

Reimbursement of Travel

HELP

1. Employee Information

Employee	Mathew Faulkner		Dept.	Retirement Services		
Job Title	FED 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 type="radio"/> In-State <input type="radio"/> Out-of-State		

2. Group Travel	<input type="radio"/> Yes <input checked="" type="radio"/> No	(Group travel defined in City Travel Policy 1.8.2)
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	Names of other Travelers		
1	3	5	
2	4	6	

3. Travel Itinerary

Event Name:	Public Funds Summit East 2025		
Event Location:	Newport Marriott Hotel	City: Newport	State: RI
Departure Date:	7/20/25	Event Start Date: 7/21/25	Event End Date: 7/23/25
			Return Date: 7/23/25

4. **Travel Expenses**

Category	Detailed Description	Estimated Expenses	Actual Expenses	Prepaid Expense	
				Amount	Method
Registration	Public Funds Summit East 2025	2,895.00	\$0.00		Select
Airfare	SJC to PVD, PVD to SJC	416.36	\$416.36		Select
Lodging	Club Wyndham Inn on Long Wharf: 3 nights (7/20/25 - 7/23/25)	1,353.29	\$1,353.27	\$451.10	PCard (Cardholder N
Ground Transportation	Kingston Train Station to Conference: 18.3 miles + Conference to PVD: 26.3 miles = 44.6 miles x \$0.70 = \$31.22	207.49	\$31.22		Select
Per Diem	Conference provided: 7/21 Lunch; 7/22 Breakfast & Lunch; 7/23 Breakfast	236.00	\$201.00		Select
Parking					Select
Other					Select
Total		5,108.14	2,001.85	451.10	

Total		5,10
5.	Unforeseen Travel Expenses (expenses that were not pre-approved must be entered in this section)	

		Final Total Travel Expenses	\$2,001.85	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.
		Prepaid Expenses	\$451.10	
		Total Due Employee/(Due City)	\$1,550.75	

6. Notes

Registration - Traveler received complimentary attendance as a Trustee.

Airfare -The traveler arranged his own airfare due to traveling between different states, with a total cost of \$428.67. In accordance with Trustee Policy #27, he will be reimbursed based on the cost of a round-trip fare from SJC - which would have been \$416.36 (see attachments below).

Lodging - There was an issue obtaining a credit card authorization form from the hotel. The Pcard was charged \$451.10 and the remaining balance of \$902.17 was charged to the traveler.

Ground transportation - Traveler used a personal car from the Kingston train station to the conference. He will do the same to PVD upon his departure. I've calculated mileage had he departed from the conference venue to PVD.

Per Diem - First travel day calculated at 75% based on his departure at 1:19 pm. Last day was calculated at 75% based on the conference end time at 12pm.

7. Certification


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	Emp ID #	Signature	Print Name	Date
		<i>Mathew Faulkner</i>	Mathew Faulkner	7/31/25

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		<i>John Flynn</i>	John Flynn	8/1/25
	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		<u>Gina Rios</u>	Gina Rios	8/15/25
	Emp ID #	Signature	Print Name	Date

Employee 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	Emp ID #	Signature	Barbara Hayman	8/15/2025
			Print Name	Date

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