CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Travel Reimbursement

FIN-TRR-002535

1. Employee Information

Employee Name: John Flynn

Employee Email [redacted]

Employee ID#: [redacted]

Position/Title: Dir of Retirement Svcs & CEO U

Department: Retirement Services

Supervisor Name: John Flynn

Supervisor Email [redacted]

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: NCPERS Chief Officers Summit 2026

Location of the Event: VEA Newport Beach, A Marriott Resort & Spa

Location Address of the Event: 900 Newport Center Dr, Newport Beach, CA 92660, USA Location Zip: 92660

Travel Departure Date: 06/15/2026

Travel Departure Time: 08:25 AM

Event Start Date: 06/15/2026

Event End Date: 06/16/2026

Return Time: 08:15 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts	Actual Expense	Payment Method	Payment Amount
Registration	CEO Early Bird Registration	$1,030.00	$1,030.00	PCard Payment	$1,030.00
Airfare/Extra Luggage	SJC to SNA, SNA to SJC via Southwest Airlines	$428.00	$432.80	PCard Payment	$432.80
Lodging	VEA Newport Beach, A Marriott Resort & Spa - 6/15 - 6/16	$358.10	$358.10	PCard Payment	$358.10
Public Transportation	Uber - Home to SJC, SNA to Conference, Conference to SNA, SJC to Home	$75.78	$45.57	Due to Employee	$0.00
Per Diem	Per Diem Per Chart Above	$127.00	$91.00	Due to Employee	$0.00
	Total Estimated Expenses	$2,018.88	$1,957.47		$1,820.90
				Total Due Employee: $136.57	

5. Exceptions

Exceptions to be Considered: Conference dates were 6/15 – 6/17; however, the traveler will be returned on the evening of 6/16. Simpligov would not allow a return date earlier than the event end date, so the event end date was entered as 6/16 (see screenshot attached)

6. Cash Advance Requested

Cash Advance: No

7. Additional VIS Codes

Charge Code Detail (VIS Code [redacted]

Note: The fields above are for internal purpose only. Only the first VIS code will be used for PeopleSoft Entry.

8. 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.

× John Flynn

Signed By [redacted]
Date Sign
IP Addres

9. Supervisor

Supervisor Name: John Flynn **Supervisor Email2:** [redacted] **Supervisor Title2:** Dir of Retirement Svcs & CEO U

Supervisor Decision2: 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 teh City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

× John Flynn

Signed B [redacted]
Date Sig
IP Addre

10. 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.

11. 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.

12. Travel Coordinator

Travel Coordinator Name: Gina Rios **Travel Coordinator Email2:** [redacted] **Travel Coordinator Title2:** Senr Accountant

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.

× Gina Rios

Signed By [redacted]
Date Sign
IP Addres

13. Approving Official

Approving Official Name: Barbara Hayman **Approving Official Email2:** [redacted] **Approving Official Title2:** Deputy Dir U

Approving Official Decision2: 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 B [redacted]
Date Sig
IP Addre

14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance

Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	06/15/2026
Departure Time	08:25 AM
Event Start Date	06/15/2026
Event End Date	06/16/2026
Return Time	08:15 PM
CONUS/OCONUS Rate for Lodging	191
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	$286.50
CONUS/OCONUS Rate for Meals and Incidentals	86

2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Monday, June 15, 2026	$310.00	$48.10	$358.10
		Total	$358.10

3. Per Diem - Meals an Incidentals

Travel Day	Breakfast	Lunch	Dinner	Incidentals	Meals Provided with Registration	Adjustment for Provided Meals	Additional Adjustments	Maximum Per Diem for Meals and Incidentals
Monday, June 15, 2026	$22.00	$23.00	$36.00	$5.00		$0.00		$86.00
					Checked			
Tuesday, June 16, 2026	$22.00	$23.00	$36.00	$5.00	Checked	$81.00		$5.00
					Checked			