

BATCH #

2026 TRAVEL AUTHORIZATION FORM

SECTION 1a:

Dept/Agency: Sheriff ☒ PVL ☐ SLT
 Employee Name: Eric Palmberg
 Standard Work Hours:
 Employee Job Title: Undersheriff
 Fiscal Contact/Ext: Courtney Johnson/5191
 EE Vendor/Suffix #: 5548
 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

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 Signature: 
 Date: 6-25-26
 Department Authorization: _____
 Date: _____

Purpose of trip: CSSA Board Meeting
 no acronyms

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 \$ 400.00
 Baggage Fee
 Other (Specify) Spouse reg \$ 200.00
 Other (Specify)
 Page 2 \$ - Total Other Expenses: \$ 600.00

ESTIMATED EXPENSES

GRAND TOTALS \$ 1,534.00

Section 2b

Explanation of additional expenses or other notes as needed:

Spouses reg partially paid by per diem remaining paid by
 check Deposit # SL
 DP# 326954 07/09/26 SL

Approval for additional expenses:

SECTION 2c:

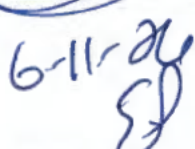
****UPON RETURN****

ACTUAL:

Departure Date/Time 06/09/2026 1600
 Return Date/Time 06/11/2026 2130

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 Signature:  Date: 06/23/2026
 Department Authorization:  Date: 6/24/26

6-11-26


TRAVEL AUTHORIZATION FORM PAGE TWO

Use this form if more detail is required when itemizing **ACTUAL** expenses.

Sheriff

Eric Palmberg

South Lake Tahoe

06/09/26

06/12/26

Courtney
Johnson/5191

Transportation Mileage Details:

Departure Address	Destination Address	Miles

Total Private Auto Est. Mileage	Rate	0.725	Total Miles	0	\$	-
Other (Specify)					\$	-
Other (Specify)					\$	-
Other (Specify)					\$	-
Total Transportation Page 2					\$	-

LODGING

1st Hotel	Dates staying:		Base Rate		Taxes		\$	-
2nd Hotel	Dates staying:		Base Rate		Taxes		\$	-
3rd Hotel	Dates staying:		Base Rate		Taxes		\$	-
Other (Specify)							\$	-
Other (Specify)							\$	-
Other (Specify)							\$	-
Total Lodging Page 2							\$	-

MEAL DETAIL: Use if employee uses both Cash and Pcard for meals, or if additional days are required.

Date	06/09/26		06/10/26		06/11/26									
	EE	PC	EE	PC	EE	PC	EE	PC	EE	PC	EE	PC	EE	PC
Breakfasts			22.00		INCL									
Lunches			INCL		INCL									
Dinners	36.00		36.00		INCL									
Incidental	5.00		5.00		5.00									
Total Meals Pcard	\$		-		Meals Emp Reimb		#VALUE!		Meal Total pg2		\$		109.00	

OTHER EXPENSES (SPECIFY)

Other (Specify)	\$	-
Other (Specify)	\$	-
Other (Specify)	\$	-
Other (Specify)	\$	-
Total Other Expenses	\$	-

Additional Notes:

BATCH #

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Eric Palmberg

06/08/2026

Eric Palmberg (Jun 8, 2026 13:17:23 PDT)

Employee

Date



6/8/26

Date

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Page 2 \$ - Total Transportation: \$ -

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 Incidental 5.00 5.00 5.00 5 \$ 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 400
 Baggage Fee
 Other (Specify) Spouse Reg 200
 Other (Specify)

Page 2 \$ - Total Other Expenses: \$ 600

ESTIMATED EXPENSES

GRAND TOTALS \$ 893.00

Section 2b

Explanation of additional expenses or other notes as needed:

Approval for additional expenses:

SECTION 2c:

****UPON RETURN****

ACTUAL:

Departure Date/Time

Return Date/Time

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



Palmberg, Eric

Confirmation Number: 9514982927-1

Room Number: 809

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)	

(USD)

Sub-Total: \$624.00

Total Tax: \$100.59

Total Payments: (\$724.59)

Total Due: \$0.00

SIGNATURE: _____

DATE: _____

Order Confirmation (#19950)

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

Date Thu 5/7/2026 1:03 PM

To Katie Houpt <houptk@eldoradosheriff.gov>

Cc Training <training@eldoradosheriff.gov>

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

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: hauptk@edso.org

Order Info:

Customer #: 59611310 Order #: 19950 Order Date: 05/07/2026

Payment Method: Visa Card Number: [REDACTED] Reference Number: 466127721877078

Payment Amount: \$600.00

Description	Qty	Price	Amount
June 2026 Board of Directors Meeting <i>Event</i> Spouse Pass <i>Purchased For: Palmberg, Vicki</i>	1	\$200.00	\$200.00
June 2026 Board of Directors Meeting <i>Event</i> Law Enforcement Personnel <i>Purchased For: Palmberg, Eric</i>	1	\$400.00	\$400.00
BBQ Lunch <i>Session</i> system free product <i>Purchased For: Palmberg, Eric</i>	1	\$0.00	\$0.00
BBQ Lunch <i>Session</i> system free product <i>Purchased For: Palmberg, Vicki</i>	1	\$0.00	\$0.00
Board Meeting <i>Session</i> system free product <i>Purchased For: Palmberg, Eric</i>	1	\$0.00	\$0.00
Board Meeting <i>Session</i> system free product	1	\$0.00	\$0.00

Purchased For: Palmberg, Eric

Corporate 100 Partner Dinner Event Session system free product Purchased For: Palmberg, Eric	1	\$0.00	\$0.00
Corporate 100 Partner Dinner Event Session system free product Purchased For: Palmberg, Vicki	1	\$0.00	\$0.00
Heavenly Village Event Session system free product Purchased For: Palmberg, Eric	1	\$0.00	\$0.00
Heavenly Village Event Session system free product Purchased For: Palmberg, Vicki	1	\$0.00	\$0.00
Law Enforcement Partners Presentations Session system free product Purchased For: Palmberg, Eric	1	\$0.00	\$0.00
Lunch Session system free product Purchased For: Palmberg, Eric	1	\$0.00	\$0.00
Memorial Walk Session system free product Purchased For: Palmberg, Eric	1	\$0.00	\$0.00
Memorial Walk Session system free product Purchased For: Palmberg, Vicki	1	\$0.00	\$0.00
Reception (On-Site) Session system free product Purchased For: Palmberg, Eric	1	\$0.00	\$0.00
Reception (On-Site) Session system free product Purchased For: Palmberg, Vicki	1	\$0.00	\$0.00
Shari's Berries Demo Session system free product Purchased For: Palmberg, Vicki	1	\$0.00	\$0.00
Spouse's Rum Runner Emerald Bay Cruise Session system free product Purchased For: Palmberg, Vicki	1	\$0.00	\$0.00

Subtotal: \$600.00

Tax: \$0.00

Shipping: \$0.00

Total Payment: \$600.00

Credits: \$0.00

Balance Due: \$0.00



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

June 2026 Board of Directors Meeting Confirmation

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

Date Thu 5/7/2026 1:03 PM

To Eric Palmberg <palmberg@eldoradosheriff.gov>

Cc Training <training@eldoradosheriff.gov>

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

Dear Eric,

Thank you for registering for the **June 10-11, 2026, CSSA Board of Directors Meeting**, hosted by the El Dorado County Sheriff's Office. We are excited to have you join us!

Meeting / Lodging Details: The event will take place at the Margaritaville Resort Lake Tahoe, located at 4130 Lake Tahoe Blvd, Lake Tahoe, CA. CSSA has secured a special room rate of **\$208.00**. **To book your room, please click this link:** [CA State Sheriffs Assn. Group - Margaritaville Resort Lake Tahoe](#) or you can call the hotel directly at **530.544.5400**.

Please Note: The roundtable will be held off-site, and transportation will be provided. To ensure a smooth experience, please confirm that both you and your spouse/significant other are registered for all events.

SCHEDULE OF EVENTS

Wednesday, June 10th

7AM: Memorial Walk (transportation will be provided)

8:00 AM: Corn Hole Tournament (Vahalla – transportation will be provided)

8:00AM: Golf: Lake Tahoe Golf Course (transportation on your own)

12:00PM: **BBQ Lunch** (Vahalla – transportation will be provided)

2:00PM: Spouses Rum Runner Emerald Bay Cruise (spouses only – transportation will be provided)

2:00PM: Sheriff's ONLY Roundtable (Vahalla – transportation will be provided)

5:00PM: Reception (Margaritaville Resort – host hotel)

7:00PM: Heavenly Village Event (walking distance)

Thursday, June 11th

9:00AM: Board Meeting

10:00AM: Shari's Berries Demo (spouses only)

12PM-1PM: Lunch (for attendees only)

1PM - 2:30PM: LE Partners Presentations

2:30PM: Board Meeting (if needed)

5:30PM - 9PM: Corporate 100 Partner Dinner Event (off-site – Arial tram ride to location, transportation will be provided)

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

8:00AM: Rubicon Trail Outing

June 2026 Board of Directors Meeting Confirmation

Thank you, Eric. We appreciate your registration for our June 2026 Board of Directors Meeting on 06-09-2026.

What: June 2026 Board of Directors Meeting
When: 06/09/2026 04:00 PM - 06/12/2026 03:00 PM Pacific Standard Time
Where: Margaritaville Resort

Attendees

Registrant Name: Eric Palmberg
El Dorado County Sheriff's Office
6/10/2026 7:00 AM - 6/10/2026 7:45 AM Pacific Standard Time
Memorial Walk
6/10/2026 12:00 PM - 6/10/2026 2:00 PM Pacific Standard Time
BBQ Lunch
6/10/2026 5:00 PM - 6/10/2026 7:00 PM Pacific Standard Time
Reception (On-Site)
6/10/2026 7:00 PM - 6/10/2026 9:00 PM Pacific Standard Time
Heavenly Village Event
6/11/2026 9:00 AM - 6/11/2026 12:00 PM Pacific Standard Time
Board Meeting
6/11/2026 2:30 PM - 6/11/2026 4:00 PM Pacific Standard Time
Board Meeting
6/11/2026 12:00 PM - 6/11/2026 1:00 PM Pacific Standard Time
Lunch