





## Administrative Policy

Title: Special Event Reimbursements				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.002	09-17-08 (N/A)	01-03-17		

This Policy had been numbered Policy 300.12. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.12  
Issued: 09-17-08  
Revised: N/A



## ADMINISTRATIVE POLICY

<b>Policy: Special Event Reimbursements</b>					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.12	9/17/08	N/A	<i>[Signature]</i>	<i>[Signature]</i>

### ***Applicability***

This policy applies to the City Manager, Assistant City Manager, and Department Directors of the City of Corona.

### ***Purpose***

This policy is intended to provide for one or more of the above referenced employees to meet certain community obligations in their official capacity as representatives of the City.

### ***Policy***

When it is required that one of the above referenced City employees are required to attend special events in their official capacity as a representative of the City, the cost of attending said event may be paid or reimbursed from departmental budgets.