

Travel Request

[HELP](#)

1. Employee Information

Employee Name	Anurag Chandra	Dept.	Retirement Services
Job Title	FED Board Trustee	Visible Code	
Employee ID		Home Zip Code	
Hourly / Salaried	☐ Hourly ☒ Salaried	Select Purpose	☒ In-State ☐ Out-of-State

2. Group Travel

Names of other Travelers	
3	5
4	6

3. Travel Itinerary

Event Name:	2026 Milken Institute Global Conference		
Event Location:	The Beverly Hilton & Waldorf Astoria	City:	Beverly Hills
Departure Date:	5/2/26	Event Start Date:	5/3/26
		Event End Date:	5/6/26
		Return Date:	5/6/26

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	2026 Milken Institute Global Conference (No registration fee)	\$0.00
Airfare	SJC to LAX, LAX to SJC via Delta Airlines	\$237.00
Lodging	Kimpton Hotel Palomar 5/3 - 5/6	\$1,788.74
Ground Transportation	Uber - Home to SJC, LAX to Hotel, Hotel to Conference x4, Conference to Hotel x3, Conference to LAX, SJC to Home	\$334.62
Per Diem (from worksheet)	Conference provides: 3 breakfast, 3 lunch,	\$273.50
Parking		
Other		
Total Estimated Expenses		\$2,633.86

5. Cash Advance Requested

Cash advance requested? ☐ Yes ☒ No

I am requesting a cash advance for Per Diem in accordance with the [City Policy Manual, Section 1.8.2. \(4.3\)](#) and acknowledge my responsibility to file a Reimbursement of Travel within 14 days after the Return Date entered above. Should I not fulfill my obligation to file a reimbursement within this timeline, I hereby authorize the City to deduct the amount of this advance from my wages. I have read and understand the [City's Travel Policy](#) and that this Statement complies with the policy and its intent.

6. Notes

- Airfare: The traveler may choose to drive to and from the conference. Flight estimates are included in this packet; if he elects to drive, he will be reimbursed up to the cost of the least expensive flight.
- Lodging: The traveler will depart on May 2 but will only require hotel accommodations from May 3-6. The host hotels were sold out, so an alternative option was selected from the list of nearby hotels provided by the conference. This hotel is 1.7 miles (7 min) away from the conference venue.
- Ground Transportation: The rideshare estimate was calculated based on the flights included in this packet.
- Per Diem: The agenda has not yet been released. For estimation purposes, per diem was calculated based on last year's agenda.

7. Certification

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.

Employee	<i>Anurag Chandra</i>	Anurag Chandra	3/16/26
Emp ID #	Signature	Print Name	Date
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.			
Direct Supervisor	<i>Spencer Horowitz</i>	Spencer Horowitz	3/25/26
Emp ID #	Signature	Print Name	Date
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.			
Travel Coordinator			
Emp ID #	Signature	Print Name	Date
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.			
Approving Official			
Emp ID #	Signature	Print Name	Date