



Travel Request

[HELP](#)

1. Employee Information			
Employee Name	Spencer Horowitz	Dept.	Retirement Services
Job Title	FED Board Chair	Visible Code	
Employee ID		Home Zip Code	
Hourly / Salaried	<input type="radio"/> Hourly <input checked="" type="radio"/> Salaried	Select Purpose	<input type="radio"/> In-State <input checked="" type="radio"/> Out-of-State
2. Group Travel			
<input type="radio"/> Yes <input type="radio"/> No			
Names of other Travelers			
Nathan Nakagawa		3	5
Franco Vado		4	6
3. Travel Itinerary			
Event Name:	CALAPRS General Assembly 2026		
Event Location:	The Westin Carlsbad Resort and Spa		City: Carlsbad State: CA
Departure Date:	3/8/26	Event Start Date:	3/8/26 Event End Date: 3/11/26 Return Date: 3/11/26
4. Estimated Travel Expenses			
Category	Detailed Description		Estimated Expense Amounts
Registration	CALAPRS General Assembly 2026		\$250.00
Airfare	SJC to SAN, SAN to SJC		\$237.00
Lodging	The Westin Carlsbad Resort and Spa - 3/8 - 3/11 (3 nights)		\$902.85
Ground Transportation	Uber: Home to SJC, SAN to Conference, Conference to SAN, SJC to Home		\$199.71
Per Diem <small>(from worksheet)</small>	3/9: Dinner, 3/10: Breakfast & Lunch, 3/11: Breakfast		\$203.50
Parking	Parking fee waived for guests attending the conference		\$0.00
Other			
Total Estimated Expenses			\$1,793.06
5. Cash Advance Requested		<input type="radio"/> Yes <input checked="" type="radio"/> 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			
Traveler is choosing to drive to and from the conference. Attached are the flights + uber estimates to compare against mileage reimbursement. Flight + Uber = \$436.71. Home to conference (428 miles) + Conference to home (428 miles) = 856 miles x 0.70 per mile = \$599.20 mileage reimbursement estimate. Traveler will be reimbursed the less expensive option (flight + uber estimate of \$436.71).			
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	Signature	Print Name	Date
Emp ID #			
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	Signature	Print Name	Date
Emp ID #			
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	Signature	Print Name	Date
Emp ID #			
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	Signature	Print Name	Date
Emp ID #			