

View History Report

Audit Trail

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Intake **Sent to Employee** by Gabriela Romero-Castrejon

Requester Name	Gabriela Romero-Castrejon
Requester Email	[REDACTED]
I am submitting a Travel Request:	for another person.
Select Employee for Travel Request	Woolsey David [REDACTED]
Employee Name	David Woolsey
Employee Email	[REDACTED]
Department	Police
Position/Title	Police Sergeant
Supervisor/Next Approver In Line	Flynn John [REDACTED])
Department and Division Concat	Police
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
Name of the Event	SACRS 2025 Fall Conference
Location of the Event	Hyatt Regency Huntington Beach Resort and Spa
Location Address of the Event	21500 Pacific Coast Hwy, Huntington Beach, CA 92648, USA
Location Zip	92648
Travel Departure Location Address	[REDACTED]
Travel Departure Date	11/11/2025
Travel Departure Time	02:00 PM
Event Start Date	11/11/2025
Event End Date	11/14/2025
Travel Return Date	11/14/2025
Return Time	11:30 AM
	True
Group Travel	Yes
Select Employee 1	Woolsey David [REDACTED]
Select Employee 2	Gardanier Andrew [REDACTED]
Are you staying in the	No

event sponsored lodging?

Tuesday, November 11, 2025

\$286.50

\$0.00

\$0.00

\$0.00

Wednesday, November 12, 2025

\$286.50

\$0.00

\$0.00

\$0.00

Thursday, November 13, 2025

\$286.50

\$0.00

\$0.00

\$0.00

**Total Lodging Per Diem
(Not Event Sponsored)**

\$0.00

Upload Event Itinerary

SACRS Fall Conf 2025_Web Agenda_V6 (1).pdf

Tuesday, November 11, 2025

Checked

\$16.50

\$17.25

\$27.00

\$3.75

\$0.00

\$64.50

Wednesday, November 12, 2025

\$22.00

\$23.00

\$36.00

\$5.00

Checked

Checked

Checked

\$81.00

\$5.00

Thursday, November 13, 2025

\$22.00

\$23.00

\$36.00

\$5.00

Checked

	Checked
	\$45.00
	\$41.00
	Friday, November 14, 2025
	Checked
	\$16.50
	\$17.25
	\$27.00
	\$3.75
	Checked
	\$16.50
	\$48.00
Total BEFORE Adjustments	\$301.00
Total AFTER Adjustments	\$158.50
Travel Lodge / Per Diem Expenses	Per Diem
More Travel Expense Categories	Registration
	SACRS 2025 Fall Conference
	\$300.15
	Reg Pricing.pdf SACRS Fall Conference 2025 SACRS.pdf
	\$0
	\$0.00
	\$0
	\$0
	\$531.52
	Per Diem Per Chart Above
	\$158.50
	\$0
	\$0
	\$0
Total	\$458.65
Cash Advance	No
I certify that the 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.	Checked
Distance Calculated (in km)	611 km
Today's Date	09/19/2025

Expense Estimate	True
Warning	
Date Difference (Today vs Start)	53
How Many Days	4
Days to Numeric Decimal	4
How Many Nights	3
Flrst Day Time 1	1400
Time 1	1400
Last Day Time 2	1130
Time 2	1130
Last Time	Yes
Formula	no2no3Fournono5no6no7no8no9no10no11no12no13no14
Convert to Numeric Decimal	611
Miles	379.66
Location Address (for mapping to documents only)	21500 Pacific Coast Highway
Location City (for mapping to documents only)	Huntington Beach
Location State (for mapping to documents only)	California
Key	1
Rate	0.70
Meals	86
January	\$191
February	\$191
March	\$191
April	\$191
May	\$191
June	\$191
July	\$191
August	\$191
September	\$191
October	\$191
November	\$191
December	\$191
CaseMonth1	11
CaseMonth2	11
CaseMonth3	11
CaseMonth4	11
CaseMonth5	11

CaseMonth6	11
CaseMonth7	11
CaseMonth8	11
CaseMonth9	11
CaseMonth10	11
CaseMonth11	11
CaseMonth12	11
CaseMonth13	11
CaseMonth14	11
Month1	11
Month2	11
Month3	11
Month4	11
Month5	11
Month6	11
Month7	11
Month8	11
Month9	11
Month10	11
Month11	11
Month12	11
Month13	11
Month14	11
FINALMonth1	191
FINALMonth2	191
FINALMonth3	191
FINALMonth4	191
FINALMonth5	191
FINALMonth6	191
FINALMonth7	191
FINALMonth8	191
FINALMonth9	191
FINALMonth10	191
FINALMonth11	191
FINALMonth12	191
FINALMonth13	191
FINALMonth14	191
Lodging1	0
Lodging2	0
Lodging3	0
Lodging4	0
Lodging5	0
Lodging6	0

Lodging7	0
Lodging8	0
Lodging9	0
Lodging10	0
Lodging11	0
Lodging12	0
Lodging13	0
Lodging14	0
Total Lodging Maximum	\$0.00
1YYYY	2026
Total PerDiem	68
PerDiem for breakfast	16
PerDiem for lunch	19
PerDiem for dinner	28
PerDiem for incidents	5
PerDiem for the first and last day	51
Total PerDiem2	74
PerDiem for breakfast2	18
PerDiem for lunch2	20
PerDiem for dinner2	31
PerDiem for incidents2	5
PerDiem for the first and last day2	55.5
Total PerDiem3	80
PerDiem for breakfast3	20
PerDiem for lunch3	22
PerDiem for dinner3	33
PerDiem for incidents3	5
PerDiem for the first and last day3	60
Total PerDiem4	86
PerDiem for breakfast4	22
PerDiem for lunch4	23
PerDiem for dinner4	36
PerDiem for incidents4	5
PerDiem for the first and last day4	64.5
Total PerDiem5	92
PerDiem for breakfast5	23
PerDiem for lunch5	26
PerDiem for dinner5	38
PerDiem for incidents5	5

PerDiem for the first and last day5	69
FINALTotal PerDiem1	86
FINALPerDiem for breakfast1	22
FINALPerDiem for lunch1	23
FINALPerDiem for dinner1	36
FINALPerDiem for incidents1	5
FINALPerDiem for the first and last day1	64.5
75B	\$0.00
75L	\$0.00
75D	\$0.00
2YYYY	2026
2Total PerDiem	68
2PerDiem for breakfast	16
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FINALPerDiem for incidents2	5
FINALPerDiem for the first and last day2	64.5
Adjustment Breakfast Day2	22
Adjustment Lunch Day2	23
Adjustment Dinner Day2	36
B Day2	\$22.00
L Day2	\$23.00
D Day2	\$36.00
75B Day2	\$16.50
75L Day2	\$17.25
75D Day2	\$27.00
3YYYY	2026
3Total PerDiem	68
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75B Day2	\$0.00
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11YYYY	2026
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FINALPerDiem for the first and last day2	64.5
75B Day2	\$0.00
75L Day2	\$0.00
75D Day2	\$0.00
TOTALCaseMI1	64.5
TOTALCaseMI2	86
TOTALCaseMI3	86
TOTALCaseMI4	64.5
TOTALCaseMI5	86
TOTALCaseMI6	86
TOTALCaseMI7	86

TOTALCaseMI8	86
TOTALCaseMI9	86
TOTALCaseMI10	86
TOTALCaseMI11	86
TOTALCaseMI12	86
TOTALCaseMI13	86
TOTALCaseMI14	86
TOTALMI1	\$64.50
TOTALMI2	\$150.50
TOTALMI3	\$236.50
TOTALMI4	\$301.00
TOTALMI5	\$387.00
TOTALMI6	\$473.00
TOTALMI7	\$559.00
TOTALMI8	\$645.00
TOTALMI9	\$731.00
TOTALMI10	\$817.00
TOTALMI11	\$903.00
TOTALMI12	\$989.00
TOTALMI13	\$1,075.00
TOTALMI14	\$1,161.00
Adjustments Day 1	0
Adjustments Day 2	81
Adjustments Day 3	45
Adjustments Day 4	16.5
Adjustments Day 5	0
Adjustments Day 6	0
Adjustments Day 7	0
Adjustments Day 8	0
Adjustments Day 9	0
Adjustments Day 10	0
Adjustments Day 11	0
Adjustments Day 12	0
Adjustments Day 13	0
Adjustments Day 14	0
1 Subtracted 100% or 75% Adjustments	0
2 Subtracted 100% or 75% Adjustments	81
3 Subtracted 100% or 75% Adjustments	45
4 Subtracted 100% or 75% Adjustments	16.5

0

0

0

0

0

0

0

0

0

0

\$190.00

3

[REDACTED]

████████████████████

████████████████████

[REDACTED]

████████████████████

A Travel Request has been submitted for your review.

CMOReviewer3

Workflow Name

FIN-TRR-002049

Employee **Sent to Supervisor** by David Woolsey

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Supervisor **Sent to Travel Coordinator** by John Flynn

Supervisor Name

John Flynn

Supervisor Decision

Approved - Send to Travel Coordinator

I acknowledge that travel for hourly employees has the potential to create overtime liability and I am aware that the Office of Employee Relations can assist with determining compensable time and overtime liability.

Checked

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.

Checked

Supervisor Signature

Signed By: John Flynn -
Date Signed: 09/23/2025 11:25:15 AM -07:00 GMT
IP Address:

Supervisor Email

Supervisor Title

Dir of Retirement Svcs & CEO U

January

\$191.00

February

\$191.00

March

\$191.00

April

\$191.00

May

\$191.00

June

\$191.00

July

\$191.00

August

\$191.00

September	\$191.00
October	\$191.00
November	\$191.00
December	\$191.00

Completed Stages:

- Intake:** ✔ 09/19/2025 09:24:43 AM - Gabriela Romero-Castrejon
- Employee:** ✔ 09/23/2025 11:22:33 AM - David Woolsey
- Supervisor:** ✔ 09/23/2025 11:25:14 AM - John Flynn

Uploaded Files

Name	Uploaded by	Version	Source
SACRS Fall Conf 2025_Web Agenda_V6 (1).pdf	Gabriela Romero-Castrejon	1	Upload Event Itinerary
Reg Pricing.pdf	Gabriela Romero-Castrejon	1	
SACRS Fall Conference 2025 SACRS.pdf	Gabriela Romero-Castrejon	1	

0 Comments 0 Emails

Comments

Comments(0)

To link emails to this workflow - send or CC them to this workflow using the following workflow specific address: wf-9fbae94c7781417eba37b5cfc09a8aa7.prod@simpligov.com . All emails sent into the workflow will display in the list below.