

1. Employee Information									
Employee: <i>Howard Lee</i>				Dept: Retirement Services					
Job Title: <i>PF Board Trustee</i>				Visible Code:					
Employee ID:				Home Zip Code:			Phone No.:		
Hourly / Salaried: <input checked="" type="radio"/> Hourly <input checked="" type="radio"/> Salaried				Select Purpose:			<input checked="" type="radio"/> In-State <input type="radio"/> Out-of-State		
2. Group Travel <input checked="" type="radio"/> Yes <input type="radio"/> No (Group travel defined in City Travel Policy 1.8.2)									
Names of other Travelers									
Eswar Menon				Howard Lee			Deborah Abbott		
Andrew Gardanier				Anurag Chandra			Mathew Faulkner		
3. Travel Itinerary									
Event Name: <i>Pension Bridge The Annual 2025</i>									
Event Location: <i>The Ritz-Carlton Hotel</i>				City: <i>Half Moon Bay</i>			State: <i>CA</i>		
Departure Date: <i>3/24/25</i>		Event Start Date: <i>3/24/25</i>		Event End Date: <i>3/26/25</i>		Return Date: <i>3/26/25</i>			
4. Travel Expenses									
Category	Detailed Description			Estimated Expenses	Actual Expenses	Prepaid Expense			
						Amount	Method		
Registration	<i>Pension Bridge The Annual 2025</i>			-	\$0.00	\$0.00	Select		
Airfare							Select		
Lodging	<i>The Ritz-Carlton Hotel 2 nights: 3/24/25 - 3/26/25 (includes taxes and fees)</i>			892.07	\$892.08	\$892.08	PCard (Cardholder N		
Ground Transportation	<i>Home to Conference: 29.4 miles x 0.70= \$20.58, Conference to Home: 30.9 miles x 0.70= \$21.63</i>			42.21	\$42.21		Select		
Per Diem	<i>Conference provides Breakfast and Lunch on 3/25 and 3/26</i>			136.25	\$146.50		Select		
Parking	<i>The Ritz Carlton Hotel Group Rate valet parking \$55 x 2 nights</i>			105.00	\$110.00		Select		
Other							Select		
Total				1,175.53	1,190.79	892.08			
5. Unforeseen Travel Expenses (expenses that were not pre-approved must be entered in this section)									
Final Total Travel Expenses					\$1,190.79	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.8 of Employee Travel Policy for further instructions.			
Prepaid Expenses					\$892.08				
Total Due Employee/(Due City)					\$298.71				
6. Notes									
<i>There is no registration fee because the conference offers complimentary attendance.</i>									
<i>Valet parking was the only option for guests staying overnight in the main hotel building. Conference participants received a discounted rate at \$55 per night.</i>									
<i>Since 3/26/25 was a full travel day, per diem will be paid at 100% instead of 75%.</i>									
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: <i>Howard Lee</i>		Emp ID #		Signature: <i>Howard Lee</i>		Print Name: Howard Lee		Date: 4/1/25	
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>		Emp ID #		Signature: <i>John Flynn</i>		Print Name: John Flynn		Date: 4/1/25	
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.									
Travel Coordinator: <i>Gina Rios</i>		Emp ID #		Signature: <i>Gina Rios</i>		Print Name: Gina Rios		Date: 4/14/25	
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: <i>B. Hayman</i>		Emp ID #		Signature: <i>B. Hayman</i>		Print Name: Barbara Hayman		Date: 4/15/2025	
Finance Travel Desk		Date Rec'd	Date Processed	Finance Payroll		Date Rec'd	Date Processed	Pay Period of Pymt. or Deduction	