, including invoices (where available)

You rode with Shanna

UberX 0.88 miles | 3 min

10:37 AM | S Pine Ave & Bay St, Long Beach, CA 90802-8133, US

10:41 AM | 63 Lime Ave, Long Beach, CA 90802-5215, US

Fare does not include fees that may be charged by your bank Please contact your bank directly for inquiries.

Uber

June 23, 2025

Here's your receipt for your ride, Melissa

We hope you enjoyed your ride this morning.

Total	$9.99
Trip fare	$4.43
Subtotal	$4.43
Booking Fee	$5.56

Payments

Pay	Apple Pay Visa ••••9584 6/23/25 9:19 PM	$9.99

Visit the trip page for more information, including invoices (where available)

You rode with Yassin

UberX 0.79 miles | 3 min

10:21 AM | 63 Lime Ave, Long Beach, CA 90802-5215, US

10:24 AM | 300 E Ocean Blvd, Long Beach, CA 90802, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

Uber

June 24, 2025

Thanks for tipping, Melissa

Here's your updated Tuesday morning ride receipt.

Total $11.90

Trip fare	$4.36
Subtotal	$4.36
Access for All Fee	$0.10
Tip	$1.00
Clean Miles Standard Regulatory Fee	$0.09
Booking Fee	$5.56
CA Driver Benefits	$0.79

Payments

Apple Pay Visa ••••9584 $11.90

6/24/25 11:58 AM

Visit the trip page for more information, including invoices (where available)

You rode with RUBEN

UberX 0.75 miles | 4 min

11:20 AM | 63 Lime Ave, Long Beach, CA 90802-5215, US

11:24 AM | 300 E Ocean Blvd, Long Beach, CA 90802, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.

U.S. General Services Administration

FY 2025 per diem rates for LONG BEACH, California

Change fiscal year: **or** New search

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder .

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	$191	$191	$191	$191	$191	$191	$191	$191	$191	$191	$191	$191

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.

Glossary

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	$68	$16	$19	$28	$5	$51.00
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	$86	$22	$23	$36	$5	$64.50

Additional per diem topics

- Meals & Incidental Expenses breakdown (M&IE)
- FAQs
- State tax exemption forms
- Factors influencing lodging rates
- Fire safe hotels
- Have a per diem question?
- Downloadable per diem files

Need more information?

- Rates for Alaska, Hawaii, U.S. territories and possessions (set by DoD)
- Rates in foreign countries (set by State Dept.)
- Federal travel regulations

Related topics

- Travel resources
- FedRooms
- POV mileage reimbursement rates

Last reviewed: 2023-12-23

City of Reno

Travel Expense Report

Employee Name	Anna Rowley	Vendor # 14587	Date 7/29/2025
Employee Mailing Address	166 Reese Way Dayton, NV 89403	Department/Division	Public Safety Dispatch
Course/Conference Title	2025 NENA Conference and Expo		
Begin Travel Status	Date: 6/22/2025 Time: 7:05am	End Travel Status	Date: 6/26/2025 Time: 9:05pm
Destination(s)	Long Beach, California	Mode of Transportation	commercial airline, Uber

Required Supporting Documents			
	☑ Travel Request Packet	☑ Final Lodging/Rental Car Receipt	☑ All applicable Memos
	☑ Course Badge/Certificate	☑ Out of Pocket Expense Receipts	☑ Flight Info/Receipt

Receipts (except for per diem) and mapped route (if mileage claimed) are required.

Date	Transportation: Mileage: Trip Mileage	Mileage Rate	Total Mileage	City Paid Airfare and Other Transport	Per Diem: Meals: Brkfast	Lunch	Dinner	Incidental	City Paid Lodging	Total
6/22/2025			-	266.58 ✓	~~16.00~~	~~22.00~~	~~28.00~~	5.00	376.62	$ ~~714.20~~
6/23/2025			-		~~16.00~~	~~22.00~~	~~28.00~~	5.00	396.92	~~467.92~~
6/24/2025			-		~~16.00~~	~~22.00~~	~~28.00~~	5.00	271.46	~~342.46~~
6/25/2025			-		~~16.00~~	~~22.00~~	~~28.00~~	5.00	231.11	~~302.11~~
6/26/2025			-		~~16.00~~	~~22.00~~	~~28.00~~	5.00		~~71.00~~
			-		22 x5	23 x 5	36 x 5			-
			-							-
			-							-
			-							-
			-		110.00	115.00	180.00		✓	-
Total	-		-	266.58	~~80.00~~	~~110.00~~	~~140.00~~	25.00	1,276.11	1972.69 ~~1,897.69~~

Out of Pocket Expenses - Include description and attach the original receipt (do not list expense above)										
Type	Amt	Type	Amt	Type	Amt	Type	Amt	Type	Amt	
lyft	~~41.99~~ 47.00	lyft	~~28.93~~ 33.27							80.27 ~~70.92~~

Registration	☑ Paid by City ☐ Paid by Employee	649.00 ✓
Total Claim Amount		2701.96 ~~2,617.61~~
Expenses Listed Above Paid with City Credit Card or City Check (will be subtracted from Total Claim Amount)		2,191.69
Net Amount Due Employee		$ 510.27 ~~425.92~~

Commodity Code	Fund Impacted	Account Number to Charge Travel Expenses	Project Code
861.05	GENERAL FUND	00100-0880-0880-7484-0000	

Employee Signature & Date

I hereby certify that this is a true and correct claim for necessary expenses incurred by me on behalf of the City of Reno. I have confirmed the report is in compliance with Travel Policy 306, and that no other payment has been received by me other than listed.

Anna Rowley

Date:

Department Head Signature & Date

I hereby certify that this claim is a just, due and unpaid obligation against the City of Reno, and I am authorized to approve payment for said claim.

8/4/25

Date:

City of Reno

Travel Request Form

Employee Name: Anna Rowley	Vendor # 14587 — Date 5/12/2025
Employee Mailing Address: 166 Reese Way, Dayton, NV 89403	Department/Division: Public Safety Dispatch
Purpose: 2025 NENA Conference and Expo	

Travel Information

Begin Travel Status — Date: 6/22/2025 Time: 7:05AM	End Travel Status — Date: 6/26/2025 Time: 9:05PM
Destination(s): Long Beach, California	Mode of Transportation: Airplane

Training Information

Course Title: 2025 NENA Conference and Expo

Location of Course: Long Beach Convention Center	Course Dates To-From: 6/22/25-6/26/2025

Is this course required to maintain a certification required by current position? ☐ Yes ☐ No

Do you serve on the Board of Directors of a Committee of the organization sponsoring the meeting or will you be making a presentation? ☐ Yes ☐ No

→ If "yes" to any of the above, please explain on a separate sheet.

Estimated Costs

			Days	Rate		Total
Per Diem						
	Lodging		4	226.50		$ 906.00
	Meals	Breakfast	5	16.00	80.00	
		Lunch	5	22.00	110.00	
		Dinner	5	28.00	140.00	
		Incidental	5	5.00	25.00	355.00
Transportation Costs						
	Airfare, Shuttle, Taxi					266.58
	Rental Car*					
Registration Fees						649.00
Other						
Total Estimated Costs						2,176.58

How much, if any, of this will be funded/reimbursed by a grant or another entity: 2,148.58

Name of Grant or Entity: Washoe County 9-1-1 Emergency Response Committee

***Must include memo signed by the City Manager with justification as to why rental car is needed**

Account to which training/travel should be charged: 00100-0880-0880-7484-0000

Fund Impacted: **GENERAL FUND**

Employee Signature & Date	**Authorized Signature & Date**	**Unusual Travel Verification**
I have read Travel Policy 306 and confirm that this request is in compliance.	Department Head Approval	☐ Leaving continental U.S. ☐ Exceeds 5 business days ☐ Costs exceed $5,000
Anna Rowley	CM	If YES to any, special approval is required
Date: 5/23/25	Date: 5/20/25	

An expense claim must be completed and submitted to Finance within 10 working days of your return.

NENA 2025 Long Beach

Schedule at a glance as of **05.29.25**

Visit **nenaconference.com/schedule** for the latest info, full details, & official times.

Tuesday, June 17 - Saturday, June 21
8:30AM - 5:00PM | Center Manager Certification Program*

Thursday, June 19 - Saturday June 21
8:30AM - 5:00PM | Center Supervisor Program*
8:30AM - 5:00PM | Center Training Officer Program*

Friday, June 20
8:30AM - 5:00PM | Pre-Conference Courses*

Saturday, June 21
8:00AM - 9:30AM | Run for 9-1-1 Charity 5k Run/Walk*
9:00AM - 4:00PM | Registration
10:00AM - 6:00PM | Pre-Conference Courses*
1:00PM - 5:00PM | Chapter Leader Workshop*

Sunday, June 22
7:30AM - 8:15AM | Gold Line Scholarship Breakfast*
8:00AM - 6:30PM | Registration
8:30AM - 5:00PM | CMCP Alumni Seminar
8:30AM - 5:00PM | Pre-Conference Courses*
11:00AM - 11:45AM | Awards Ceremony
1:30PM - 3:30PM | PSAP Tours
3:30PM - 4:30PM | International Meet & Greet*
5:15PM - 6:15PM | Membership Meeting
6:30PM - 8:30PM | NENA 2025 Kick-Off Celebration
9:00PM - 10:30PM | Young Professionals Party+

Monday, June 23
7:00AM - 5:00PM | Registration
8:00AM - 10:00AM | Opening General Session & Breakfast
10:00AM - 1:30PM | Expo Hall Open
10:15AM - 1:00PM | Innovation Theatre Sessions
1:30PM - 3:30PM | PSAP Tours
1:30PM - 5:00PM | Breakout Sessions
4:00PM - 6:00PM | Expo Hall Open
5:00PM - 6:00PM | Expo Hall Snacky Hour
5:15PM - 5:45PM | K-9 Demonstration
6:15PM - 7:45PM | Excellence in 9-1-1 Reception*+
8:00PM - 9:00PM | Culture & Community Mixer+
9:00PM - 10:30PM | LGBTQ+ Meet Up+

Tuesday, June 24
7:30AM - 5:00PM | Registration
8:00AM - 9:15AM | Keynote Session Featuring Suneel Gupta
9:15AM - 4:00PM | Expo Hall Open
10:00AM - 12:00PM | Frontline Forum
10:30AM - 12:30PM | Guest Activity*
11:00AM - 1:00PM | Innovation Theatre Sessions
12:15PM - 2:30PM | Breakout Sessions
2:30PM - 3:00PM | Innovation Theatre Sessions
3:00PM - 4:00PM | Expo Hall Snacky Hour
4:00PM - 5:00PM | Breakout Sessions
5:00PM - 6:00PM | Women in 9-1-1 Alliance Reception

Wednesday, June 25
7:00AM - 7:45AM | Sunrise Session: Yoga for 9-1-1 Professionals
8:15AM - 2:00PM | Registration
8:45AM - 12:15PM | Breakout Sessions
10:00AM - 12:00PM | Culture, Community, & Belonging: A Roundtable Discussion
10:00AM - 12:00PM | PSAP Tours
12:30PM - 2:00PM | Board Installation Lunch
2:15PM - 3:15PM | NENA Board of Directors Open Meeting
2:15PM - 4:15PM | PSAP Empowerment Exchange
2:15PM - 4:30PM | Breakout Sessions
6:00PM - 8:00PM | NENA 2025 Closing Celebration

Thursday, June 26
8:00AM - 12:00PM | Free Workshop - The Telecommunicator of the Future: How Technology Will Change the Role*
8:00AM - 12:00PM | ENP Exam-Prep Boot Camp*
11:30AM - 3:00PM | Stay & Play: Whale Watching Cruise*+

**Indicates additional registration, invitation, or advance notice of participation required. All events take place or commence at the Long Beach Convention Center unless noted with a +.*

Experience, Explore, & Engage: The #NENA2025 Expo Hall

Hot technology. Cool tools. The NENA 2025 Expo Hall is where innovations come to life. From interactive exhibits to live demonstrations, this is your chance to see, hear, and experience the latest 9-1-1 products and services firsthand.

Why Visit the NENA 2025 Expo Hall?

- Discover cutting-edge technology and explore the newest tools, products, and services transforming emergency communications.
- Make informed buying decisions by getting up close and personal with the solutions shaping the future of 9-1-1.
- Engage with exhibitors to gain insights into how their solutions can support your agency's needs.
- Learn beyond the breakout rooms in our Innovation Theatre, where presentations and demonstrations provide an in-depth look at future of emergency communications.

Don't miss this opportunity to see tomorrow's 9-1-1 today! Click here to view the expo floorplan and visit the **event schedule** for additional expo and Innovation Theatre details!

Conference & Expo Details

June 21-26, 2025
Long Beach Convention Center
300 E. Ocean Blvd.

Long Beach, CA 90802

Connect With Us

#NENA2025

Registration Invoice

Bill To:
Anna Rowley City of Reno Public Safety Dispatch 5195 Spectrum Blvd Reno, NV 89512-3904 (775) 334-2370 rowleya@reno.gov

Invoice Date:	**Invoice #:**
4/21/2025	25NENA-ANNUAL_WNc7-rpuZ

NENA 2025 in Long Beach, CA, June 19-26, 2025

Registration Item	**Amount**
Full Conference NENA Member (Early Bird)	$649.00
NENA 2025 Kick-Off Celebration	$0.00
Young Professionals Party	$0.00
Opening Keynote Session & Breakfast	$0.00
Women in 9-1-1 Alliance Reception	$0.00
NENA 2025 Closing Celebration	$0.00

Subtotal:	**$649.00**
Total:	**$649.00**
Payments:	**$649.00**
Balance Due:	**$0.00**

Manage: https://tools.eventpower.com/reg_service/portal/WNc7-rpuZ

Southwest Business

September 18, 2025, E911 Committee Meeting

FLIGHT | HOTEL | CAR   CORPORATE TRAVEL   RAPID REWARDS®

City of Reno

Thanks for flying with us!

Trip summary

Flight

CONFIRMATION #
2G4DB8

JUN 20 - 26
RNO → LGB

FLIGHT TOTAL
$266.58

6/20 - Long Beach

JUN 20 - 26
Reno/Tahoe, NV *to* Long Beach, CA

Confirmation # 2G4DB8
Internal Reference # none

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE
Anna Rowley	+440 PTS	RNO → LGB	—	Wanna Get Away
		LGB → RNO	—	Wanna Get Away

Departing 6/20/25 Friday

Wanna Get Away *(Passenger x1)* **$109.76**

DEPARTS	7:05 AM	**RNO** Reno/Tahoe, NV - RNO	FLIGHT **3448** SCHEDULED AIRCRAFT Boeing 737-700 *Subject to change*	
	Nonstop			
ARRIVES	8:30 AM	**LGB** Long Beach, CA - LGB	TRAVEL TIME 1hr 25min	SUBTOTAL $109.76

Returning 6/26/25 Thursday

Wanna Get Away *(Passenger x1)* **$109.76**

DEPARTS	7:45 PM	**LGB** Long Beach, CA - LGB	FLIGHT **1223** SCHEDULED AIRCRAFT Boeing 737 MAX8 *Subject to change*	
	Nonstop			
ARRIVES	9:05 PM	**RNO** Reno/Tahoe, NV - RNO	TRAVEL TIME 1hr 20min	SUBTOTAL $109.76

Taxes & fees **$47.06**

Flight total **$266.58**

Icon legend

WiFi available | Live TV available

Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Please read the fare rules associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- For more information regarding Cash + Points, visit Southwest.com/rrterms
- **REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

Payment summary

PAYMENT INFORMATION	CARD HOLDER	BILLING ADDRESS	AMOUNT PAID
MasterCard 0722 XXXXXXXXXXXX0722 Expiration: 8/26	**Joanna Aitken**	**PO Box 1900** **Reno, NV US 89505**	$266.58

LUMEA BY THE SEA
63 Lime Ave, Long Beach 90802 US
5624365219
reservations@lumeabythesea.com

Date Range: 2025-06-20 - 2025-06-26
Tax ID :

Guest Folio

Confirmation Number - 0599AEF612

Primary Guest

Guest Name	ANNA ROWLEY
Address	166 REESE WAY
City, State, Zip Code	DAYTON NV 89403
Country	US

Stay Details

Check In Date	Jun 22, 2025
Check Out Date	Jun 26, 2025
Room	1QD - 122
Source	SITEMINDER
Guests	1/0

Company Details

Name
Tax ID
PO Number
Account Name

Other Details

Tax Invoice	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA
Name

Date	Type	Description	Amount
Jun 20, 2025	Payments	MASTER-0722	-$1,233.31
Jun 22, 2025	Charge	ROOM RENT	$273.00
Jun 22, 2025	Tax	CITY TAX	$36.25
Jun 22, 2025	Fee	TOURISM FEE	$24.57
Jun 22, 2025	Charge	MISCELLANEOUS NON TAXABLE	$125.46
Jun 23, 2025	Charge	ROOM RENT	$222.00
Jun 23, 2025	Fee	TOURISM FEE	$19.98
Jun 23, 2025	Tax	CITY TAX	$29.48
Jun 24, 2025	Charge	ROOM RENT	$222.00
Jun 24, 2025	Fee	TOURISM FEE	$19.98
Jun 24, 2025	Tax	CITY TAX	$29.48
Jun 25, 2025	Payments	VISA-4003	-$42.80
Jun 25, 2025	Charge	ROOM RENT	$189.00
Jun 25, 2025	Tax	CITY TAX	$25.10
Jun 25, 2025	Fee	TOURISM FEE	$17.01
Jun 25, 2025	Charge	LATE CHECK OUT FEE	$35.00
Jun 25, 2025	Fee	TOURISM FEE	$3.15
Jun 25, 2025	Tax	CITY TAX	$4.65

Summary

Type	Amount
CREDIT CARD	$1,276.11
ROOM RENT	$906.00
CITY TAX	$124.96
TOURISM FEE	$84.69
MISCELLANEOUS NON TAXABLE	$125.46
LATE CHECK OUT FEE	$35.00
Folio Balance	**$0.00**

12:25 87

3

Found in Inbox

Lyft Receipts 6/26/25
To: rowleya2@gmail.com >

Your ride with Ada on June 26

lyft

JUNE 26, 2025 AT 1:20 PM

Thanks for riding with Ada!

100% of tips go to drivers. Add a tip

Standard fare (6.16mi, 22m)	$37.75
Service Fee, includes a $0.75 Lyft	

California Driver Benefits Fee	$4.15
Clean Miles Standard Regulatory Fee	$0.09
Tip	$5.01

VISA Visa *9256	**$47.00**

The fare above includes any other Fees and Other Charges, as applicable.

12:25 87

3

Found in Inbox

Lyft Receipts 6/22/25

To: rowleya2@gmail.com >

Your ride with Teresa on June 22

lyft

JUNE 22, 2025 AT 4:30 PM

Thanks for riding with Teresa!

100% of tips go to drivers. Add a tip

Standard fare (5.86mi, 23m 17s)	$24.69
Service Fee, includes a $0.75 Lyft	

California Driver Benefits Fee	$4.15
Clean Miles Standard Regulatory Fee	$0.09
Tip	$4.34 ✓

VISA Visa *9256	$33.27 ✓

The fare above includes any other Fees and Other Charges, as applicable.

NENA2025 Long Beach

ANNA

Anna Rowley

City of Reno Public Safety Dispatch

Reno, NV

Presenting sponsor

AKIMA

108595322

U.S. General Services Administration

FY 2025 per diem rates for LONG BEACH, California

Change fiscal year: **or** New search

LONG BEACH IS IN LOS ANGELES COUNTY

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder .

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	$191	$191	$191	$191	$191	$191	$191	$191	$191	$191	$191	$191

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.

Glossary

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	$68	$16	$19	$28	$5	$51.00
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	$86	$22	$23	$36	$5	$64.50

Additional per diem topics

- Meals & Incidental Expenses breakdown (M&IE)
- FAQs
- State tax exemption forms
- Factors influencing lodging rates
- Fire safe hotels
- Have a per diem question?
- Downloadable per diem files

Need more information?

- Rates for Alaska, Hawaii, U.S. territories and possessions (set by DoD)
- Rates in foreign countries (set by State Dept.)
- Federal travel regulations

Related topics

- Travel resources
- FedRooms
- POV mileage reimbursement rates

Last reviewed: 2023-12-23