

HELP

Employee	Sunita Ganapati	Dept.	Retirement Services		
Job Title	PF Board Trustee	Visible Code			
Employee ID		Home Zip Code		Phone No.:	
Hourly / Salaried	<input type="radio"/> Hourly <input checked="" type="radio"/> Salaried	Select Purpose	<input checked="" type="radio"/> In-State <input type="radio"/> Out-of-State		

	Names of other Travelers		
	1	3	5
	2	4	6

Event Name:	Northern California Annual Institutional Forum		
Event Location:	Claremont Resort and Spa - A Faimont Hotel	City: Berkeley	State: CA
Departure Date:	12/8/25	Event Start Date: 12/8/25	Event End Date: 12/9/25
			Return Date: 12/9/25

Category	Detailed Description	Estimated Expenses	Actual Expenses	Prepaid Expense	
				Amount	Method
Registration	Northern California Annual Institutional Forum - Complimentary Attendance	-	\$0.00	\$0.00	Select
Airfare					Select
Lodging	Claremont Resort and Spa - 12/8 - 12/9 (1 night) = \$277.38 (see notes below)	244.86	\$244.86	\$0.00	Select
Ground Transportation	Home to Conference and Conference to Home: 80.5 miles x .70 per mile	56.35	\$56.35	\$0.00	Select
Per Diem	Conference provided: 12/8 dinner, 12/9 lunch	118.50	\$90.00	\$0.00	Select
Parking	1 overnight stay and the Claremont Resort	35.00	\$35.00	\$0.00	Select
Other	Dumbarton Bridge Toll	8.00	\$8.00	\$0.00	Select
Total		462.71	434.21	-	

Final Total Travel Expenses		\$434.21	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.
Prepaid Expenses		\$0.00	
Total Due Employee/(Due City)		\$434.21	



Lodging: In accordance with the Trustee Travel Policy section 32(b): Trustees are expected to stay at the hotel at which the Program takes places unless: (b) There is a less expensive hotel option within five miles of the hotel at which the program takes place.

The Graduate Hotel, located 1.6 miles from the Claremont Hotel, was the less expensive lodging option. The traveler requested to stay at the host hotel (the Claremont) and cover the cost difference. She was charged \$277.38 for one night at the Claremont - there was an active promotion at the time of booking, which reduced the cost below the conference rate. She will be reimbursed \$244.86, which reflects the amount it would have been had she stayed at the less expensive hotel.

I certify that I have read and understand the City's Travel Policy and that the reimbursable expenses comply with the policy and its intent. I also verify that all expenses reported on this form were incurred by me for City business purposes.

Employee Signature	Sunita Ganapati			12/15/25
	Emp ID #	Signature	Print Name	Date



I certify that I have reviewed the expenditures and related documentation associated with the reimbursable expenses and confirm that they are in compliance with the City's Travel Policy.

Direct Supervisor			John Flynn	12/17/25
	Emp ID #	Signature	Print Name	Date

I certify that I have reviewed the expenditures and related documentation associated with the reimbursable expenses and confirm that they are in compliance with the City's Travel Policy.

Travel Coordinator		<i>Gina Rios</i>	Gina Rios	12/17/25
	Emp ID #	Signature	Print Name	Date

I certify that I agree with the expenditures contained in this Statement and confirm that they are in compliance with the City's Travel Policy, were incurred for City business and are within budgetary limits.

Approving Official			Barbara Hayman	12/18/2025
	Emp ID #	Signature	Print Name	Date

Employee		Employee		Employee		Employee	
Finance Travel Desk	Date Rec'd	Date Processed	Finance Payroll	Date Rec'd	Date Processed	Pay Period of Pymt. or Deduction	