



Travel Reimbursement

FIN-TRR-001504

1. Employee Information

Employee Name: Andrew Gardanier

Department: Fire

Employee Email: [REDACTED]

Supervisor Name: John Flynn

Employee ID#: [REDACTED]

Supervisor Email: [REDACTED]

Position/Title: Fire Engineer

Supervisor Title: Dir of Retirement Svcs & CEO U

2. Request Details

Type of Request: New Request

Type of Travel Request : In-State Travel

Is your travel or part of travel waived or paid by a 3rd party?: No

Group Travel: No

3. Travel Itinerary

Name of the Event: SACRS Spring Conference 2025

Location of the Event: Omni Rancho Las Palmas Resort & Spa

Location Address of the Event: 41000 Bob Hope Dr, Rancho Mirage, CA 92270, USA **Location Zip:** 92270

Travel Departure Date:
05/13/2025

Travel Departure Time:
08:40 AM

Event Start Date:
05/13/2025

Event End Date:
05/16/2025

Return Time: 12:50 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts	Actual Expense	Payment Method	Payment Amount
Registration	SACRS Spring Conference 2025	\$300.15	\$300.15	PCard Payment	\$300.15
Airfare/Extra Luggage	OAK to PSP, PSP to Oak	\$215.76	\$215.76	PCard Payment	\$215.76
Lodging	Embassy Suites Palm Desert	\$512.56	\$512.56	PCard Payment	\$512.56
Public Transportation	Uber/Lyft Receipts: Home to OAK, PSP to Hotel, Hotel to Conference, Conference to Hotel, Conference to PSP, OAK to Home	\$295.39	\$313.19	Due to Employee	\$0.00
Per Diem	Per Diem Per Chart Above	\$180.00	\$180.00	Due to Employee	\$0.00
Total Estimated Expenses		\$1,503.86	\$1,521.66		\$1,028.47
			Total Due Employee: \$493.19		

5. Exceptions

Exceptions to be Considered: - Exception memo attached for the use of OAK Airport rather than SJC.

6. Cash Advance Requested

Cash Advance: No

7. Additional VIS Codes

Charge Code Detail (VIS Code): [REDACTED]

Note: The fields above are for internal purpose only. Only the first VIS code will be used for PeopleSoft Entry.

8. Employee Acknowledgement

I certify that the requested travel is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

× Andrew Gardanier

Signed By: Andrew
Date Signed: 05/28/2025 1:46:01 PM -07:00 GMT

9. Supervisor

Supervisor Name: John Flynn

Supervisor Email2:

Supervisor Title2: Dir of Retirement Svcs & CEO U

Supervisor Decision2: Approved - Send to Travel Coordinator

I certify that I have evaluated the requested travel activity and confirm that the request is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

× John Flynn

Signed By: John Flynn -
Date Signed: 05/28/2025 1:52:51 PM -07:00 GMT
IP Address

10. Additional Reviewer 1

I certify that I have evaluated the requested travel activity and confirm that the request is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

11. Additional Reviewer 2

I certify that I have evaluated the requested travel activity and confirm that the request is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

12. Travel Coordinator

Travel Coordinator Name: Gina Rios

Travel Coordinator Email2:

Travel Coordinator Title2: Senr Accountant

Travel Coordinator Decision2: Approved

I certify that I have evaluated the requested travel activity and confirm that the estimated expenses will be incurred for purposes of City business, are in compliance with the City's Travel Policy and are within budgetary limits.

× Gina Rios

Signed By: Gina Rios -
Date Signed: 05/28/2025 2:53:27 PM -07:00 GMT
IP Address

13. Approving Official

Approving Official Name: Barbara Hayman

Approving Official

Approving Official Title2: Deputy Dir U

Approving Official Decision2: Approved

Approving Official Comments: approved

I certify that I have evaluated the requested travel activity and confirm that the estimated expenses will be incurred for purposes of City business, are in compliance with the City's Travel Policy and are within budgetary limits.

× BHayman

Signed By: BHayman
Date Signed: 05/28/2025 3:22:25 PM -07:00 GMT
IP Address

14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance



Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	05/13/2025
Departure Time	08:40 AM
Event Start Date	05/13/2025
Event End Date	05/16/2025
Return Time	12:50 PM
CONUS/OCONUS Rate for Lodging	141.00
Maximum Daily Rate	\$211.50
Maximum Total Lodging for Trip (excluding tax)	\$448.38
CONUS/OCONUS Rate for Meals and Incidentals	86

2. Per Diem - Lodging

Date	Maximum Daily Rate	Daily Rate	Taxes	Reimbursable Taxes	Non-Reimbursable Taxes	Total Reimbursable Lodging Expenses
Tuesday, May 13, 2025	\$211.50	\$149.46	\$21.21	\$21.21	\$0.00	\$170.67
Wednesday, May 14, 2025	\$211.50	\$149.46	\$21.21	\$21.21	\$0.00	\$170.67
Thursday, May 15, 2025	\$211.50	\$149.94	\$21.28	\$21.28	\$0.00	\$171.22
					Total	\$512.56

3. Per Diem - Meals and Incidentals

Travel Day	Breakfast	Lunch	Dinner	Incidentals	Meals Provided with Registration	Adjustment for Provided Meals	Additional Adjustments	Maximum Per Diem for Meals and Incidentals
Tuesday, May 13, 2025	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$0.00		\$86.00
Wednesday, May 14, 2025	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$81.00		\$5.00
Thursday, May 15, 2025	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$45.00		\$41.00
Friday, May 16, 2025	\$16.50	\$17.25	\$27.00	\$3.75	Checked	\$16.50		\$48.00

Lodging Desc: Embassy Suites Palm Desert

Lodging Est Expense Amt: \$512.56

Lodging Actual Expense: