

DATE: August 24, 2026
TO: 911 Emergency Response Advisory Committee
FROM: Cody Shadle, City of Reno Public Safety Dispatch, Director shadlec@reno.gov
775-334-2370
SUBJECT: REQUEST FOR REIMBURSEMENT FOR THE ATTENDANCE OF ONE DISPATCHER AND ONE SUPERVISOR TO THE 2026 ANNUAL NAVIGATOR CONFERENCE IN LAS VEGAS, NEVADA. [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with sending one dispatcher and one supervisor to the 2026 annual Navigator Conference in Las Vegas, NV; not to exceed \$4,746.04.

SUMMARY

REQUEST FOR EQUIPMENT REIMBURSEMENT FOR CITY OF RENO PUBLIC SAFETY DISPATCH PRIMARY PSAP (Public Safety Answering Point) [For Possible Action] - A review, discussion and possible action to approve, deny or otherwise modify a request to reimburse the costs associated with sending one dispatcher and one supervisor to 2026 annual Navigator Conference in Las Vegas, NV; not to exceed \$4,746.04.

NRS APPLICABLE: *NRS 244A.7645* Provides approval of costs associated with purchasing, leasing or renting the equipment and software necessary to operate the enhanced telephone system, including, without limitation, equipment and software that identify the number from which a call is made, upgrade and replacement of equipment necessary for the operation of the enhanced telephone system.

STAKEHOLDER REVIEW(s)

Stakeholder is a primary Public Safety Answering Points (PSAP) – City of Reno Public Safety Dispatch.

PREVIOUS ACTION & BACKGROUND

On September 18th, 2025, the Washoe County E911 Emergency Response Advisory Committee approved reimbursement to the City of Reno Public Safety Dispatch for the cost of sending two dispatchers to the 2025 annual NENA Conference in Long Beach, CA, for a total of \$5,392.48.

FISCAL IMPACT

The Enhanced 911 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 2026 Navigator Conference was held in Las Vegas, NV. The cost breakdown is as follows: registration was \$749.00 per attendee; airfare was \$339.80 per attendee; lodging was \$1,065.88 for Cheree Phillips and \$854.88 for Erin Yeung; per diem, meals, and incidental expenses were \$286.00 per attendee, travel to and from airport and hotel was \$75.68; for a total expense of \$4,746.04.

RECOMMENDATION

It is recommended that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with sending one dispatcher and one supervisor to 2026 annual Navigator Conference in Las Vegas, NV; not to exceed \$4,746.04.

POSSIBLE MOTION

Move that the E911 Emergency Response Advisory Committee approve the request to reimburse the costs associated with sending one dispatcher and one supervisor to the 2026 annual Navigator Conference in Las Vegas, NV; not to exceed \$4,746.04.

City of Reno Travel Expense Report

Employee Name	Cheree Phillips	Vendor # 8580	Date	5/7/2026
Employee Mailing Address	9525 Rusty Nail Reno, NV 89521	Department/Division Public Safety Dispatch		

Course/Conference Title	2026 Navigator Conference
-------------------------	---------------------------

Begin Travel Status	Date:	4/21/2026	End Travel Status	Date:	4/24/2026
	Time:	12:00		Time:	14:10

Destination(s)	Las Vegas, NV	Mode of Transportation	Commercial airline/Uber
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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.

[illegible]

Total	339.80	66.00	92.00	108.00	20.00	1,065.88	1,691.68
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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	24.6	Uber	33.17						

57.77

Registration	☒ Paid by City	☐ Paid by Employee	749.00
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Total Claim Amount	2,498.45
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Expenses Listed Above Paid with City Credit Card or City Check (will be subtracted from Total Claim Amount)	2,154.68
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Net Amount Due Employee	\$ 343.77
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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.

Date:  5/15/26

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: Michael 5/14/26

City of Reno

Travel Request Form

Employee Name	Cheree Phillips	Vendor #	8580	Date	3/13/2026
Employee Mailing Address	9525 Rusty Nail Reno, NV 89521	Department/Division	Public Safety Dispatch		
Purpose	2026 Navigator Conference and Expo				

Travel Information

Begin Travel Status	Date: 4/21/2026 Time: 12:00	End Travel Status	Date: 4/24/2026 Time: 2:10 PM
Destination(s)	Las Vegas, NV	Mode of Transportation	Commercial Airline/Uber

Training Information

Course Title	2026 Navigator Conference		
Location of Course	Las Vegas, NV	Course Dates To-From	4/21/26-4/24/26
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

Per Diem	Days	Rate	Total
Lodging	3	357.30	\$ 1,071.90
Meals			
Breakfast	3	22.00	66.00
Lunch	4	23.00	92.00
Dinner	3	36.00	108.00
Incidental	4	5.00	20.00
			286.00
Transportation Costs			
Airfare, Shuttle, Taxi			339.80
Rental Car*			
Registration Fees			749.00
Other			
Total Estimated Costs			2,446.70
How much, if any, of this will be funded/reimbursed by a grant or another entity			2,446.70

Name of Grant or Entity Wasoe County 9-1-1 Emergency Response Advisory 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

I have read Travel Policy 306 and confirm that this request is in compliance.

Cheree Phillips for Cheree Phillips

Date: 3-13-26

Authorized Signature & Date

Department Head Approval

[Signature]

Date: 3/30/26

Unusual Travel Verification

- ☐ 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.



C I T Y O F
RENO
Memorandum

DATE: 03/13/2026

TO: Jackie Bryant, City Manager

THROUGH: Cody Shadle, Director, Public Safety Dispatch

FROM: Joanna Aitken, Management Assistant, Public Safety Dispatch

DEPT: Public Safety Dispatch

SUBJECT: Travel Training Request

The following is a request and justification for travel training approval for Dispatch Supervisor Erin Yeung and Dispatcher Cheree Phillips to attend the 2026 Navigator Conference April 21-24, 2026, in Las Vegas, NV. Breakdown of travel costs as follows: round trip airfare \$ 339.80 per person; lodging for three nights \$1, 071.90 per person; per diem and incidentals \$286.00 per person; conference registration \$749.00 per person; for a total of \$4,893.40 for both attendees.

Overview: The Navigator Conference is an annual event and provides critical training on 9-1-1 technology, operations, policies, and educational issues and current events.

This conference is eligible for reimbursement through the Washoe County 9-1-1 Emergency Response Advisory Committee.



Thanks for flying with us!

Trip summary

Flight

CONFIRMATION #
AZG2W8

APR 21 - 24
RNO **LAS**

FLIGHT TOTAL
\$339.80

4/21 - Las Vegas

APR 21 - 24
Reno/Tahoe, NV to Las Vegas, NV

Confirmation # **AZG2W8**

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE/SEATS
Cheree Phillips	+576 ^{PTS}	RNO LAS	—	Basic Seat assigned at check-in
		LAS RNO	—	Basic Seat assigned at check-in

[Upgrade or modify seats](#)

Departing 4/21/26 Tuesday

Basic **\$124.65**
 (Passenger x1)



DEPARTS

12:00 PM

RNO

Reno/Tahoe, NV - RNO

FLIGHT
2590

SCHEDULED AIRCRAFT
 Boeing 737-700
 Subject to change

Nonstop



ARRIVES

1:20 PM

LAS

Las Vegas, NV - LAS

TRAVEL TIME

1hr 20min

SUBTOTAL

\$124.65

Returning

4/24/26 Friday

Basic

(Passenger x1)

\$162.79



DEPARTS

12:40 PM

LAS

Las Vegas, NV - LAS

FLIGHT

1475

SCHEDULED AIRCRAFT

Boeing 737 MAX8

[View flight details](#)

Nonstop



ARRIVES

2:10 PM

RNO

Reno/Tahoe, NV - RNO

TRAVEL TIME

1hr 30min

SUBTOTAL

\$162.79

Taxes & fees

\$52.36

Flight total

\$339.80

Icon legend



Wi-Fi available



Live TV available

Helpful Information:

- **No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more](#)
- 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/rtrterms](https://www.southwest.com/rtrterms)
- **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.

Checked bag²

Bag fees apply to Basic, Choice, and Choice Preferred fares. Choice Extra fares and Rapid Rewards® A-List Preferred Members receive two free checked bags. A-List Members and Rapid Rewards Credit Cardmembers only receive their first checked bag for free. Checked bag benefits do not apply on flights booked with a partner carrier. Weight and size limits apply. Additional allowances, benefits, and/or exceptions may apply. [Learn more](#)

Rapid Rewards® points³

Points can be earned from (a) Qualifying Flights (defined below) operated by Southwest®, or (b) qualifying purchases with our Rapid Rewards partners. "Qualifying Flights" include flights operated by Southwest Airlines® and paid entirely with dollars. Southwest LUV Vouchers, gift cards, or flight credits and those paid with Cash + Points. NOTE: With a Cash + Points booking, points are earned only on the portion of the base fare that is paid with dollars. Qualifying Flights exclude reward flights, charter flights, nonrevenue travel, and Companion Pass® travel. All Rapid Rewards rules and regulations apply and can be found at [Southwest.com/rtrterms](https://www.southwest.com/rtrterms)

No cancel fees⁴

All fare types are eligible for cancellations without a fee. For roundtrip reservations, if one or both segments is booked with a Basic fare, cancellations are only permitted if either a) both segments are canceled or b) the Basic fare segment(s) is upgraded. Failure to cancel a reservation at least 10 minutes prior to original scheduled departure may result in forfeited travel funds.

Flight credits⁷

To receive a flight credit, you must cancel your flight at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel, your points and funds may be forfeited. [Learn more](#). A Transferable Flight Credit™ created from Choice Extra, Choice Preferred, and Choice reservations expires 12 months from the date the fare was booked and ticketed. Basic fare flight credits expire 6 months from the date the fare was booked and ticketed.

Changes⁸

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare for Choice, Choice Preferred, and Choice Extra fares (if one applies). For Basic fares, you may upgrade the fare to Choice, Choice Preferred, or Choice Extra. Failure to cancel a reservation at least 10 minutes prior to original scheduled departure may result in forfeited travel funds.

Seat¹⁵

For Basic fares, seats will be assigned at check-in with the exception of A-List Preferred and A-List Members as well as Rapid Rewards® Credit



U.S. General Services Administration

FY 2026 per diem rates for las vegas, Nevada

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Las Vegas	Clark	\$126	\$126	\$126	\$159	\$159	\$159	\$126	\$126	\$126	\$126	\$126	\$126



U.S. General Services Administration

FY 2026 per diem rates for las vegas, Nevada

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

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Las Vegas	Clark	\$86	\$22	\$23	\$36	\$5	\$64.50



Apri

Your reservation is complete!

Thank you for booking!



MGM Grand Hotel & Casino
3799 S Las Vegas Blvd
Las Vegas , NV 89109 , United States of America



+ USD 45.83 / per night

10:00 AM - 12:00 PM

[View](#)



+ USD 42.50 / per night

10:00 AM - 12:00 PM

[View](#)



+ USD 39.00 / per night

10:00 AM - 12:00 PM

[View](#)



+ USD 38.33 / per night

10:00 AM - 12:00 PM

[View](#)



+ USD 37.50 / per night

10:00 AM - 12:00 PM

[View](#)



> MGM King

Acknowledgment number: OKS0R8M1

Tue, Apr 21, 2026 Fri, Apr 24, 2026

Guests

Cheree Phillips

[Edit](#)

[Cancel](#)

[Add to calendar](#)



Experience MGM Rewards

[Show details](#)



Parking at MGM Resorts

[Show details](#)



Welcome to NAVIGATOR 2026—Excellence for Every Emergency

From NAVIGATOR 2026 | Las Vegas, Nevada <navigator@emergencydispatch.org>

Date Wed 2/11/2026 1:38 PM

To Joanna Aitken <AitkenJ@reno.gov>



NAVIGATOR | APRIL 21-24, 2026 | LAS VEGAS, NV



Dear Cheree Phillips,

We're happy to confirm your registration for **NAVIGATOR 2026**—the premier gathering for professionals in medical, fire, and police dispatching, as well as secondary nurse triage. This year, we're *Raising the Stakes* for public safety with "Excellence for Every Emergency."

Your Event Details

- **Event:** NAVIGATOR 2026
- **Dates:** Tuesday, April 21, 2026, at 6:00 PM – Sunday, April 26, 2026, at 1:00 PM (Pacific Time)
- **Location:** MGM Grand Hotel & Casino, 3799 Las Vegas Boulevard South, Las Vegas, NV 89109, USA

Registration Details:

Confirmation Number: H8NX6KCG7RQ

Attending: Cheree Phillips

Number in Party: 2

Registration Information:

Registration Items

Cheree Phillips 3-Day Passport

Sessions

Cheree Phillips Exhibit Hall Welcome Reception	21-Apr-2026 6:00 PM
Cheree Phillips Opening Keynote Session with Awards	22-Apr-2026 9:00 AM
Cheree Phillips Exclusive Exhibit Hall Time	22-Apr-2026 11:00 AM
Cheree Phillips Box Lunch in Exhibit Hall	22-Apr-2026 11:45 AM

Additional Information

What is your job function?

Cheree Phillips

Certified in more than one discipline

Years of Comm. Center Experience

11 to 20

Are you from an ACE accredited agency?

No

How did you hear about this conference?

Other

Have you attended NAVIGATOR in the past?

No

Are you planning to stay in the NAVIGATOR room block (subject to availability)?

Yes

Do you plan to attend the entire event? Or just a portion of it?

I plan to attend the 3-days of NAVIGATOR

What is your t-shirt size?

Large

Do you have special needs, restrictions, or requirements of which we should be aware?

No

Please let us know of any dietary restrictions:

Not Applicable

Make the Most of Your Trip

Book your room early: Conference rates at the MGM Grand start from \$258/night (plus fees).

Reserve by phone at (702) 891-7777 or visit navigator.emergencydispatch.org.

- **Plan your sessions:** We'll send agenda highlights and session selection details as we get closer—watch your inbox for updates.
- **Travel light, learn big:** Bring your questions, your curiosity, and your best ideas. We'll provide the rest.

Hotel Booking



MGM Grand Las Vegas
3799 S Las Vegas Blvd
Las Vegas, NV 89109
877.880.0880

Cheree Phillips

Date 04/09/2026
Time 03:03 PM
Conf. No. 981494192
Recpt. No. 3437331

ADVANCE DEPOSIT				
Date	Description		Exp Date	Amount
04/08/2026	MC 0722		XX/XX	773.36 USD
	Arrival	Departure	Group ID/Room Type	
	04/21/2026	04/24/2026	MGM King	

Registration Confirmed - NAVIGATOR 2026

From NAVIGATOR 2025 | Orlando, FL <navigator@emergencydispatch.org>

Date Wed 2/11/2026 1:39 PM

To Joanna Aitken <AitkenJ@reno.gov>



NAVIGATOR | APRIL 21-24, 2026 | LAS VEGAS, NV



Dear Erin Yeung,

We are delighted to confirm your registration for **NAVIGATOR 2025!** This premier conference is the leading event for professionals in the fields of medical, fire, and police dispatching, as well as secondary nurse triage.

Here are the details for your reference:

Event: NAVIGATOR 2026

Number in Party: 2

Time: 6:00 PM

Date: April 21, 2026

Location: MGM Grand Hotel & Casino

Address: 3799 Las Vegas Boulevard South, Las Vegas, Nevada, 89109-4319, USA

Group Confirmation Number: LWN3BZYWNBD

Primary Registrant (Erin Yeung)

Confirmation Number: BBNDMNNDTYV

Group Registrant 1 (Cheree Phillips)

Confirmation Number: H8NX6KCG7RQ

Erin Yeung

Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
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11-Feb-2026 1:26 PM PT	34-11022026-0978-0955	Online Charge	3-Day Passport	Admission Item	\$749.00	\$749.00	\$0.00
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Cheree Phillips

Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
11-Feb-2026 1:26 PM PT	34-11022026-0979-0956	Online Charge	3-Day Passport	Admission Item	\$749.00	\$749.00	\$0.00
					Amt Ordered	Amt Paid	Amt Due
					Total	\$1,498.00	\$1,498.00
						0	\$0.00

To view or modify the online registration for anyone in your group, please visit the registration link provided. [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

We are excited to have you join us for what promises to be an enlightening and engaging experience. If you have any questions or need any assistance, please feel free to reach out to us.

Best,

The NAVIGATOR Team

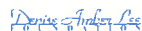
International Academies of Emergency Dispatch

navigator@emergencydispatch.org

North America toll-free: (800) 960-6236

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If you wish to stop receiving emails from NAVIGATOR, please click on the link labeled [Opt-Out](#).



**CHEREE
PHILLIPS**

CITY OF RENO PUBLIC SAFETY
DISPATCH

Reno, NV



NAVIGATOR
Raising the Stakes





Cheree Phillips
5195 Spectrum Blvd.
Reno, NV 89512

Room No. 17115
Conf No. 981494192
Arrival 04/21/26
Departure 04/24/26

DATE	DESCRIPTION	CHARGES	CREDITS
04/21/26	Deposit Applied		292.52
04/21/26	Deposit Applied		773.36
04/21/26	Room Rate	258.00	
04/21/26	Room Tax	34.52	
04/21/26	Resort Fee	35.00	
04/21/26	Resort Fee Tax	4.68	
04/22/26	Room Rate	128.00	
04/22/26	Room Tax	17.13	
04/22/26	Resort Fee	35.00	
04/22/26	Resort Fee Tax	4.68	
04/23/26	Room Rate	449.10	
04/23/26	Room Tax	60.09	
04/23/26	Resort Fee	35.00	
04/23/26	Resort Fee Tax	4.68	
Total		1,065.88	1,065.88
Balance		0.00	



facebook.com/MGMGrand



@MGMGrand

Best Rates Online Guaranteed



Uber One

Thanks for tipping, Cheree

We hope you enjoyed your ride this morning.

Total

\$25.42



In December 2025 in Nevada, roughly 21% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips.



\$1.07

Uber One credits earned

Trip fare	\$13.61
Booking Fee	\$8.57
NV Recovery Surcharge	\$0.04
RNO Airport Surcharge	\$2.00
Tip	\$5.00
Transportation Recovery Tax	\$0.59
Uber One Credits	-\$4.39

Payments



Mastercard ••••3624

4/21/26 11:22 AM

\$25.42

Trip details



UberX

8.49 miles, 16 minutes



10:26 AM

9525 Rusty Nail Dr, Reno, NV 89521-4057, US



10:43 AM

Main Terminal, Reno-Tahoe International Airport (RNO), Reno, NV 89502, US



You rode with DANIEL

4.98 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



Uber One

Thanks for tipping, Cheree

We hope you enjoyed your ride this afternoon.

Total

\$33.17



In December 2025 in Nevada, roughly 21% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips.



\$1.51
Uber One credits earned

Trip fare	\$21.74
Booking Fee	\$4.39
LAS Airport Surcharge	\$2.90
NV Recovery Surcharge	\$0.04
Tip	\$4.33
Transportation Recovery Tax	\$0.84
Uber One Credits	-\$1.07

Payments



Mastercard ****3624

4/22/26 12:34 AM

\$28.84



Mastercard ****3624

4/24/26 11:51 AM

\$4.33

Trip details



UberX

2.63 miles, 8 minutes

1:45 PM

Terminal 1 McCarran International Airport
(LAS), Las Vegas, NV 89119, US

1:54 PM

3799 S Las Vegas Blvd, Las Vegas, NV
89109, US



You rode with ANGEL

4.97 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)



Mastercard •••3624

4/22/26 12:34 AM

\$28.84



Mastercard •••3624

4/24/26 11:51 AM

\$4.33

Trip details



UberX

2.63 miles, 8 minutes



1:45 PM

Terminal 1 McCarran International Airport
(LAS), Las Vegas, NV 89119, US



1:54 PM

3799 S Las Vegas Blvd, Las Vegas, NV
89109, US



You rode with ANGEL

4.97 ★

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)

City of Reno Travel Expense Report

Employee Name	Erin Yeung	Vendor # 5889	Date	5/7/2026
Employee Mailing Address	14044 Tagor Rd Reno, NV 89521	Department/Division Public Safety Dispatch		

Course/Conference Title	2026 Navigator Conference
-------------------------	---------------------------

Begin Travel Status	Date:	4/21/2026	End Travel Status	Date:	4/24/2026
	Time:	12:00		Time:	14:10

Destination(s)	Las Vegas, NV	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				Per Diem				City Paid Lodging	Total
	Mileage			City Paid Airfare and Other Transport	Meals			Incidental		
	Trip Mileage	Mileage Rate	Total Mileage		Brkfast	Lunch	Dinner			
4/21/2026			-	339.80	-	23.00	36.00	5.00	383.22	\$ 787.02
4/22/2026			-		22.00	23.00	36.00	5.00	235.83	321.83
4/23/2026			-		22.00	23.00	36.00	5.00	235.83	321.83
4/24/2026			-		22.00	23.00		5.00		50.00
			-							-
			-							-
			-							-
			-							-
			-							-
			-							-
			-							-
			-							-
Total	-		-	339.80	66.00	92.00	108.00	20.00	854.88	1,480.68

Out of Pocket Expenses - Include description and attach the original receipt (do not list expense above)										17.91
Type	Amt	Type	Amt	Type	Amt	Type	Amt	Type	Amt	
Lyft	17.91									

Registration	☒ Paid by City	☐ Paid by Employee	749.00
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Total Claim Amount	2,247.59
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Expenses Listed Above Paid with City Credit Card or City Check (will be subtracted from Total Claim Amount)	1,943.68
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Net Amount Due Employee	\$ 303.91
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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.

Date:

5/19/26

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:

McCall 5/14/26



C I T Y O F
RENO
Memorandum

DATE: 03/13/2026

TO: Jackie Bryant, City Manager

THROUGH: Cody Shadle, Director, Public Safety Dispatch

FROM: Joanna Aitken, Management Assistant, Public Safety Dispatch

DEPT: Public Safety Dispatch

SUBJECT: Travel Training Request

The following is a request and justification for travel training approval for Dispatch Supervisor Erin Yeung and Dispatcher Cheree Phillips to attend the 2026 Navigator Conference April 21-24, 2026, in Las Vegas, NV. Breakdown of travel costs as follows: round trip airfare \$ 339.80 per person; lodging for three nights \$1, 071.90 per person; per diem and incidentals \$286.00 per person; conference registration \$749.00 per person; for a total of \$4,893.40 for both attendees.

Overview: The Navigator Conference is an annual event and provides critical training on 9-1-1 technology, operations, policies, and educational issues and current events.

This conference is eligible for reimbursement through the Washoe County 9-1-1 Emergency Response Advisory Committee.

City of Reno

Travel Request Form

Employee Name	Erin Yeung	Vendor #	5889	Date	3/13/2026
Employee Mailing Address	14044 Tagor Rd Reno, NV 89521	Department/Division	Public Safety Dispatch		
Purpose	2026 Navigator Conference and Expo				

Travel Information

Begin Travel Status	Date: 4/21/2026 Time: 12:00	End Travel Status	Date: 4/24/2026 Time: 2:10 PM
Destination(s)	Las Vegas, NV	Mode of Transportation	Commercial Airline/Uber

Training Information

Course Title	2026 Navigator Conference		
Location of Course	Las Vegas, NV	Course Dates To-From	4/21/26-4/24/26
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

Per Diem	Days	Rate	Total
Lodging	3	357.30	\$ 1,071.90
Meals	Breakfast	3	22.00
	Lunch	4	23.00
	Dinner	3	36.00
	Incidental	4	5.00
Transportation Costs			
Airfare, Shuttle, Taxi			339.80
Rental Car*			
Registration Fees			749.00
Other			
Total Estimated Costs			2,446.70
How much, if any, of this will be funded/reimbursed by a grant or another entity			2,446.70

Name of Grant or Entity Wasoe County 9-1-1 Emergency Response Advisory 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 I have read Travel Policy 306 and confirm that this request is in compliance.  Date: 3-17-26	Authorized Signature & Date Department Head Approval  Date: 3/30/26	Unusual Travel Verification ☐ Leaving continental U.S. ☐ Exceeds 5 business days ☐ Costs exceed \$5,000 If YES to any, special approval is required
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An expense claim must be completed and submitted to Finance within 10 working days of your return.



C I T Y O F
RENO
Memorandum

DATE: 03/13/2026

TO: Jackie Bryant, City Manager

THROUGH: Cody Shadle, Director, Public Safety Dispatch

FROM: Joanna Aitken, Management Assistant, Public Safety Dispatch

DEPT: Public Safety Dispatch

SUBJECT: Travel Training Request

The following is a request and justification for travel training approval for Dispatch Supervisor Erin Yeung and Dispatcher Cheree Phillips to attend the 2026 Navigator Conference April 21-24, 2026 in Las Vegas, NV. Breakdown of travel costs as follows: round trip airfare \$ 339.80 per person; lodging for three nights \$1, 071.90 per person; per diem and incidentals \$286.00 per person; conference registration \$749.00 per person; for a total of \$4,893.40 for both attendees.

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This conference is eligible for reimbursement through the Washoe County 9-1-1 Emergency Response Advisory Committee.

Welcome to NAVIGATOR 2026—Excellence for Every Emergency

From NAVIGATOR 2026 | Las Vegas, Nevada <navigator@emergencydispatch.org>

Date Wed 2/11/2026 1:38 PM

To Joanna Aitken <AitkenJ@reno.gov>



NAVIGATOR | APRIL 21-24, 2026 | LAS VEGAS, NV



Dear Erin Yeung,

We're happy to confirm your registration for **NAVIGATOR 2026**—the premier gathering for professionals in medical, fire, and police dispatching, as well as secondary nurse triage. This year, we're Raising the Stakes for public safety with "Excellence for Every Emergency."

Your Event Details

- **Event:** NAVIGATOR 2026
- **Dates:** Tuesday, April 21, 2026, at 6:00 PM – Sunday, April 26, 2026, at 1:00 PM (Pacific Time)
- **Location:** MGM Grand Hotel & Casino, 3799 Las Vegas Boulevard South, Las Vegas, NV 89109, USA

Registration Details:

Confirmation Number: BBNDMNNDTYV

Attending: Erin Yeung

Number in Party: 2

Registration Information:

Registration Items

Erin Yeung 3-Day Passport

Sessions

Erin Yeung Exhibit Hall Welcome Reception	21-Apr-2026 6:00 PM
Erin Yeung Opening Keynote Session with Awards	22-Apr-2026 9:00 AM
Erin Yeung Exclusive Exhibit Hall Time	22-Apr-2026 11:00 AM
Erin Yeung Box Lunch in Exhibit Hall	22-Apr-2026 11:45 AM

Additional Information

What is your job function?

Erin Yeung

Comm. Center Supervisor/Manager

Years of Comm. Center Experience

11 to 20

Are you from an ACE accredited agency?

No

How did you hear about this conference?

Other

Have you attended NAVIGATOR in the past?

Yes

Are you planning to stay in the NAVIGATOR room block (subject to availability)?

Yes

Do you plan to attend the entire event? Or just a portion of it?

I plan to attend the 3-days of NAVIGATOR

What is your t-shirt size?

Large

Do you have special needs, restrictions, or requirements of which we should be aware?

No

Please let us know of any dietary restrictions:

Not Applicable

Make the Most of Your Trip

Book your room early: Conference rates at the MGM Grand start from **\$258/night** (plus fees). Reserve by phone at (702) 891-7777 or visit navigator.emergencydispatch.org.

- **Plan your sessions:** We'll send agenda highlights and session selection details as we get closer—watch your inbox for updates.
- **Travel light, learn big:** Bring your questions, your curiosity, and your best ideas. We'll provide the rest.

Hotel Booking

Thanks for flying with us!

Trip summary

Flight

CONFIRMATION #
AZEU3R

APR 21 - 24
RNO **LAS**

FLIGHT TOTAL
\$339.80

4/21 - Las Vegas

APR 21 - 24
Reno/Tahoe, NV to Las Vegas, NV

Confirmation # **AZEU3R**

PASSENGERS	EST. POINTS	FLIGHT	EXTRAS	FARE/SEATS
Erin Yeung	+576^{PTS}	RNO LAS	—	Basic Seat assigned at check-in
		LAS RNO	—	Basic Seat assigned at check-in

[Upgrade or modify seats](#)

Departing 4/21/26 Tuesday

Basic **\$124.65**
(Passenger x1)

DEPARTS

12:00 PM

RNO
Reno/Tahoe, NV - RNO

Nonstop

FLIGHT
2590
SCHEDULED AIRCRAFT
Boeing 737-700
Subject to change



ARRIVES

1:20 PM

LAS

Las Vegas, NV - LAS

TRAVEL TIME

1hr 20min

SUBTOTAL

\$124.65

Returning

4/24/26 Friday

Basic

(Passenger x1)

\$162.79



DEPARTS

12:40 PM

LAS

Las Vegas, NV - LAS

FLIGHT

1475

SCHEDULED AIRCRAFT

Boeing 737 MAX8

Subject to change

Nonstop



ARRIVES

2:10 PM

RNO

Reno/Tahoe, NV - RNO

TRAVEL TIME

1hr 30min

SUBTOTAL

\$162.79

Taxes & fees

\$52.36

Flight total

\$339.80

Icon legend



Wi-Fi available



Live TV available

Helpful Information:

- **No-show policy:** If you do not plan to travel on your flight, you must cancel your reservation at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, your reservation will be canceled, and your funds and points may be forfeited. [Learn more](#)
- 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/rterms](#)
- **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.

Checked bag²

Bag fees apply to Basic, Choice, and Choice Preferred fares. Choice Extra fares and Rapid Rewards® A-List Preferred Members receive two free checked bags. A-List Members and Rapid Rewards Credit Cardmembers only receive their first checked bag for free. Checked bag benefits do not apply on flights booked with a partner carrier. Weight and size limits apply. Additional allowances, benefits, and/or exceptions may apply. [Learn more](#)

Rapid Rewards® points³

Points can be earned from (a) Qualifying Flights (defined below) operated by Southwest®, or (b) qualifying purchases with our Rapid Rewards partners. "Qualifying Flights" include flights operated by Southwest Airlines® and paid entirely with dollars, Southwest LUV Vouchers, gift cards, or flight credits and those paid with Cash + Points. NOTE: With a Cash + Points booking, points are earned only on the portion of the base fare that is paid with dollars. Qualifying Flights exclude reward flights, charter flights, nonrevenue travel, and Companion Pass® travel. All Rapid Rewards rules and regulations apply and can be found at [Southwest.com/rterms](#).

No cancel fees⁴

All fare types are eligible for cancellations without a fee. For roundtrip reservations, if one or both segments is booked with a Basic fare, cancellations are only permitted if either a) both segments are canceled or b) the Basic fare segment(s) is upgraded. Failure to cancel a reservation at least 10 minutes prior to original scheduled departure may result in forfeited travel funds.

Flight credits⁷

To receive a flight credit, you must cancel your flight at least 10 minutes prior to the flight's original scheduled departure time. If you do not cancel, your points and funds may be forfeited. [Learn more](#). A Transferable Flight Credit™ created from Choice Extra, Choice Preferred, and Choice reservations expires 12 months from the date the fare was booked and ticketed. Basic fare flight credits expire 6 months from the date the fare was booked and ticketed.

Changes⁸

If you need to change an upcoming flight itinerary, you'll only pay the difference in fare for Choice, Choice Preferred, and Choice Extra fares (if one applies). For Basic fares, you may upgrade the fare to Choice, Choice Preferred or Choice Extra. Failure to cancel a reservation at least 10 minutes prior to original scheduled departure may result in forfeited travel funds.

Seat¹⁵

For Basic fares, seats will be assigned at check-in with the exception of A-List Preferred and A-List Members as well as Rapid Rewards® Credit



Your reservation is complete!

Thank you for booking!



MGM Grand Hotel & Casino

3799 S Las Vegas Blvd
Las Vegas , NV 89109 , United States of America



+ USD 107.87 / p

Room only, Breakfast included

View



+ USD 104.54 / p

Room only, Breakfast included

View



+ USD 101.04 / p

Room only, Breakfast included

View



+ USD 100.37 / p

Room only, Breakfast included

View

> MGM Executive King Suite

Acknowledgment number: XUSDFUS3

Edit Cancel Add to calendar

Tue, Apr 21, 2026 Fri, Apr 24, 2026

Guests

Erin Yeung



Experience MGM Rewards

Show details



Parking at MGM Resorts

Show details



**ERIN
YEUNG**

CITY OF RENO PUBLIC SAFETY
DISPATCH

Reno, NV



NAVIGATOR

Raising the Stakes





Erin Yeung
5195 Spectrum Blvd.
Reno, NV 89512

Room No. 13305
Conf No. 981502594
Arrival 04/21/26
Departure 04/24/26

DATE	DESCRIPTION	CHARGES	CREDITS
04/21/26	Deposit Applied		343.54
04/21/26	Deposit Applied		511.34
04/21/26	Room Rate	303.00	
04/21/26	Room Tax	40.54	
04/21/26	Resort Fee	35.00	
04/21/26	Resort Fee Tax	4.68	
04/22/26	Room Rate	173.00	
04/22/26	Room Tax	23.15	
04/22/26	Resort Fee	35.00	
04/22/26	Resort Fee Tax	4.68	
04/23/26	Room Rate	173.00	
04/23/26	Room Tax	23.15	
04/23/26	Resort Fee	35.00	
04/23/26	Resort Fee Tax	4.68	
Total		854.88	854.88
Balance		0.00	



facebook.com/MGMGrand



@MGMGrand

Best Rates Online Guaranteed

3799 las vegas boulevard south, las vegas, nevada 89109 800.929.1111 mgmgrand.com

Fw: Your ride with Lester Moreira on April 24

From Erin Yeung <YeungE@reno.gov>
Date Thu 4/30/2026 7:16 AM
To Joanna Aitken <AitkenJ@reno.gov>

Our Lyft back to the airport

From: Erin Yeung <sparkie248@gmail.com>
Sent: Wednesday, April 29, 2026 8:10 PM
To: Erin Yeung <YeungE@reno.gov>
Subject: Fwd: Your ride with Lester Moreira on April 24

This message could be suspicious

- Similar name as someone in your company.
- This is a personal email address.
- This is their first email to your company.

Mark Safe

Report

Powered by Mimecast

----- Forwarded message -----

From: Lyft Receipts <no-reply@lyftmail.com>
Date: Fri, Apr 24, 2026 at 10:39 AM
Subject: Your ride with Lester Moreira on April 24
To: <sparkie248@gmail.com>



YOUR RIDE TO 5757 WAYNE NEWTON BLVD ON APRIL 24, 2026 AT 10:16 AM

Thanks for riding with Lester Moreira

Add tip

100% of tips go to drivers.

 Apple Pay (Visa)

\$19.93

Standard fare (2.24mi, 17m 16s)	\$14.50
NV Cost Recovery Fee	\$0.43
Tip	\$5.00

Your trip

- **Pickup 10:16 AM**
228 Audrie St, Las Vegas, NV
- **Drop-off 10:33 AM**
5757 Wayne Newton Blvd, Las Vegas, NV



How Lyft prioritizes your safety



Every Lyft ride has built-in safety features like real-time monitoring, emergency help, and tools like Location Sharing and Audio Recording - so you're always in control. [Learn more](#)

Registration Confirmed - NAVIGATOR 2026

From NAVIGATOR 2025 | Orlando, FL <navigator@emergencydispatch.org>

Date Wed 2/11/2026 1:39 PM

To Joanna Aitken <AitkenJ@reno.gov>



NAVIGATOR | APRIL 21-24, 2026 | LAS VEGAS, NV



Dear Erin Yeung,

We are delighted to confirm your registration for **NAVIGATOR 2025**! This premier conference is the leading event for professionals in the fields of medical, fire, and police dispatching, as well as secondary nurse triage.

Here are the details for your reference:

Event: NAVIGATOR 2026

Number in Party: 2

Time: 6:00 PM

Date: April 21, 2026

Location: MGM Grand Hotel & Casino

Address: 3799 Las Vegas Boulevard South, Las Vegas, Nevada, 89109-4319, USA

Group Confirmation Number: LWN3BZYWNBD

Primary Registrant (Erin Yeung)

Confirmation Number: BBNDMNNDTYV

Group Registrant 1 (Cheree Phillips)

Confirmation Number: H8NX6KCG7RQ

Erin Yeung

Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
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11-Feb-2026 1:26 PM PT	34-11022026-0978-0955	Online Charge	3-Day Passport	Admission Item	\$749.00	\$749.00	\$0.00
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Cheree Phillips

Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due
11-Feb-2026 1:26 PM PT	34-11022026-0979-0956	Online Charge	3-Day Passport	Admission Item	\$749.00	\$749.00	\$0.00
					Amt Ordered	Amt Paid	Amt Due
					Total	\$1,498.00	\$1,498.00
						0	\$0.00

To view or modify the online registration for anyone in your group, please visit the registration link provided. [Click here](#). You will be asked to enter your name and the group confirmation number shown above.

We are excited to have you join us for what promises to be an enlightening and engaging experience. If you have any questions or need any assistance, please feel free to reach out to us.

Best,

The NAVIGATOR Team

International Academies of Emergency Dispatch
navigator@emergencydispatch.org

North America toll-free: (800) 960-6236

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