# Travel Request

**CITY OF SAN JOSE** — CAPITAL OF SILICON VALLEY

## 1. Employee Information

| | | | |
|---|---|---|---|
| Employee Name | Franco Vado | Dept. | Retirement Services |
| Job Title | PF Board Trustee | Visible Code | |
| Employee ID | | Home Zip Code | ▮  Phone No. |
| Hourly / Salaried | ○ Hourly  ● Salaried | Select Purpose  ● In-State  ○ Out-of-State | |

## 2. Group Travel  ● Yes  ○ No

| Names of other Travelers | | | |
|---|---|---|---|
| Nathan Nakagawa | 3 | 5 | |
| Gretchen Flicker | 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 | $195.00 |
| Lodging | Hilton Grand Vacations Club MarBrisa Carlsbad - 3/8 - 3/11 (3 nights) | $480.48 |
| Ground Transportation | Uber - Home to SJC, SAN to Hotel, Hotel to Conference x4, Conference to Hotel x4, Hotel to SAN, SJC to Home | $317.30 |
| Per Diem (from worksheet) | 3/9: Dinner, 3/10: Breakfast & Lunch, 3/11: Breakfast | $203.50 |
| Parking | | |
| Other | | |
| | **Total Estimated Expenses** | **$1,446.28** |

## 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

Lodging - In accordance with the Trustee Travel Policy 32(b) - Trustees are expected to stay at the hotel at which the program takes place, unless; there is a less-expensive hotel option within five miles of the host hotel at which the program takes place. The Hilton Grand Vacations Club, alternate hotel, is 0.6 miles away from the The Westin Carlsbad Resort & Spa, host hotel. The estimated total at the alternate hotel is $480.48 compared to $902.85 at the host hotel.

## 7. Certification

I certify that the requested travel is complete and prepared … accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

| Employee | | | | |
|---|---|---|---|---|
| | Emp ID # | *Franco Vado* Signature | Franco Vado Print Name | 1/6/26 Date |

I certify that I have evaluated the requested travel activit, 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 | | | | |
|---|---|---|---|---|
| | Emp ID # ▮ | *John Flynn* Signature | John Flynn Print Name | 1/6/26 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 |