



Travel Request

FIN-TRR-001625

1. Employee Information

Employee Name: Nathan Nakagawa

Department: Environmental Services

Employee Email: nathan.nakagawa@sanjoseca.gov

Supervisor Name: John Flynn

Employee ID#: [REDACTED]

Supervisor Email: john.flynn@sanjoseca.gov

Position/Title: Program Manager

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 2025 Public Pension Investment Management Program

Location of the Event: Claremont Club & Spa, A Fairmont Hotel

Location Address of the Event: 41 Tunnel Rd, Berkeley, CA 94705, USA **Location Zip:** 94705

Travel Departure Date:
07/13/2025

Travel Departure Time:
07:00 AM

Event Start Date:
07/13/2025

Event End Date:
07/16/2025

Return Time: 05:00 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	SACRS 2025 Public Pension Investment Management Program	\$3,000.00
Lodging	Graduate by Hilton Berkley (Actual Estimate is \$809.22, see attachment)	\$800.55
Mileage	7/13 Home to Conference: \$43.05, Conference to Hotel: \$1.12; 7/14 Hotel to Berkeley: \$0.70, Berkeley to Hotel: \$0.35; 7/15 Hotel to Berkeley: \$0.70, Berkeley to Hotel: \$0.35; 7/16 Hotel to Berkeley: \$0.70, Berkely to Home: \$43.89 [Actual Estimate: \$90.86]	\$73.68
Per Diem	Per Diem Per Chart Above	\$161.25
Parking	\$37 per day x 3 = \$111.00	\$111.00
	Total Estimated Expenses	\$4,146.48

5. Exceptions

Exceptions to be Considered: UNABLE TO CHANGE ESTIMATED AMOUNTS IN SIMPLIVGOV - See notes below.

Lodging: Exception memo attached to accommodate Trustee Nakagawa's stay at a hotel.

Host Hotel Estimate (Claremont Club & Spa): \$319 per night x 3 nights = \$957 + \$25 resort fee per day = \$1,032. Unable to change the estimated amount within Simpligov.

Trustee Travel Policy 31. Trustees are expected to stay at the hotel at which the Program takes place, unless:

b. There is a less-expensive hotel option within five (5) miles of the hotel at which the Program takes place.

The Graduate by Hilton Hotel is a less expensive option and is 1.6 miles away from the Claremont Club & Spa. The actual estimated cost is \$809.22 (see attachment above).

Also unable to change the mileage reimbursement estimate amount within Simpligov.

6. Cash Advance Requested

Cash Advance: No

7. Employee Acknowledgement

I certify that hte 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.

8. Supervisor

Supervisor Name: John Flynn

Supervisor Email: john.flynn@sanjoseca.gov

Supervisor Title: Dir of Retirement Svcs & CEO U

Supervisor Decision: 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 - John.Flynn@sanjoseca.gov
Date Signed: 06/04/2025 7:34:57 AM -07:00 GMT
IP Address: [REDACTED]

9. 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.

10. 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.

11. Additional Reviewer 3

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. Additional Reviewer 4

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.

13. Additional Reviewer 5

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.

14. Travel Coordinator

Travel Coordinator Name: Gina Rios

Travel Coordinator Email: gina.rios@sanjoseca.gov

Travel Coordinator Title: Senr Accountant

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

× Gina Rios

Signed By: Gina Rios - gina.rios@sanjoseca.gov
Date Signed: 06/06/2025 11:45:48 AM -07:00 GMT
IP Address: [REDACTED]

15. Approving Official

Approving Official Name: Barbara Hayman

Approving Official Email: barbara.hayman@sanjoseca.gov

Approving Official Title: Deputy Dir U

Approving Official Decision: 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 - barbara.hayman@sanjoseca.gov
Date Signed: 06/06/2025 12:13:44 PM -07:00 GMT
IP Address: [REDACTED]

16. City Manager's Office

17. Accounts Payable Group

18. Director of Finance



Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	07/13/2025
Departure Time	07:00 AM
Event Start Date	07/13/2025
Event End Date	07/16/2025
Return Time	05:00 PM
CONUS/OCONUS Rate for Lodging	145
Maximum Daily Rate	\$217.50
Maximum Total Lodging for Trip (excluding tax)	\$583.74
CONUS/OCONUS Rate for Meals and Incidentals	92

2. Per Diem - Lodging

Date	Maximum Daily Rate	Daily Rate	Taxes	Reimbursable Taxes	Non-Reimbursable Taxes	Total Reimbursable Lodging Expenses
Sunday, July 13, 2025	\$217.50	\$194.58	\$58.10	\$58.10	\$0.00	\$252.68
Monday, July 14, 2025	\$217.50	\$224.42	\$58.10	\$56.36	\$1.74	\$273.86
Tuesday, July 15, 2025	\$217.50	\$215.91	\$58.10	\$58.10	\$0.00	\$274.01
					Total	\$800.55

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
Sunday, July 13, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$49.00		\$43.00
					Checked			
Monday, July 14, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$49.00		\$43.00
					Checked			
Tuesday, July 15, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$49.00		\$43.00
					Checked			
Wednesday, July 16, 2025	\$17.25	\$19.50	\$28.50	\$3.75	Checked	\$36.75		\$32.25
					Checked			