



## Travel Reimbursement

**FIN-TRR-001193**

### 1. Employee Information

**Employee Name:** John Flynn

**Employee Name:** John Flynn

**Employee Email** [REDACTED]

**Employee Email** [REDACTED]

**Employee ID#:** [REDACTED]

**Department:** Retirement Services

**Department:** Retirement Services

**Supervisor Name:** John Flynn

**Supervisor Email** [REDACTED]

**Position/Title:** Dir of Retirement Svcs & CEO U

**Position/Title:** Director/CEO

**Supervisor Title:** Dir of Retirement Svcs & CEO U

### 2. Request Details

**Type of Request:** New Request

**Type of Travel Request :** Out of 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

**Location of the Event:** New York Marriott Downtown

**Location Address of the Event:** 85 West St, New York, NY 10006, USA **Location Zip:** 10006

**Travel Departure Date:**

06/16/2025

**Travel Departure Time:**

02:00 PM

**Event Start Date:**

06/16/2025

**Event End Date:**

06/18/2025

**Return Time:** 06:00 PM

### 4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts	Actual Expense	Payment Method	Payment Amount
Registration	Early Bird member registration	\$1,000.00	\$1,000.00	PCard Payment	\$1,000.00
Lodging	New York Marriott Downtown	\$957.12	\$957.12	PCard Payment	\$957.12
Public Transportation	Conference to Home - Lyft	\$0.00	\$43.38	Due to Employee	\$0.00
Mileage	Home to conference: 38.8 miles x 0.70 per mile = \$26.81	\$4,110.37	\$4,110.37	Eway	\$0.00
Per Diem	Per Diem Per Chart Above	\$148.75	\$143.00	Due to Employee	\$0.00
Total Estimated Expenses		\$6,216.24	\$2,143.50		\$1,957.12
			<b>Total Due Employee: \$186.38</b>		

### 5. Exceptions

Exceptions to be Considered: Traveler did not need flights purchased for him.

Lodging: The P-Card was used to cover two nights (totaling \$957.12). The traveler will pay out of pocket for one night (\$444.14).

Mileage: Home (in NJ) to conference: 38.3 miles. His wife dropped him off near the conference to avoid traffic into NYC. The estimated expense should be \$26.81. Simpligov did not allow me to edit the number of miles and expense cells.

### 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: John [REDACTED]  
Date Signed: 07/08/2025 [REDACTED]

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 By: John Flynn [REDACTED]  
Date Signed: 07/08/2025 2:33:58 PM -07:00 GMT  
[REDACTED]

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** [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: Gina [REDACTED]  
Date Signed: 07/22/2025 4:26:27 PM -07:00 GMT  
IP Address [REDACTED]

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 By: BHayman - [REDACTED]  
Date Signed: 07/23/2025 7:32:06 AM -07:00 GMT  
IP Address [REDACTED]

14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance





# Per Diem Expense Worksheet

## 1. Dates & Rates

Departure Date	06/16/2025
Departure Time	02:00 PM
Event Start Date	06/16/2025
Event End Date	06/18/2025
Return Time	06:00 PM
CONUS/OCONUS Rate for Lodging	281
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	\$843.00
CONUS/OCONUS Rate for Meals and Incidentals	92

## 2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Monday, June 16, 2025	\$444.14	\$34.42	\$478.56
Tuesday, June 17, 2025	\$444.14	\$34.42	\$478.56
Total			\$957.12

## 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 16, 2025	\$17.25	\$19.50	\$28.50	\$3.75	Checked	\$0.00		\$69.00
Tuesday, June 17, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$87.00		\$5.00
Wednesday, June 18, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$23.00		\$69.00

Lodging Desc: New York Marriott Downtown

Lodging Est Expense Amt: \$957.12\$990.36

Lodging Actual Expense: