



Travel Reimbursement

FIN-TRR-001625

1. Employee Information

Employee Name: Nathan Nakagawa

Department: Environmental Services

Employee Email [REDACTED]

Supervisor Name: John Flynn

Employee ID#: [REDACTED]

Supervisor Email [REDACTED]

Position/Title: Program Manager

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: SACRS 2025 Public Pension Investment Management Program

Location of the Event: Claremont Club & Spa, A Fairmont Hotel

Location Address of the Event: 41 Tunnel Rd, Berkeley, CA 94705, USA Location Zip: 94705

Travel Departure Date:
07/13/2025

Travel Departure Time:
07:00 AM

Event Start Date:
07/13/2025

Event End Date:
07/16/2025

Return Time: 05:00 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts	Actual Expense	Payment Method	Payment Amount
Registration	SACRS 2025 Public Pension Investment Management Program	\$3,000.00	\$3,105.00	PCard Payment	\$3,105.00
Lodging	Graduate by Hilton Berkley - Actual expense is \$827.65	\$816.26	\$816.26	Due to Employee	\$0.00
Mileage	7/13 Home to Claremont:50.1 miles + Claremont to Graduate Hotel:1.6 miles + 7/16 Graduate to Berkeley:1 mile + Berkeley to Home:53.9 miles = 106.6 miles x 0.70 per mile = \$74.62	\$73.68	\$73.68	Eway	\$0.00
Per Diem	Per Diem Per Chart Above	\$161.25	\$161.25	Due to Employee	\$0.00
Parking	Parking - final day of conference at UC Berkley	\$111.00	\$17.00	Due to Employee	\$0.00
	Total Estimated Expenses	\$4,162.19	\$4,099.51		\$3,105.00
			Total Due Employee: \$994.51		

5. Exceptions

Exceptions to be Considered: UNABLE TO CHANGE ACTUAL EXPENSE AMOUNTS IN SIMPLIVGOV - See notes below.

Lodging: Traveler stayed at the Graduate by Hilton Hotel which was a less expensive option and 1.6 miles away from the Claremont Club & Spa, host hotel. There was complications obtaining a credit card authorization form, so traveler was charged the final hotel expense. Simpligov's lodging calculation is incorrect (see screenshot attached). It will not allow me to change the actual expense cell to \$827.65.

Mileage: Unable to change Simpligov's mileage calculation. Actual calculation should be \$74.62 (see mileage attachment for breakdown).

I've attached manual reimbursement calculations to show what the actual reimbursement should be (\$1,080.52).

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.

× Gabriela Romero

Signed By: Gabriela Romero [REDACTED]
Date Signed: 08/05/2025 2:21:02 PM -07:00 GMT
IP Address: [REDACTED]

9. Supervisor

Supervisor Name: John Flynn

Supervisor Email2 [REDACTED]

Supervisor Title2: Dir of Retirement Svcs & CEO
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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 [REDACTED]
Date Signed: 08/05/2025 2:28:02 PM -07:00 GMT
IP [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 Rios [REDACTED]
Date Signed: 08/06/2025 9:46:46 AM -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

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: 08/06/2025 9:49:51 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	07/13/2025
Departure Time	07:00 AM
Event Start Date	07/13/2025
Event End Date	07/16/2025
Return Time	05:00 PM
CONUS/OCONUS Rate for Lodging	145
Maximum Daily Rate	\$217.50
Maximum Total Lodging for Trip (excluding tax)	\$603.48
CONUS/OCONUS Rate for Meals and Incidentals	92

2. Per Diem - Lodging

Date	Maximum Daily Rate	Daily Rate	Taxes	Reimbursable Taxes	Non-Reimbursable Taxes	Total Reimbursable Lodging Expenses
Sunday, July 13, 2025	\$217.50	\$201.16	\$58.87	\$58.87	\$0.00	\$260.03
Monday, July 14, 2025	\$217.50	\$226.38	\$62.71	\$60.20	\$2.51	\$277.70
Tuesday, July 15, 2025	\$217.50	\$217.21	\$61.32	\$61.32	\$0.00	\$278.53
				Total		\$816.26

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
Sunday, July 13, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$49.00		\$43.00
					Checked			
Monday, July 14, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$49.00		\$43.00
					Checked			
Tuesday, July 15, 2025	\$23.00	\$26.00	\$38.00	\$5.00	Checked	\$49.00		\$43.00
					Checked			
Wednesday, July 16, 2025	\$17.25	\$19.50	\$28.50	\$3.75	Checked	\$36.75		\$32.25
					Checked			

Lodging Desc: Graduate by Hilton Berkley - Actual expense is \$827.65

Lodging Est Expense Amt: \$816.26

Lodging Actual Expense: