

BATCH #

2026 TRAVEL AUTHORIZATION FORM

SECTION 1a:

Dept/Agency: Sheriff ☒ PVL ☐ SLT
 Employee Name: Jeff Leikauf
 Standard Work Hours:
 Employee Job Title: Sheriff
 Fiscal Contact/Ext: Courtney Johnson/5191
 EE Vendor/Suffix #: 5086
 Destination: South Lake Tahoe
 Funding source: General
 Dept Date/Time: 06/09/26 4:00 PM
 Ret Date/Time: 06/12/26 11:00 AM
 Purpose of trip: CSSA Board Meeting
 no acronyms

SIGNATURE BLOCK: I have read the County Travel and Credit Card Policies and understand that I cannot claim more than actual and necessary expenses. If I travel by private vehicle, I hereby certify that I possess a valid California/Nevada driver's license, and that I have sufficient public liability and property damage insurance at least equal to the requirements of financial responsibility laws of the State of California (Vehicle Code Section 16430). I also understand that I must submit my claim for reimbursement along with all the original receipts within thirty days of my return.

Employee _____ Date _____

Department Authorization _____ Date _____

SECTION 1b:

Estimated Travel Details

Departing Address for Mileage ☐ SHORTEST ROUTE Destination Address for Mileage

TRANSPORTATION ☒ COUNTY VEHICLE miles rate
 Private Auto Est. Mileage 0.725 \$ -
 Fuel Est if using County Car
 Airfare
 Shuttle/Taxi Service
 Airport Parking
 Car Rental
 Bridge/Toll
 Other (Specify)
 Page 2 \$ - Total Transportation: \$ -

LODGING GSA Rate \$ 171.00
 Nights booked 3 Hotel Rate \$ 180.00 \$ 540.00
 Tax/Surcharge/Resort Fee \$ 200.00
 Parking \$ 80.00
 Other (Specify)
 Page 2 \$ - Total Lodging: \$ 820.00

PER DIEM (date) 6/9 6/10 6/11 6/12
 Breakfasts 22.00 INC INC \$ 22.00
 Lunches INC INC \$ -
 Dinners 36.00 36.00 INC \$ 72.00
 Incidental 5.00 5.00 5.00 5.00 \$ 20.00
 Page 2 \$ - Total Meals: \$ 114.00
 GSA Rate \$86.00

PER DIEM: If dates and amounts vary from the estimates, use the "Sup. After Travel" worksheet.

OTHER EXPENSES (SPECIFY)

Registration
 Baggage Fee
 Other (Specify) Spouse Reg \$ 200.00
 Other (Specify)
 Page 2 \$ - Total Other Expenses: \$ 200.00

ESTIMATED EXPENSES

GRAND TOTALS \$ 1,134.00

Section 2b:

Explanation of additional expenses or other notes as needed:

Spouses reg partially paid by per diem, remainder will be paid by cash or check SL Deposit #326984 Date: 7/9/26

Approval for additional expenses:

SECTION 2c:

****UPON RETURN****

Audit

Date

ACTUAL:

Departure Date/Time

06/09/26

1600

Return Date/Time

06/12/26

1100

I hereby certify that the expenses listed were incurred by me on authorized official County business and authorized within the County Travel and Credit Card Policies.

Employee

Date

Department Authorization

Date

Note: Yearly GSA Rates update in October



Leikauf, Jeff

Confirmation Number: 2684655621-1

Room Number: 739

Room Type: KP

No. of Guests: 1

ARRIVAL		DEPARTURE	RATE PLAN	ACCOUNT
06/09/2026		06/12/2026	GGOVT	
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
06/09/2026	1000	Room Charge		\$173.00
06/09/2026	OT	Occupancy Tax 14%		\$24.22
06/09/2026	CT	California Tourism Fee		\$0.34
06/09/2026	TBID	Tourism Business Improvement District Tax \$4.00		\$4.00
06/09/2026	2020	Resort Fee		\$35.00
06/09/2026	RFT	Resort Fee Tax 14%		\$4.90
06/09/2026	CT	California Tourism Fee		\$0.07
06/10/2026	1000	Room Charge		\$173.00
06/10/2026	OT	Occupancy Tax 14%		\$24.22
06/10/2026	CT	California Tourism Fee		\$0.34
06/10/2026	TBID	Tourism Business Improvement District Tax \$4.00		\$4.00
06/10/2026	2020	Resort Fee		\$35.00
06/10/2026	RFT	Resort Fee Tax 14%		\$4.90
06/10/2026	CT	California Tourism Fee		\$0.07
06/11/2026	1000	Room Charge		\$173.00
06/11/2026	OT	Occupancy Tax 14%		\$24.22
06/11/2026	CT	California Tourism Fee		\$0.34
06/11/2026	TBID	Tourism Business Improvement District Tax \$4.00		\$4.00
06/11/2026	2020	Resort Fee		\$35.00
06/11/2026	RFT	Resort Fee Tax 14%		\$4.90
06/11/2026	CT	California Tourism Fee		\$0.07
06/12/2026	9004	Visa Payment *****		(\$724.59)

Handwritten signature

	(USD)
Sub-Total:	\$624.00
Total Tax:	\$100.59
Total Payments:	(\$724.59)
Total Due:	\$0.00

SIGNATURE: _____

DATE: _____



Leikauf, Jeff

Confirmation Number: 2684655621-1

Room Number: 739

Room Type: KP

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
06/09/2026	06/12/2026	GGOVT	

DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
06/09/2026	1210	Valet Parking	20260610 041446 710559 LEIKAUF 710559 LEIKAUF	\$25.00
06/10/2026	1210	Valet Parking	20260611 041942 710559 LEIKAUF 710559 LEIKAUF	\$25.00
06/11/2026	1210	Valet Parking	20260612 023744 710559 LEIKAUF 710559 LEIKAUF	\$25.00
06/12/2026	9004	Visa Payment *****		(\$75.00)

(USD)

Sub-Total: \$75.00

Total Tax: \$0.00

Total Payments: (\$75.00)

Total Due: \$0.00

SIGNATURE: _____

DATE: _____

Order Confirmation (#19940)

From cssashared@calsheriffs.org <cssashared@calsheriffs.org>

Date Thu 5/7/2026 1:00 PM

To Katie Houpt <houptk@eldoradosheriff.gov>

Cc Training <training@eldoradosheriff.gov>

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Order Confirmation

California State Sheriffs' Association
1231 I Street Suite 200, Sacramento, CA 95814
Phone: 916-375-8000 Email: cssashared@calsheriffs.org

Bill To:

El Dorado County Sheriff's Office
200 Industrial Dr
Placerville, CA 95667-6809
Phone: (530) 621-5655
Email: houptk@edso.org

Order Info:

Customer #: 59611310 **Order #:** 19940 **Order Date:** 05/07/2026

Payment Method: Visa **Card Number:** [REDACTED] **Reference Number:** 306127720066140

Payment Amount: \$200.00

Description	Qty	Price	Amount
June 2026 Board of Directors Meeting Event Sheriff Pass <i>Purchased For: Leikauf, Jeff</i>	1	\$0.00	\$0.00
June 2026 Board of Directors Meeting Event Spouse Pass <i>Purchased For: Leikauf, Jenny</i>	1	\$200.00	\$200.00
BBQ Lunch Session system free product <i>Purchased For: Leikauf, Jeff</i>	1	\$0.00	\$0.00
BBQ Lunch Session system free product <i>Purchased For: Leikauf, Jenny</i>	1	\$0.00	\$0.00
Board Meeting Session system free product <i>Purchased For: Leikauf, Jeff</i>	1	\$0.00	\$0.00
Board Meeting Session system free product <i>Purchased For: Leikauf, Jeff</i>	1	\$0.00	\$0.00
Corporate 100 Partner Dinner Event Session system free product <i>Purchased For: Leikauf, Jeff</i>	1	\$0.00	\$0.00

Corporate 100 Partner Dinner Event	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jenny</i>			
Heavenly Village Event	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jeff</i>			
Heavenly Village Event	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jenny</i>			
Law Enforcement Partners	1	\$0.00	\$0.00
<i>Presentations Session</i>			
system free product			
<i>Purchased For: Leikauf, Jeff</i>			
Lunch	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jeff</i>			
Memorial Walk	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jeff</i>			
Memorial Walk	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jenny</i>			
Reception (On-Site)	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jeff</i>			
Reception (On-Site)	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jenny</i>			
Rubicon Trail Outing	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jeff</i>			
Rubicon Trail Outing	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jenny</i>			
Shari's Berries Demo	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jenny</i>			
Sheriff's Roundtable	1	\$0.00	\$0.00
<i>Session</i>			
system free product			
<i>Purchased For: Leikauf, Jeff</i>			
Spouse's Rum Runner Emerald Bay	1	\$0.00	\$0.00
<i>Cruise Session</i>			
system free product			
<i>Purchased For: Leikauf, Jenny</i>			

Subtotal: \$200.00

Tax: \$0.00

Shipping: \$0.00

Total Payment: \$200.00

Credits: \$0.00

Balance Due: \$0.00

KH

You can make payments or view orders by logging into your account and navigating to your profile page.

Fw: CSSA June 10-11, 2026 Agenda and Schedule of Events

From Krystal Hamon <hamonk@eldoradosheriff.gov>
Date Mon 6/8/2026 9:09 AM
To Courtney Johnson <johnsonco@eldoradosheriff.gov>

 2 attachments (443 KB)
0626bdagenda.docx; 0426bdmn.pdf;

Here you go!!

Respectfully,



Krystal Hamon

Executive Assistant to
Sheriff Jeff Leikauf &
Undersheriff Eric Palmberg

530.621.6520

hamonk@edso.org

200 Industrial Dr | Placerville, CA 95667

From: Carmen Green <cgreen@calsheriffs.org>
Sent: Tuesday, June 2, 2026 1:33 PM
To: Carmen Green <cgreen@calsheriffs.org>
Subject: CSSA June 10-11, 2026 Agenda and Schedule of Events

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To: All Sheriffs CSSA Law Enforcement Personnel
Re: CSSA June 10-11, 2026 Agenda and Schedule of Events

Attached you will find the following:

- June Board of Directors Meeting Agenda
- April 22, 2026 Board Meeting Minutes (approval will be requested)
- Schedule of events listed below.

Hotel Information/Thursday Board Meeting Location: Margaritaville Resort Lake Tahoe,
4130 Lake Tahoe Boulevard in S. Lake Tahoe

Wednesday Events/Roundtable: Valhalla, 1 Valhalla Rd in S. Lake Tahoe

Please let me know if you have any questions.

Tuesday, June 9th

- 6PM: Mini reception in hotel lobby

Wednesday, June 10th

- 8AM: Memorial Walk (transportation will be provided – depart hotel at 7:15 am, coffee will be provided upon arrival).
- 9AM: Corn Hole Tournament (1 Valhalla Rd S. Lake Tahoe - transportation departs at 8AM, feel free to drive yourself).
- 8AM TEE-TIME: Golf: Lake Tahoe Golf Course (transportation on your own).
Lake Tahoe Golf Course 2500 Emerald Bay Road (S Lake Tahoe, CA)
[Lake Tahoe Golf Course | South Lake Tahoe, CA](#)
- 12PM: **BBQ Lunch** (Valhalla – ALL ATTENDEES)
- 2PM: Sheriff's ONLY Roundtable (Valhalla)
- 2PM: Spouses Rum Runner Emerald Bay Cruise (spouses only – walking distance from Valhalla)
- 5PM: Reception (Margaritaville Resort – transportation provided)
- 7PM: Heavenly Village Event (walking distance)

Thursday, June 11th

- 7:30AM: **Breakfast** (w/Corporate 100 Partners)
- 9AM: Board Meeting
- 10AM: Shari's Berries Demo (spouses only)
- 12PM-1PM: **Lunch** (for meeting attendees - spouses invited)
- 1PM - 2:30PM: LE Partners Presentations
- 2:30PM: Corporate 100 Partner Presentations
- 5:30PM - 9PM: Corporate 100 Partner Annual **Dinner Event** (off-site – Arial Tram ride to dinner location, transportation departs hotel at 4:30 pm – feel free to drive yourself to the tram location)

Friday, June 12th (optional event – MUST be registered to participate)

- 8AM: Rubicon Trail Outing (transportation departs at 6:30 am, **breakfast burritos** will be provided).