

View History Report

Audit Trail

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Intake **Sent to Employee** by Gabriela Romero-Castrejon

Requester Name	Gabriela Romero-Castrejon
Requester Email	Gabriela.Romero-Castrejon@sanjoseca.gov
Requester ID#	[REDACTED]
I am submitting a Travel Request:	for another person.
Select Employee for Travel Request	Gardanier Andrew(Andrew.Gardanier@sanjoseca.gov)
Employee Name	Andrew Gardanier
Employee Email	andrew.gardanier@sanjoseca.gov
Employee ID#	[REDACTED]
Department	Fire
Position/Title	Fire Engineer
Supervisor/Next Approver In Line	Flynn John(John.Flynn@sanjoseca.gov)
Department and Division Concat	Fire
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
Name of the Event	Pension Bridge The Annual 2025
Location of the Event	The Ritz-Carlton, Half Moon Bay
Location Address of the Event	1 Miramontes Point Rd, Half Moon Bay, CA 94019, USA
Location Zip	94019
Travel Departure Location Address	[REDACTED]
Travel Departure Date	03/24/2025
Travel Departure Time	09:00 AM
Event Start Date	03/24/2025
Event End Date	03/26/2025
Travel Return Date	03/26/2025
Return Time	05:00 PM
	True
Group Travel	Yes
Select Employee 1	Gardanier Andrew(Andrew.Gardanier@sanjoseca.gov)
Select Employee 2	Woolsey David(David.Woolsey@sanjoseca.gov)
Are you staying in the	Yes

event sponsored lodging?

Monday, March 24, 2025

\$379.00

\$67.03

\$446.03

Tuesday, March 25, 2025

\$379.00

\$67.04

\$446.04

**Total Lodging Per Diem
(Event Sponsored)**

\$892.07

Upload Event Itinerary

Agenda _ Pension Bridge The Annual.pdf

Monday, March 24, 2025

Checked

\$16.50

\$17.25

\$27.00

\$3.75

\$0.00

\$64.50

Tuesday, March 25, 2025

\$22.00

\$23.00

\$36.00

\$5.00

Checked

Checked

\$45.00

\$41.00

Wednesday, March 26, 2025

Checked

\$16.50

\$17.25

\$27.00

\$3.75

Checked

Checked

\$33.75

\$30.75

Total BEFORE Adjustments

\$215.00

Total AFTER Adjustments

\$136.25

**Travel Lodge / Per Diem
Expenses**

Lodging, Per Diem

More Travel Expense Categories	Mileage Reimbursement (Actual reimbursement will be calculated by eWay)
	\$0
	\$0
	The Ritz-Carlton, Half Moon Bay
	\$892.07
	Hotel Rates.png
	\$0
	\$0
	Home to Conference: 39.1 miles, Conference to Home: 38.8 miles
	0
	\$0.00
	Per Diem Per Chart Above
	\$136.25
	\$0
	\$0
	\$0
Total	\$1,028.32
Required Exception Documentation	Gardanier - Exception Memo.pdf
Cash Advance	No
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.	Checked
Today's Date	02/28/2025
Expense Estimate Warning	False
Date Difference (Today vs Start)	24
How Many Days	3
Days to Numeric Decimal	3
How Many Nights	2
First Day Time 1	0900
Time 1	900
Last Day Time 2	1700
Time 2	1700
Last Time	Yes
Formula	no2Threeno4no5no6no7no8no9no10no11no12no13no14
Convert to Numeric	0

Decimal	
Miles	0
Location Address (for mapping to documents only)	1 Miramontes Point Road
Location City (for mapping to documents only)	Half Moon Bay
Location State (for mapping to documents only)	California
Key	1
Rate	0.70
Meals	86
January	\$183
February	\$183
March	\$183
April	\$183
May	\$183
June	\$183
July	\$183
August	\$183
September	\$183
October	\$183
November	\$183
December	\$183
CaseMonth1	03
CaseMonth2	03
CaseMonth3	03
CaseMonth4	03
CaseMonth5	03
CaseMonth6	03
CaseMonth7	03
CaseMonth8	03
CaseMonth9	04
CaseMonth10	04
CaseMonth11	04
CaseMonth12	04
CaseMonth13	04
CaseMonth14	04
Month1	3
Month2	3
Month3	3
Month4	3

Month5	3
Month6	3
Month7	3
Month8	3
Month9	4
Month10	4
Month11	4
Month12	4
Month13	4
Month14	4
FINALMonth1	183
FINALMonth2	183
FINALMonth3	183
FINALMonth4	183
FINALMonth5	183
FINALMonth6	183
FINALMonth7	183
FINALMonth8	183
FINALMonth9	183
FINALMonth10	183
FINALMonth11	183
FINALMonth12	183
FINALMonth13	183
FINALMonth14	183
TaxPerc1	0.72
TaxPerc2	0.72
Lodging1	274.5
Lodging2	274.5
Lodging3	0
Lodging4	0
Lodging5	0
Lodging6	0
Lodging7	0
Lodging8	0
Lodging9	0
Lodging10	0
Lodging11	0
Lodging12	0
Lodging13	0
Lodging14	0
Total Lodging Maximum	\$549.00
1YYYY	2025
Total PerDiem	68

PerDiem for breakfast	16
PerDiem for lunch	19
PerDiem for dinner	28
PerDiem for incidents	5
PerDiem for the first and last day	51
Total PerDiem2	74
PerDiem for breakfast2	18
PerDiem for lunch2	20
PerDiem for dinner2	31
PerDiem for incidents2	5
PerDiem for the first and last day2	55.5
Total PerDiem3	80
PerDiem for breakfast3	20
PerDiem for lunch3	22
PerDiem for dinner3	33
PerDiem for incidents3	5
PerDiem for the first and last day3	60
Total PerDiem4	86
PerDiem for breakfast4	22
PerDiem for lunch4	23
PerDiem for dinner4	36
PerDiem for incidents4	5
PerDiem for the first and last day4	64.5
Total PerDiem5	92
PerDiem for breakfast5	23
PerDiem for lunch5	26
PerDiem for dinner5	38
PerDiem for incidents5	5
PerDiem for the first and last day5	69
FINALTotal PerDiem1	86
FINALPerDiem for breakfast1	22
FINALPerDiem for lunch1	23
FINALPerDiem for dinner1	36
FINALPerDiem for incidents1	5
FINALPerDiem for the first and last day1	64.5
75B	\$0.00

75L	\$0.00
75D	\$0.00
2YYYY	2025
2Total PerDiem	68
2PerDiem for breakfast	16
2PerDiem for lunch	19
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FINALTotal PerDiem2	86
FINALPerDiem for breakfast2	22
FINALPerDiem for lunch2	23
FINALPerDiem for dinner2	36
FINALPerDiem for	5

incidents2

**FINALPerDiem for the first
and last day2** 64.5

**Adjustment Breakfast
Day2** 22

Adjustment Lunch Day2 23

B Day2 \$22.00

L Day2 \$23.00

75B Day2 \$16.50

75L Day2 \$17.25

75D Day2 \$0.00

3YYYY 2025

3Total PerDiem 68

3PerDiem for breakfast 16

3PerDiem for lunch 19

3PerDiem for dinner 28

3PerDiem for incidents 5

**3PerDiem for the first and
last day** 51

3Total PerDiem2 74

3PerDiem for breakfast2 18

3PerDiem for lunch2 20

3PerDiem for dinner2 31

3PerDiem for incidents2 5

**3PerDiem for the first and
last day2** 55.5

3Total PerDiem3 80

3PerDiem for breakfast3 20

3PerDiem for lunch3 22

3PerDiem for dinner3 33

3PerDiem for incidents3 5

**3PerDiem for the first and
last day3** 60

3Total PerDiem4 86

3PerDiem for breakfast4 22

3PerDiem for lunch4 23

3PerDiem for dinner4 36

3PerDiem for incidents4 5

**3PerDiem for the first and
last day4** 64.5

3Total PerDiem5 92

3PerDiem for breakfast5 23

3PerDiem for lunch5 26

3PerDiem for dinner5 38

3PerDiem for incidents5	5
3PerDiem for the first and last day5	69
FINALTotal PerDiem3	86
FINALPerDiem for breakfast3	22
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FINALPerDiem for incidents3	5
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Adjustment Breakfast Day3	22
Adjustment Lunch Day3	23
B Day3	\$22.00
L Day3	\$23.00
75B Day3	\$16.50
75L Day3	\$17.25
75D Day3	\$0.00
4YYYY	2025
4Total PerDiem	68
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75B Day2	\$0.00
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75B Day2	\$0.00
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75D Day2	\$0.00

10YYYY	2025
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and last day2	
75B Day2	\$0.00
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11YYYY	2025
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12YYYY	2025
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75B Day2	\$0.00
75L Day2	\$0.00
75D Day2	\$0.00
TOTALCaseMI1	64.5
TOTALCaseMI2	86
TOTALCaseMI3	64.5
TOTALCaseMI4	86
TOTALCaseMI5	86
TOTALCaseMI6	86
TOTALCaseMI7	86
TOTALCaseMI8	86
TOTALCaseMI9	86
TOTALCaseMI10	86
TOTALCaseMI11	86
TOTALCaseMI12	86
TOTALCaseMI13	86
TOTALCaseMI14	86
TOTALMI1	\$64.50
TOTALMI2	\$150.50
TOTALMI3	\$215.00
TOTALMI4	\$301.00
TOTALMI5	\$387.00
TOTALMI6	\$473.00
TOTALMI7	\$559.00
TOTALMI8	\$645.00
TOTALMI9	\$731.00

TOTALMI10	\$817.00
TOTALMI11	\$903.00
TOTALMI12	\$989.00
TOTALMI13	\$1,075.00
TOTALMI14	\$1,161.00
Adjustments Day 1	0
Adjustments Day 2	45
Adjustments Day 3	33.75
Adjustments Day 4	0
Adjustments Day 5	0
Adjustments Day 6	0
Adjustments Day 7	0
Adjustments Day 8	0
Adjustments Day 9	0
Adjustments Day 10	0
Adjustments Day 11	0
Adjustments Day 12	0
Adjustments Day 13	0
Adjustments Day 14	0
1 Subtracted 100% or 75% Adjustments	0
2 Subtracted 100% or 75% Adjustments	45
3 Subtracted 100% or 75% Adjustments	33.75
4 Subtracted 100% or 75% Adjustments	0
5 Subtracted 100% or 75% Adjustments	0
6 Subtracted 100% or 75% Adjustments	0
7 Subtracted 100% or 75% Adjustments	0
8 Subtracted 100% or 75% Adjustments	0
9 Subtracted 100% or 75% Adjustments	0
10 Subtracted 100% or 75% Adjustments	0
11 Subtracted 100% or 75% Adjustments	0
12 Subtracted 100% or 75% Adjustments	0
13 Subtracted 100% or	0

75% Adjustments**14 Subtracted 100% or
75% Adjustments**

0

**Total Meals and
Incidentals Per Diem**

\$147.50

EnvKey

3

APReviewer1

yolanda.wasniewski@sanjoseca.gov

APReviewer2

laurie.mak@sanjoseca.gov

APReviewer3

jaime.fonseca@sanjoseca.gov

APReviewer4

nhung.nguyen@sanjoseca.gov

Reimb Reviewer 1

yolanda.wasniewski@sanjoseca.gov

Reimb Reviewer 2

laurie.mak@sanjoseca.gov

Reimb Reviewer 3

jaime.fonseca@sanjoseca.gov

Reimb Reviewer 4

yolanda.ayala@sanjoseca.gov

Reimb Reviewer 5

maria.guerrero@sanjoseca.gov

Reimb Reviewer 6

nhung.nguyen@sanjoseca.gov

Travel Coordinator 1

jimmy.nguyen@sanjoseca.gov

Travel Coordinator 2

van.huynh@sanjoseca.gov

CMO1

jennifer.schembri@sanjoseca.gov

CMO2

sarah.zarate@sanjoseca.gov

FinanceDirector 1

maria.oberg@sanjoseca.gov

Message to**FinanceDirector**

A Travel Request has been submitted for your review.

CMOReviewer1

jessica.lowry@sanjoseca.gov

CMOReviewer2

lalaine.leynes@sanjoseca.gov

CMOReviewer3

leah.toala-ho@sanjoseca.gov

CMOReviewer4

edwin.huertas@sanjoseca.gov

Employee **Sent to Supervisor** by Andrew Gardanier

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Workflow Name

FIN-TRR-001334

Supervisor **Sent to Travel Coordinator** by John Flynn**Supervisor Name**

John Flynn

Supervisor Decision

Approved - Send to Travel Coordinator

**I acknowledge that travel
for hourly employees has
the potential to create
overtime liability and I am
aware that the Office of**

Checked

Employee Relations can assist with determining compensable time and overtime liability.

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.

Checked

Supervisor Signature

Signed By: John Flynn - John.Flynn@sanjoseca.gov

Date Signed: 02/28/2025 2:35:15 PM -08:00 GMT

IP Address:

Supervisor Email

john.flynn@sanjoseca.gov

Supervisor Title

Dir of Retirement Svcs & CEO U

January

\$183.00

February

\$183.00

March

\$183.00

April

\$183.00

May

\$183.00

June

\$183.00

July

\$183.00

August

\$183.00

September

\$183.00

October

\$183.00

November

\$183.00

December

\$183.00

Travel Coordinator Sent to Approving Official by Gina Rios

78.04

\$54.63

Total

\$1,082.95

Distance Calculated (in km)

62.8 km

Travel Coordinator Name

Gina Rios

Travel Coordinator Decision

Approved

I certify that I have evaluated the requested travel activity and confirm that the estimated expenses will be incurred for purposes of City

Checked

business, are in
compliance with the City's
Travel Policy and are
within budgetary limits.

Travel Coordinator Signature	Signed By: Gina Rios - gina.rios@sanjoseca.gov Date Signed: 03/03/2025 4:18:12 PM -08:00 GMT IP Address: [REDACTED]
Travel Coordinator Email	gina.rios@sanjoseca.gov
Travel Coordinator Title	Senr Accountant
Select Approving Official	Hayman Barbara(barbara.hayman@sanjoseca.gov)
Convert to Numeric Decimal	62.8
Miles	39.02
January	\$183
February	\$183
March	\$183
April	\$183
May	\$183
June	\$183
July	\$183
August	\$183
September	\$183
October	\$183
November	\$183
December	\$183
Supervisor = Approving Official	False

Approving Official [Approved Pending Reimbursement](#) by Barbara Hayman

Approving Official Name	Barbara Hayman
Approving Official Decision	Approved
Approving Official Comments	approve
I certify that I have evaluated the requested travel activity and confirm	Checked
Approving Official Signature	Signed By: BHayman - barbara.hayman@sanjoseca.gov Date Signed: 03/04/2025 7:10:01 AM -08:00 GMT IP Address: [REDACTED]
Approving Official Email	barbara.hayman@sanjoseca.gov
Approving Official Phone	(408) 794-1026
Approving Official Title	Deputy Dir U
Travel Request Approved Date	03/04/2025
January	\$183.00

February	\$183.00
March	\$183.00
April	\$183.00
May	\$183.00
June	\$183.00
July	\$183.00
August	\$183.00
September	\$183.00
October	\$183.00
November	\$183.00
December	\$183.00

Travel Request Approved **Approved Pending Reimbursement** by Barbara Hayman

- No fields were changed -

Request Reimbursement **Sent to Employee2** by Gabriela Romero-Castrejon

Return Time 06:00 PM

Select Employee 2

Are you staying in the event sponsored lodging? No

\$0.00

\$67.03

\$0.00

\$0.00

\$67.04

\$0.00

Total Lodging Per Diem (Not Event Sponsored) \$0.00

\$22.00

\$23.00

\$36.00

\$5.00

\$45.00

\$41.00

Total BEFORE Adjustments \$236.50

Total AFTER Adjustments \$146.50

More Travel Expense Categories Mileage Reimbursement (Actual reimbursement will be calculated by eWay),Parking,Other

Other Expense Category Bridge Toll

\$0.00

\$0.00

The Ritz-Carlton, Half Moon Bay - RESERVATION CANCELED (See attachment)

\$0.00

\$0.00

PCard Payment

	\$0.00
	hotel cancelation.pdf
	\$0.00
	\$0.00
	39.1 miles (Home to Conference) + 38.8 miles (Conference to Home) = 77.9 miles x 0.70 per mile = \$54.53 x 3 travel days = \$163.59
	\$54.63
	Eway
	\$0.00
	Home to Conference.pdf Conference to Home.pdf
	\$146.50
	Due to Employee
	\$0.00
	Parking \$30 daily x 3 days
	\$90.00
	Due to Employee
	\$0.00
	Hotel Parking.pdf
	\$0.00
	Bridge Toll \$8 x 3 travel days
	\$24.00
	Due to Employee
	\$0.00
	Pension Bridge - Bridge Toll.pdf
Total	\$190.88
Actual Expenses	\$260.50
Prepaid	\$0.00
Validate - When Actual	
Total \$100 Over Estimated	TRUE
Total	
Total Due Employee	\$260.50
Signature	Signed By: Gabriela Romero - Gabriela.Romero-Castrejon@sanjoseca.gov Date Signed: 04/07/2025 12:03:56 PM -07:00 GMT IP Address: [REDACTED]
Date	04/07/2025
Last Day Time 2	1800
Time 2	1800
Last Time	No
Formula	no2no3no4no5no6no7no8no9no10no11no12no13no14
CaseMonth1	
CaseMonth2	
CaseMonth3	
CaseMonth4	

CaseMonth5	
CaseMonth6	
CaseMonth7	
CaseMonth8	
CaseMonth9	
CaseMonth10	
CaseMonth11	
CaseMonth12	
CaseMonth13	
CaseMonth14	
Month1	
Month2	
Month3	
Month4	
Month5	
Month6	
Month7	
Month8	
Month9	
Month10	
Month11	
Month12	
Month13	
Month14	
FINALMonth1	
FINALMonth2	
FINALMonth3	
FINALMonth4	
FINALMonth5	
FINALMonth6	
FINALMonth7	
FINALMonth8	
FINALMonth9	
FINALMonth10	
FINALMonth11	
FINALMonth12	
FINALMonth13	
FINALMonth14	
TaxPerc1	0
TaxPerc2	0
Lodging1	0
Lodging2	0
Total Lodging Maximum	\$0.00

1YYYY

2YYYY

3YYYY

4YYYY

5YYYY

6YYYY

7YYYY

8YYYY

9YYYY

10YYYY

11YYYY

12YYYY

13YYYY

14YYYY

TOTALCaseMI3 86

TOTALMI3 \$236.50

TOTALMI4 \$322.50

TOTALMI5 \$408.50

TOTALMI6 \$494.50

TOTALMI7 \$580.50

TOTALMI8 \$666.50

TOTALMI9 \$752.50

TOTALMI10 \$838.50

TOTALMI11 \$924.50

TOTALMI12 \$1,010.50

TOTALMI13 \$1,096.50

TOTALMI14 \$1,182.50

Adjustments Day 3 45

3 Subtracted 100% or 75%
Adjustments 45

Total Meals and
Incidentals Per Diem \$169.00

Employee 2 Sent to Supervisor by Andrew Gardanier

\$48.26

\$18.77

\$322.76

\$48.27

\$18.77

\$322.77

Total Lodging Per Diem
(Not Event Sponsored) \$645.53

\$645.53

\$645.53

Actual Expenses	\$906.03
Prepaid	\$645.53
Upload Documentation For Exceeding Estimated Expenses by \$100	Simpligov - Reimbursement Calculations.pdf
Estimated + \$100 Lodging (Domestic)	TRUE
Signature	Signed By: Andrew Gardanier - Andrew.Gardanier@sanjoseca.gov Date Signed: 04/07/2025 6:16:59 PM -07:00 GMT IP Address: [REDACTED]

Supervisor2 Sent to Travel Coordinator by John Flynn

Monday, March 24, 2025
\$274.50
Tuesday, March 25, 2025
\$274.50
Monday, March 24, 2025
Tuesday, March 25, 2025
Wednesday, March 26, 2025

Supervisor Name	John Flynn
Supervisor Decision2	Approved - Send to Travel Coordinator

I acknowledge that travel for hourly employees has the potential to create overtime liability and I am aware that the Office of Employee Relations can assist with determining compensable time and overtime liability.	Checked
---	---------

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.	Checked
--	---------

Supervisor Signature	Signed By: John Flynn - John.Flynn@sanjoseca.gov Date Signed: 04/08/2025 8:07:35 AM -07:00 GMT IP Address: [REDACTED]
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Supervisor Email2	john.flynn@sanjoseca.gov
Supervisor Title2	Dir of Retirement Svcs & CEO U
CaseMonth1	03
CaseMonth2	03

CaseMonth3	03
CaseMonth4	03
CaseMonth5	03
CaseMonth6	03
CaseMonth7	03
CaseMonth8	03
CaseMonth9	04
CaseMonth10	04
CaseMonth11	04
CaseMonth12	04
CaseMonth13	04
CaseMonth14	04
Month1	3
Month2	3
Month3	3
Month4	3
Month5	3
Month6	3
Month7	3
Month8	3
Month9	4
Month10	4
Month11	4
Month12	4
Month13	4
Month14	4
FINALMonth1	183
FINALMonth2	183
FINALMonth3	183
FINALMonth4	183
FINALMonth5	183
FINALMonth6	183
FINALMonth7	183
FINALMonth8	183
FINALMonth9	183
FINALMonth10	183
FINALMonth11	183
FINALMonth12	183
FINALMonth13	183
FINALMonth14	183
TaxPerc1	0.72
TaxPerc2	0.72
Lodging1	274.5

Lodging2	274.5
1YYYY	2025
2YYYY	2025
3YYYY	2025
4YYYY	2025
5YYYY	2025
6YYYY	2025
7YYYY	2025
8YYYY	2025
9YYYY	2025
10YYYY	2025
11YYYY	2025
12YYYY	2025
13YYYY	2025
14YYYY	2025

Travel Coordinator2 Sent to Approving Official by Gina Rios

\$645.53

Hotel Parking.pdf Valet Receipts - Apr 8 2025 - 12-38 PM.pdf

Total \$836.41

**Exceptions to be
Considered (PD Staff
please include 1. Travel
Request Memo, 2. SJPD
Training Request
Transmittal)**

Simpligov will not allow the hotel to be removed to update the Actual expenses.
Please see the attached hotel cancellation.

**Charge Code Detail (VIS
Code)**

135770983024043

**Validate - VIS CODE
Provided**

NoError

Travel Coordinator Name

Gina Rios

**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.**

Checked

**Travel Coordinator
Signature**

Signed By: Gina Rios - gina.rios@sanjoseca.gov
Date Signed: 04/08/2025 1:38:08 PM -07:00 GMT
IP Address: [REDACTED]

Travel Coordinator Email2	gina.rios@sanjoseca.gov
Travel Coordinator Title2	Senr Accountant
Select Approving Official	Hayman Barbara(barbara.hayman@sanjoseca.gov)
January	\$183
February	\$183
March	\$183
April	\$183
May	\$183
June	\$183
July	\$183
August	\$183
September	\$183
October	\$183
November	\$183
December	\$183
Total Lodging Maximum	\$549.00

Approving Official2 **Sent to AP Reimbursement** by Barbara Hayman

Approving Official Name	Barbara Hayman
Approving Official Decision2	Approved
Approving Official Comments	approved
I certify that I have evaluated the requested travel activity and confirm	Checked
Approving Official Signature	Signed By: BHayman - barbara.hayman@sanjoseca.gov Date Signed: 04/08/2025 1:43:47 PM -07:00 GMT IP Address: [REDACTED]
Approving Official Email2	barbara.hayman@sanjoseca.gov
Approving Official Phone2	(408) 794-1026
Approving Official Title2	Deputy Dir U
January	\$183.00
February	\$183.00
March	\$183.00
April	\$183.00
May	\$183.00
June	\$183.00
July	\$183.00
August	\$183.00
September	\$183.00
October	\$183.00
November	\$183.00
December	\$183.00

Completed Stages:

Intake:	✓ 02/28/2025 02:06:33 PM - Gabriela Romero-Castrejon
Employee:	✓ 02/28/2025 02:20:30 PM - Andrew Gardanier
Supervisor:	✓ 02/28/2025 02:35:14 PM - John Flynn
Travel Coordinator:	✓ 03/03/2025 04:18:08 PM - Gina Rios
Approving Official:	✓ 03/04/2025 07:10:00 AM - Barbara Hayman
Travel Request Approved:	✓ 03/27/2025 07:00:06 AM - Barbara Hayman
Request Reimbursement:	✓ 04/07/2025 12:03:54 PM - Gabriela Romero-Castrejon
Employee 2:	✓ 04/07/2025 06:16:58 PM - Andrew Gardanier
Supervisor2:	✓ 04/08/2025 08:07:33 AM - John Flynn
Travel Coordinator2:	✓ 04/08/2025 01:38:03 PM - Gina Rios
Approving Official2:	✓ 04/08/2025 01:43:45 PM - Barbara Hayman

Uploaded Files

Name	Uploaded by	Version	Source
Agenda _ Pension Bridge The Annual.pdf	Gabriela Romero-Castrejon	1	Upload Event Itinerary
Hotel Rates.png	Gabriela Romero-Castrejon	1	
Gardanier - Exception Memo.pdf	Gabriela Romero-Castrejon	1	Required Exception Documentation
Home to Conference.pdf	Gabriela Romero-Castrejon	1	
Conference to Home.pdf	Gabriela Romero-Castrejon	1	
Hotel Parking.pdf	Gabriela Romero-Castrejon	1	
Pension Bridge - Bridge Toll.pdf	Gabriela Romero-Castrejon	1	
hotel cancelation.pdf	Gabriela Romero-Castrejon	1	
Simpligov - Reimbursement Calculations.pdf	Andrew Gardanier	1	Upload Documentation For Exceeding Estimated Expenses by \$100
Valet Receipts - Apr 8 2025 - 12-38 PM.pdf	Gina Rios	1	
Travel Request.pdf	Document builder	1	Document builder
Per Diem.pdf	Document builder	1	Document builder

Travel Request.pdf	[MERGED_DOCUMENT]	0	Other
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0 Comments 0 Emails

Comments

Comments(0)

To link emails to this workflow - send or CC them to this workflow using the following workflow specific address: wf-a63e15e466ad4603b49f3bbf1ee3df71.prod@simpligov.com . All emails sent into the workflow will display in the list below.