

1. Employee Information

Employee	Mathew Faulkner	Dept.	Retirement Services		
Job Title	FED Board Trustee	Visible Code			
Employee ID		Home Zip Code		Phone No.:	
Hourly / Salaried	<input type="radio"/> Hourly <input checked="" type="radio"/> Salaried	Select Purpose	<input checked="" type="radio"/> In-State <input type="radio"/> Out-of-State		

2. Group Travel

Names of other Travelers		
1	3	5
2	4	6

3. Travel Itinerary

Event Name:	MarketsGroup ALTSSF		
Event Location:	The Ritz-Carlton-San Francisco	City: San Francisco	State: CA
Departure Date:	9/2/25	Event Start Date: 9/3/25	Event End Date: 9/3/25 Return Date: 9/3/25

4. Travel Expenses

Category	Detailed Description	Estimated Expenses	Actual Expenses	Prepaid Expense	
				Amount	Method
Registration	MarketsGroup ALTSSF - Complimentary Attendance	-	\$0.00		Select
Airfare					Select
Lodging	The Stanford Court San Francisco	-	\$237.28		Select
Ground Transportation	Home to Conference: 54.4 miles + Conference to Home: 54.3 miles = 108.7 miles x 0.70 per mile = \$76.09	152.18	\$76.09		Select
Per Diem	Conference provided breakfast and lunch on 9/3 - traveler departed after lunch so no dinner per diem for 9/3 included	-	\$32.25		Select
Parking	The Stanford Court San Francisco		\$85.50		Select
Other					Select
Total		152.18	431.12	-	

5. **Unforeseen Travel Expenses** (expenses that were not pre-approved must be entered in this section)

			If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.
Final Total Travel Expenses		\$431.12	
Prepaid Expenses		\$0.00	
Total Due Employee/(Due City)		\$431.12	

6. Notes

Lodging - In accordance with the Trustee Travel Policy 32b, the traveler booked a one night stay at a hotel within 5 miles of the conference venue due to the late end time on 9/2 and early start time on 9/3.

Per Diem - Includes dinner + incidental for 9/2 (calculated at 75% as it was the first day of travel) because conference event began at 5pm and no dinner was provided.

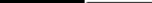
Parking - Valet parking was the only option offered at the hotel.

7. Certification


I certify that I have read and understand the City's Travel Policy and that the reimbursable expenses comply with the policy and its intent. I also verify that all expenses reported on this form were incurred by me for City business purposes.

Employee Signature	<i>Mathew Faulkner</i>	Mathew Faulkner	9/10/25
	Emp ID #	Signature	Date


I certify that I have reviewed the expenditures and related documentation associated with the reimbursable expenses and confirm that they are in compliance with the City's Travel Policy.

Direct Supervisor		John Flynn	9/11/25
Emp ID #	Signature	Print Name	Date

I certify that I have reviewed the expenditures and related documentation associated with the reimbursable expenses and confirm that they are in compliance with the City's Travel Policy.

Travel Coordinator		Trang Vo	Trang Vo	9/15/25
	Emo ID #	Signature	Print Name	Date

Emp ID #	Signature	Print Name	Date
I certify that I agree with the expenditures contained in this Statement and confirm that they are in compliance with the City's Travel Policy, were incurred for City business and are within budgetary limits.			

Approving Official		<i>B. Hayman</i>	Barbara Hayman	9/15/2025
		Signature	Print Name	Date

Finance Travel Desk	Date Rec'd	Date Processed	Finance Payroll	Date Rec'd	Date Processed	Pay Period of Pymt. or Deduction
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