





Hilton Garden Inn - Monterey, CA  
1000 Aguajito Rd, Monterey 93940 US  
8313736141  
MRYMH\_GM@Hilton.com

Date Range: Nov 12, 2024 - Nov 15, 2024  
Tax#/ID# :

Guest Folio

Confirmation Number - 3125510013

Primary Guest

Guest Name Jennings, Julie  
Address 1737 n 1ft street #600  
City, State, Zip Code San Jose CA 95112  
Country US

ADDN GUESTS



Stay Details

Check In Date Nov 12, 2024  
Check Out Date Nov 15, 2024  
Room K1RZ - 220  
Source OTHER  
Guests 1/0

Company Details

Name  
Tax#/ID#  
PO Number  
Account Name

Other Details

Bill Number  
Tax/Fee NO  
Exemption  
Tax/Fee  
Exempt Date  
Travel Agent  
IATA  
Name

Date	Type	Description	Amount
Nov 12, 2024	Charge	PARKING - SELF PARK	\$17.00
Nov 12, 2024	Tax	RM - OCCUPANCY TAX	\$2.04
Nov 12, 2024	Tax	RM - CCFD TAX	\$0.27
Nov 12, 2024	Charge	GUEST ROOM	\$337.46
Nov 12, 2024	Fee	RM - STATE TOURIST ASSESSMENT	\$0.66
Nov 12, 2024	Tax	RM - OCCUPANCY TAX	\$40.50
Nov 12, 2024	Fee	RM - COUNTY TOURIST ASSESSMENT	\$4.50
Nov 12, 2024	Tax	RM - CCFD TAX	\$5.40
Nov 13, 2024	Charge	GUEST ROOM	\$351.82
Nov 13, 2024	Fee	RM - STATE TOURIST ASSESSMENT	\$0.69
Nov 13, 2024	Tax	RM - OCCUPANCY TAX	\$42.22
Nov 13, 2024	Fee	RM - COUNTY TOURIST ASSESSMENT	\$4.50
Nov 13, 2024	Tax	RM - CCFD TAX	\$5.63
Nov 13, 2024	Charge	PARKING - SELF PARK	\$17.00
Nov 13, 2024	Tax	RM - OCCUPANCY TAX	\$2.04
Nov 13, 2024	Tax	RM - CCFD TAX	\$0.27
Nov 14, 2024	Charge	PARKING - SELF PARK	\$17.00
Nov 14, 2024	Tax	RM - OCCUPANCY TAX	\$2.04
Nov 14, 2024	Tax	RM - CCFD TAX	\$0.27
Nov 14, 2024	Charge	GUEST ROOM	\$351.82
Nov 14, 2024	Fee	RM - STATE TOURIST ASSESSMENT	\$0.69
Nov 14, 2024	Tax	RM - OCCUPANCY TAX	\$42.22
Nov 14, 2024	Fee	RM - COUNTY TOURIST ASSESSMENT	\$4.50
Nov 14, 2024	Tax	RM - CCFD TAX	\$5.63
Nov 15, 2024	Payments	VISA-0661	-\$1,256.17

Summary

Type	Amount
GUEST ROOM	\$1,041.10

PARKING - SELF PARK	\$51.00
RM - STATE TOURIST ASSESSMENT	\$2.04
RM - OCCUPANCY TAX	\$131.06
RM - COUNTY TOURIST ASSESSMENT	\$13.50
RM - CCFD TAX	\$17.47
CREDIT CARD	\$1,256.17
<b>Folio Balance</b>	<b>\$0.00</b>



POLICE AND FIRE RETIREMENT PLAN  
FEDERATED RETIREMENT PLAN  
ATTACHMENT D - TRAVEL CONTENT REPORT GUIDELINES  
BOARD MEMBER TRAVEL/EDUCATIONAL EVALUATION

Adopted: May 6, 2010

Report Date:

11/15/2024

Board Member Name:

Julie Jennings

Conference/Seminar Title:

SACRS Fall Conference 2024

Location:

Monterey, CA

Date(s):

11/12/24 - 11/15/24

Travel Category:

Fiduciary responsibilities

Actuarial Science

Pension law

Asset Allocation

Real estate investing

Equity and security investing

International Investing

Pension Plan Administration

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brief summary of information and knowledge gained:

Investing in a new uncertain  
environment, leveraging strategic  
communications, private credit

Evaluation of the event:

Very information in both best  
practices and expectations  
for uncertain times. Chief investment  
panel from New Mexico and Texas.

Recommendation concerning future attendance:

Good overview for trustees to  
attend in an general concepts  
and a pulse of the markets

Other comments:

\_\_\_\_\_  
\_\_\_\_\_



## Travel Request

[HELP](#)

### 1. Employee Information

Employee Name	Julie Jennings	Dept.	Retirement Services
Job Title	FED Board Trustee	Visible Code	
Employee ID		Home Zip Code	
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

### 2. Group Travel

Names of other Travelers			
1 Matthew Faulkner	3	5	
2 Andrew Gardanier	4	6	

### 3. Travel Itinerary

Event Name:	SACRS Annual Fall Conference 2024		
Event Location:	Hyatt Regency Monterey Hotel and Spa	City:	Monterey
Departure Date:	11/12/24	Event Start Date:	11/12/24
		Event End Date:	11/15/24
		Return Date:	11/15/24

### 4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	Registration cost	\$150.00
Airfare	N/A	\$0.00
Lodging	Hyatt Regency Monterey Hotel and Spa: 11/12/24 - 11/15/24	\$1,197.69
Ground Transportation	Home to Monterey \$39.33, Hotel to Conference \$1.36, Conference to Hotel \$1.02, Monterey to Home \$39.46	\$81.17
Per Diem <small>(from worksheet)</small>	11/12/24: N/A, 11/13/24: Breakfast and Lunch; 11/14/24: Breakfast and Lunch; 11/15/24: Breakfast	\$237.50
Parking	Hilton Garden Inn, Monterey CA parking \$19.31 per day x 3 days = \$57.93	\$57.93
Other		
Total Estimated Expenses		\$1,724.29

### 5. Cash Advance Requested

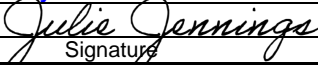
Cash advance requested? ☐ Yes ☒ No

I am requesting a cash advance for Per Diem in accordance with the [City Policy Manual, Section 1.8.2. \(4.3\)](#) and acknowledge my responsibility to file a Reimbursement of Travel within 14 days after the Return Date entered above. Should I not fulfill my obligation to file a reimbursement within this timeline, I hereby authorize the City to deduct the amount of this advance from my wages. I have read and understand the [City's Travel Policy](#) and that this Statement complies with the policy and its intent.

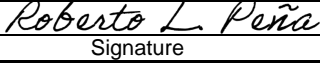
### 6. Notes

### 7. Certification

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.

Employee	106172		Julie Jennings	8/21/2024
	Emp ID #	Signature	Print Name	Date

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.

Direct Supervisor		Roberto L. Peña	8/22/2024
	Emp ID #	Signature	Date

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.

Travel Coordinator			
	Emp ID #	Signature	Date

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.

Approving Official			
	Emp ID #	Signature	Date

## 1. ENTER DATES & RATES

Departure Date		11/12/24	<a href="#">Click here for Travel Policy from CSJ Finance Intranet</a>	
Departure Time		11:00 AM		<a href="#">Enter the date and time (as 6:00 AM)</a>
Event Start Date		11/12/24		
Event End Date		11/15/24		
Return Date		11/15/24	<a href="#">Enter the date and time (as 6:00 PM)</a>	
Return Time		3:00 PM		
CONUS/OCONUS Rate for Lodging		\$191.00	<a href="#">Click here for GSA CONUS Per Diem Rates</a>	
Maximum Daily Rate	\$	286.50	<a href="#">Click here for Department of State OCONUS Per Diem Rates</a>	
Maximum Total Lodging for Trip (excluding tax)	\$	859.50		
CONUS/OCONUS Rate for Meals and Incidentals:		\$92.00		

## 2. PER DIEM - LODGING

Date	Tuesday, November 12, 2024	Wednesday, November 13, 2024	Thursday, November 14, 2024	
Maximum Daily Rate	286.50	286.50	286.50	-
Daily Rate	\$195.00	\$195.00	\$195.00	
Taxes	\$35.65	\$35.65	\$35.65	
Reimbursable Taxes	35.65	35.65	35.65	-
Non-reimbursable Taxes	-	-	-	-
Total Reimbursable Lodging Expenses	230.65	230.65	230.65	-

*\*Calculation table is for a maximum of nine travel days.*

## 3. PER DIEM - MEALS & INCIDENTALS

Travel Day	Tuesday, November 12, 2024	Wednesday, November 13, 2024	Thursday, November 14, 2024	Friday, November 15, 2024
Continental Breakfast/Breakfast	10.50	14.00	14.00	10.50
Lunch	17.25	23.00	23.00	17.25
Dinner	27.75	37.00	37.00	27.75
Incidentals	13.50	18.00	18.00	13.50
Select Meal Provided with Registration	None	Breakfast	Breakfast	Breakfast
Select Meal Provided with Registration	None	Lunch	Lunch	None
Select Meal Provided with Registration	None	None	None	None
Adjustment for Provided Meals	-	(37.00)	(37.00)	(10.50)
Additional Adjustments	-	-	-	-
Maximum Per Diem for Meals and Incidentals	69.00	55.00	55.00	58.50

*\*First and last travel days are paid at only 75% of the applicable per diem rate.*

*\*First and last travel days are paid at 100% if travel departure time is prior to 9:00 AM and return time is after 6:00 PM.*

Total Hotel Accommodations	691.95
Total Per Diem	237.50



# FY 2025 Per Diem Rates for ZIP Code 93940

Change fiscal year: or [New Search](#)

## Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#) .

Primary Destination <sup>i</sup>	County <sup>i</sup>	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Monterey	Monterey	\$191	\$191	\$191	\$191	\$199	\$199	\$199	\$199	\$199	\$279	\$279	\$191

## Meals & Incidental Expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary Destination 	County 	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Monterey	Monterey	\$92	\$23	\$26	\$38	\$5	\$69.00

**Additional per diem topics**

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Per diem highlights](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

**Need more information?**

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

**Related topics**

- [Travel resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)





# SACRS FALL CONFERENCE 2024

NOV. 12-15 • HYATT REGENCY MONTEREY HOTEL AND SPA • MONTEREY, CA



## Preliminary Agenda

### TUESDAY, NOVEMBER 12

Time	Session Title
2:00 pm – 6:30 pm	<b>SACRS REGISTRATION</b>
3:00 pm – 5:00 pm	<b>PRE-CONFERENCE TRAINING SESSIONS</b>
	<b>DISABILITY TRAINING</b> <i>The Disability Retirement Breakout is an educational breakout session designed to provide attendees with valuable insights and information on various Disability Retirement subjects. This session aims to empower individuals, whether they are employees, trustees, or members, with the knowledge and resources needed to navigate the complexities of disability retirement. This includes understanding eligibility criteria, application processes, legal rights, and financial considerations. Moreover, the program creates a platform for attendees to connect, share experiences, and network within the disability retirement community. Who should attend: Employees considering disability retirement options, employers seeking to support employees in the retirement process, disability advocates and support professionals, human resources and benefits managers, and anyone interested in gaining a better understanding of disability retirement.</i>
3:00 pm – 5:00 pm	<b>ETHICS TRAINING FOR TRUSTEES AND STAFF: MORE THAN A CONCEPT</b> <i>This ethics training provides the information required for bi-annual training of public officials in California by AB 1234, and it also addresses key considerations for those public officials whose responsibilities arise from their role as trustees or executives of public retirement systems. *This class has been approval for MCLE credit.</i>
3:00 pm – 5:00 pm	<b>SEXUAL HARASSMENT PREVENTION TRAINING FOR LOCAL AGENCY OFFICIALS</b> <i>Nossaman LLP attorneys John Kennedy and Allison Callaghan will present “Sexual Harassment Prevention Training for Local Agency Officials (AB1661).” AB 1661 requires that if a local agency provides any type of compensation, salary, or stipend to its officials, then all local agency officials of the agency shall receive at least two hours of sexual harassment prevention and</i>





# SACRS FALL CONFERENCE 2024

NOV. 12-15 • HYATT REGENCY MONTEREY HOTEL AND SPA • MONTEREY, CA



education training within the first six months of taking office or commencing employment and every two years thereafter. This interactive training session will meet the requirements under AB 1661 and AB 1825 (sexual harassment prevention training to employees who perform supervisory functions) and assist attendees in preventing inappropriate conduct in the workplace. *\*This class has been approved for MCLE credit.*

5:30 pm – 6:30 pm

**SACRS NETWORKING RECEPTION**

## WEDNESDAY, NOVEMBER 13

Time	Session Title
7:00 am – 8:00 am	<b>SACRS WELLNESS SESSION – YOGA</b> <i>Fitting in fitness when away from home is often difficult, but not during SACRS 2024 Fall Conference! We bring a yoga class onsite to start your day the right way. This class, led by a certified yoga instructor, is intended for everyone, beginner to expert. Water and towels provided. Pre-registration is required to participate for conference attendees &amp; guests and a \$15 participation fee.</i>
7:30 am – 6:30 pm	<b>SACRS REGISTRATION</b>
7:30 am – 8:30 am	<b>SACRS BREAKFAST</b>
8:45 am – 9:00 am	<b>SACRS WELCOME</b> – David MacDonald, Trustee, Contra Costa CERA and SACRS President
9:00 am – 10:00 am	<b>KEYNOTE GENERAL SESSION</b>
10:00 am – 10:30 am	<b>SACRS NETWORKING BREAK</b>
10:30 am – 11:30 am	<b>GENERAL SESSION</b>
11:40 am – 12:40 pm	<b>GENERAL SESSION</b>
12:40 pm – 1:45 pm	<b>SACRS LUNCH</b>
<b>2:00 pm – 4:30 pm</b>	<b>SACRS BREAKOUTS</b>
2:00 pm – 4:30 pm	<b>ADMINISTRATORS BREAKOUT</b> – <i>Closed Session</i>





# SACRS FALL CONFERENCE 2024

NOV. 12-15 • HYATT REGENCY MONTEREY HOTEL AND SPA • MONTEREY, CA



2:00 pm – 4:30 pm	<b>AFFILIATE BREAKOUT</b>
2:00 pm – 4:30 pm	<b>ATTORNEY'S BREAKOUT</b>
2:00 pm – 4:30 pm	<b>INTERNAL AUDITORS' BREAKOUT</b>
2:00 pm – 4:30 pm	<b>INVESTMENT BREAKOUT</b>
2:00 pm – 4:30 pm	<b>OPERATIONS/BENEFITS BREAKOUT</b>
2:00 pm – 4:30 pm	<b>SAFETY BREAKOUT</b>
2:00 pm – 4:30 pm	<b>TRUSTEE BREAKOUT</b>
6:30 pm – 9:30 pm	<b>SACRS ANNUAL WEDNESDAY NIGHT EVENT</b>

## THURSDAY, NOVEMBER 14

Time	Session Title
7:00 am – 8:00 am	<b>SACRS FUN RUN</b> <i>Your morning starts off with an additional opportunity for teambuilding and networking, while enjoying the early morning air. A SACRS tradition, the 3-mile Fun Run and Walk course is the perfect way to get energized for the conference day ahead. Designed for the walker, jogger, or runner, the course is flat and paved. Pocket maps, Fun Run Swag, water, and a snack at the end of the course will be provided. Volunteers will be located along the route to assist with directions and encouragement. Pre-registration is required to participate for conference attendees &amp; guests and a \$15 participation fee.</i>
7:30 am – 6:30 pm	<b>SACRS REGISTRATION</b>
7:30 am – 8:30 am	<b>SACRS BREAKFAST</b>
8:45 am – 9:00 am	<b>SACRS VOLUNTEER AWARDS</b> – David MacDonald, Trustee, Contra Costa CERA and SACRS President
9:00 am – 10:00 am	<b>GENERAL SESSION</b>
10:00 am – 10:30 am	<b>SACRS NETWORKING BREAK</b>
10:30 am – 11:30 am	<b>GENERAL SESSION</b>





# SACRS FALL CONFERENCE 2024

NOV. 12-15 • HYATT REGENCY MONTEREY HOTEL AND SPA • MONTEREY, CA



11:40 am – 12:40 pm

**GENERAL SESSION**

12:45 pm – 1:45 pm

**SACRS LUNCH**

**2:00 pm – 3:00 pm**

**SACRS CONCURRENT SESSIONS**

2:00 pm – 3:00 pm

**CONCURRENT SESSION A**

2:00 pm – 3:00 pm

**CONCURRENT SESSION B**

2:00 pm – 3:00 pm

**CONCURRENT SESSION C**

3:00 pm – 3:30 pm

**SACRS NETWORKING BREAK**

3:30 pm – 4:30 pm

**CONCURRENT SESSION A**

3:30 pm – 4:30 pm

**CONCURRENT SESSION B**

3:30 pm – 4:30 pm

**CONCURRENT SESSION C**

3:30 pm – 4:30 pm

**CONCURRENT SESSION D**

**4:30 pm – 5:30 pm**

**SACRS COMMITTEE MEETINGS**

4:30 pm – 5:30 pm

**SACRS EDUCATION COMMITTEE MEETING**

4:30 pm – 5:30 pm

**SACRS NOMINATING COMMITTEE MEETING**

4:30 pm – 5:30 pm

**SACRS AFFILIATE COMMITTEE MEETING**

5:30 pm – 6:30 pm

**SACRS RECEPTION**

## FRIDAY, NOVEMBER 15

**Time**

**Session Title**

7:30 am – 8:30 am

**SACRS BREAKFAST**

9:00 am – 10:00am

**GENERAL SESSION**

10:00 am – 10:15 am

**SACRS NETWORKING BREAK**

10:15 am – 11:30 am

**SACRS ANNUAL BUSINESS MEETING**



CONFERENCE REGISTRATION



Invoice #	15299
Due Date	08/20/2024
Balance Due	.00

Bill to:  
Sherrell Aledo  
  
1737 N. First St., 6th Floor  
San Jose, CA 95112

Description	Qty	Rate	Total
SACRS Fall 2024 Conference(11/12/2024-11/15/2024)--MEMNONPROFIT	1	150.00	150.00
Provide Onsite Contact and Phone Number for Julie Jennings	1	.00	.00
Emergency Contact Include Phone Number and Full Name for Julie Jennings	1	.00	.00
SEXUAL HARASSMENT PREVENTION TRAINING FOR LOCAL AGENCY	1	.00	.00





**Invoice #** 15299  
**Due Date** 08/20/2024  
**Balance Due** .00

**Total Invoice** 150.00  
**Payments** 150.00  
**Balance Due** .00

___ Check ___ AMEX ___ MasterCard ___ VISA ___ Discover	
Check/Credit Card Number	Amount
Name on Card	Exp. Date
Billing Address	CVV
City/State/Zip	Signature

Please send this completed form and payment to:

State Association of County Retirement Systems  
840 Richards Blvd.  
Sacramento, CA 95811  
(916) 701-5158

If you would like to pay via ACH/Wire please contact our office.



Hilton Garden Inn Monterey

Recently renovated

1000 Aguajito Road, Monterey, California, 93940, USA

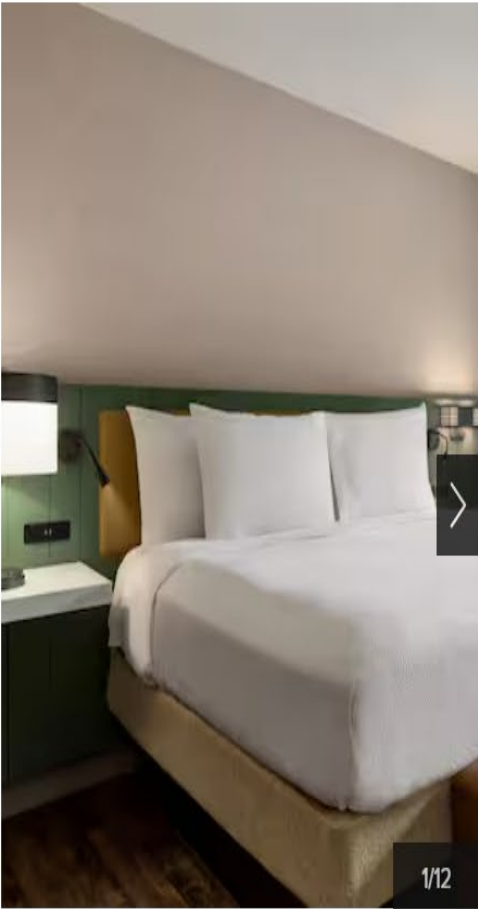
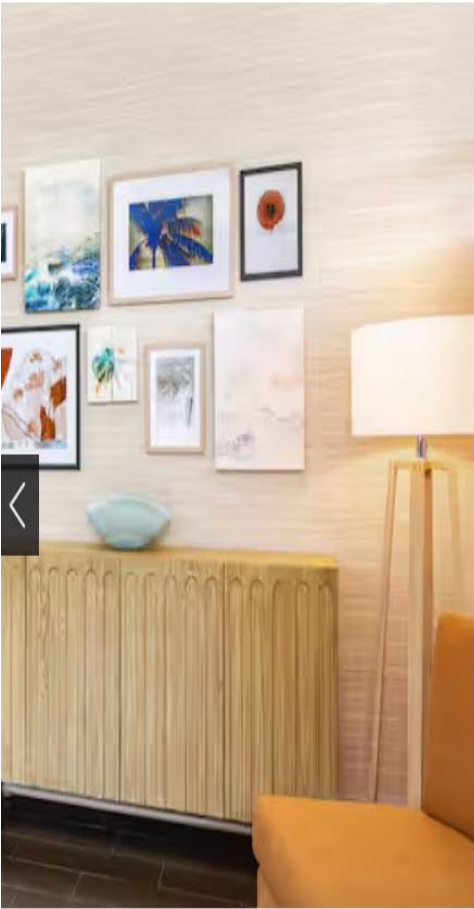
12 NOV TUE

15 NOV FRI

1 Room, 1 Guest

Special Rates

Check Rooms & Rates





## Honors Discount

Change or cancel up to 1 day before arrival. Hilton Honors Membership Required.

### 1 King Bed Balcony

1 adult

#### Price in \$USD

1 King Bed Balcony

12 Nov 2024 \$337.46

13 Nov 2024 \$351.82

14 Nov 2024 \$351.82

**Total room charge \$1,041.10**

**Mandatory Charge: \$5.00 per room, per night**

**Total fees \$15.00**

12.00 % per room, per night

1.60 % per room, per night

**Total taxes \$141.59**

Select

**Total for stay: \$1,197.69**



#### Guarantee policy

There is a credit card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.



#### Cancellation policy

Free cancellation before 11:59 PM local hotel time on 11 Nov 2024.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

## For your stay

Find a Room

Check-in 4 pm → Check-out 11 am

[Directions](#) [+1 831-373-6141](#)



#### Parking

**Addition Fee: \$57.93**

**\$19.31 x 3 days**

**Self-parking:** \$19.31 per day

**Valet parking:** Not available

**EV charging:** Nearby, 1 miles

**Secured:** Not available

**Covered:** Available

**In/Out privileges:** Available



#### Airport shuttle

**Monterey Peninsula Airport:** Not available

**San Jose International Airport:** Not available

**San Francisco International Airport:** Not available



#### Smoke-free

**Smoking rooms available:** No

**Smoking policy:** A fee of up to \$250 USD will be assessed for smoking in a non-smoking room. Please ask the Front Desk for the designated outdoor smoking area.



#### Breakfast

Available for a fee

**Type:** Full



#### Pets

**Non-refundable fee:** \$75.00

**Pet policy:** \$75(1-4n), \$125(5+n) 2petsMax, dog/cat only. Subject to 12% occupancy tax and 1.6% CCFD.



# Private Vehicle Mileage Reimbursement

**1.8.3**

## PURPOSE

To establish guidelines for mileage reimbursement to employees who have been authorized to use their private vehicle while conducting official City business. These guidelines apply to all City employees and officials, and supersede all other directives previously issued pertaining to mileage reimbursement when using personal vehicles.

## POLICY

City employees may be authorized to operate personal vehicles within the scope of their employment for official City business, when it is determined that it is more cost effective to provide mileage reimbursement compared to the use of a City vehicle.

**Employees must meet minimum qualifications as outlined in the Use of City and Personal Vehicles Policy to be authorized to use their personal vehicle to conduct official City business.** Refer to [City Policy Manual 1.8.1, Use of City and Personal Vehicles](#) for policy, procedures and guidelines on the Use of City and Personal Vehicles. Refer to [City Policy Manual 1.8.4, Vehicle Allowance](#) for additional information regarding mileage reimbursement eligibility for employees who receive a vehicle allowance.

Authorized employees will be compensated for the use of their automobiles on City business at the prevailing mileage reimbursement rate for employee business use of private automobiles as established by the City. The City will periodically review the reimbursement rate and will use the Internal Revenue Service (IRS) standard mileage rate as the City's rate. The City's reimbursement rate will be updated as soon as practicable following a change to the IRS standard mileage rate. For miles driven on or after January 7, 2024, the City's mileage reimbursement rate shall be **\$.67 per mile**. Any changes to this rate will be posted on the Finance Department's Travel web page.

Mileage from the employee's home to the first point of duty, and from the last point of duty to home will **not** be considered as City business, unless the employee's first or last point of duty is outside of City of San ~~Jose~~ José limits. Immediate supervisors are responsible for ensuring that employees provide appropriate documentation for all trips for which reimbursement is requested.

## AUTHORIZATION AND PROCEDURES

### Reporting Requirements

1. Employees requesting mileage reimbursement shall submit requests through the Mileage Reimbursement Request workflow in [eWay](#) (PeopleSoft). Once a mileage reimbursement request is approved, the requested mileage will be automatically entered on the employee's electronic timecard. Claims must be submitted to the employee's supervisor and timekeeper for approval within thirty (30) calendar days of when the travel occurred.
2. Report only travel on authorized City business. If the continuity of a day's travel is interrupted by a personal trip, deduct this trip from the mileage claim.



**Private Vehicle Mileage Reimbursement****1.8.3**

3. A PDF copy of an online map for each business trip must be provided as an attachment when an employee submits a mileage reimbursement request in [eWay](#), and are subject to audit verifications at any time.
4. Report only beginning and ending mileage during working hours, related to official City business.
5. In instances when an employee's first and/or last point of duty is outside City of San ~~Jose~~ José limits, an employee shall be reimbursed for the number of miles driven between the employee's home and the first and/or last point of duty, minus the number of miles the employee normally commutes from home to and/or from the employee's regular work location.
6. Adequate explanation of locations covered must be shown. Where applicable or required by the supervisor, indicate assigned area and number of trips.
7. Employees shall submit the claim to the supervisor or department director or designee for approval through the mileage reimbursement workflow in [eWay](#). Employees who submit false claims for mileage reimbursement are subject to disciplinary action, up to and including termination.

Supervisor/Management Review

The employee's supervisor or designee is responsible for conducting periodic checks as deemed necessary to assure propriety of trips and to certify that only necessary mileage has been included for reimbursement and that the amount claimed is correct and proper.

The Department Director or designee shall be responsible for reviewing monthly reimbursement claims for each employee to assure that it is cost effective to continue to provide mileage reimbursement. Monthly claims equal to or greater than 1420 miles for light trucks and 920 miles for sedans should be reviewed to determine if it is more cost effective to provide a City vehicle. If a City vehicle is more cost effective, the department shall refer to the procedures and guidelines in [City Policy Manual 1.8.1, Use of City and Personal Vehicles Policy](#) to request a City vehicle.

Approved:

\_\_\_\_\_  
/s/ Rick Bruneau  
Director of Finance

\_\_\_\_\_  
January 3, 2024  
Date

Approved for posting:

\_\_\_\_\_  
/s/ Jennifer Schembri  
Director of Employee Relations  
Director of Human Resources

\_\_\_\_\_  
January 3, 2024  
Date



Print

Reset Form

# Mileage Reimbursement Claim Form

Rate effective as of 1/04/2021

Date of Travel	Beginning Odometer Reading	Ending Odometer Reading	Total Miles Traveled	Less Personal Miles	Miles Claimed	Origin, Destination & Purpose of Travel	Crossing Guard Trips Claimed	# of Days for Constr. Travel
11/12/24			58.7		58.7	Home (Boulder Creek, CA) to Conference (Monterey, CA)		
11/12/24			0.5		0.5	Conference (Monterey, CA) to Hotel (Monterey, CA)		
11/13/24			0.5		0.5	Hotel (Monterey,CA) to Conference (Monterey,CA)		
11/13/24			0.5		0.5	Conference (Monterey,CA) to Hotel (Monterey,CA)		
11/14/24			0.5		0.5	Hotel (Monterey,CA) to Conference (Monterey,CA)		
11/14/24			0.5		0.5	Conference (Monterey, CA) to Hotel (Monterey, CA)		
11/15/24			0.5		0.5	Hotel (Monterey,CA) to Conference (Monterey,CA)		
11/15/24			0.5		0.5	Conference (Monterey, CA) to Hotel (Monterey, CA)		
11/15/24			58.9		58.9	Hotel (Monterey, CA) to Home (Boulder Creek, CA)		

Total Miles Claimed 121.1Number of days claimed for Construction Travel  
(Authorized job classes only) 0

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Fund

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Responsibility Center

Number of Miles 121.1 @ \$0.67 per mile \$ 81.14

Total Reimbursement \_\_\_\_\_

I certify under penalty of perjury that the mileage and/or construction travel claimed are correct, and that I am authorized to drive a private vehicle on City business and that I have valid insurance policy insuring myself and at least the minimum liability limits required by the State of California Vehicle Code Section 16451 (\$15,000/\$30,000 bodily injury and \$5,000 property damage, or any future state or City requirement may be higher)

ORS, Federated Board Trustee \_\_\_\_\_

Department and Section \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee ID# \_\_\_\_\_

CA Drivers License \_\_\_\_\_

Employee Signature \_\_\_\_\_

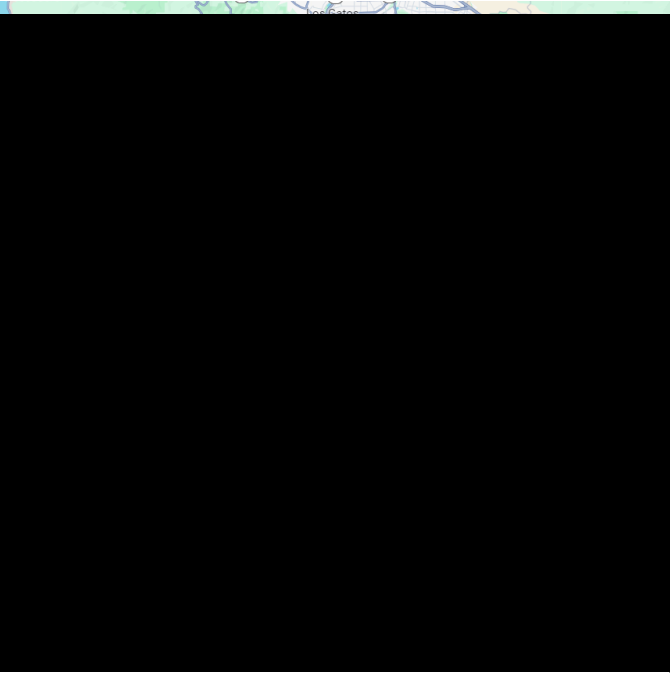
Pay Period End Date \_\_\_\_\_

Supervisors Signature \_\_\_\_\_

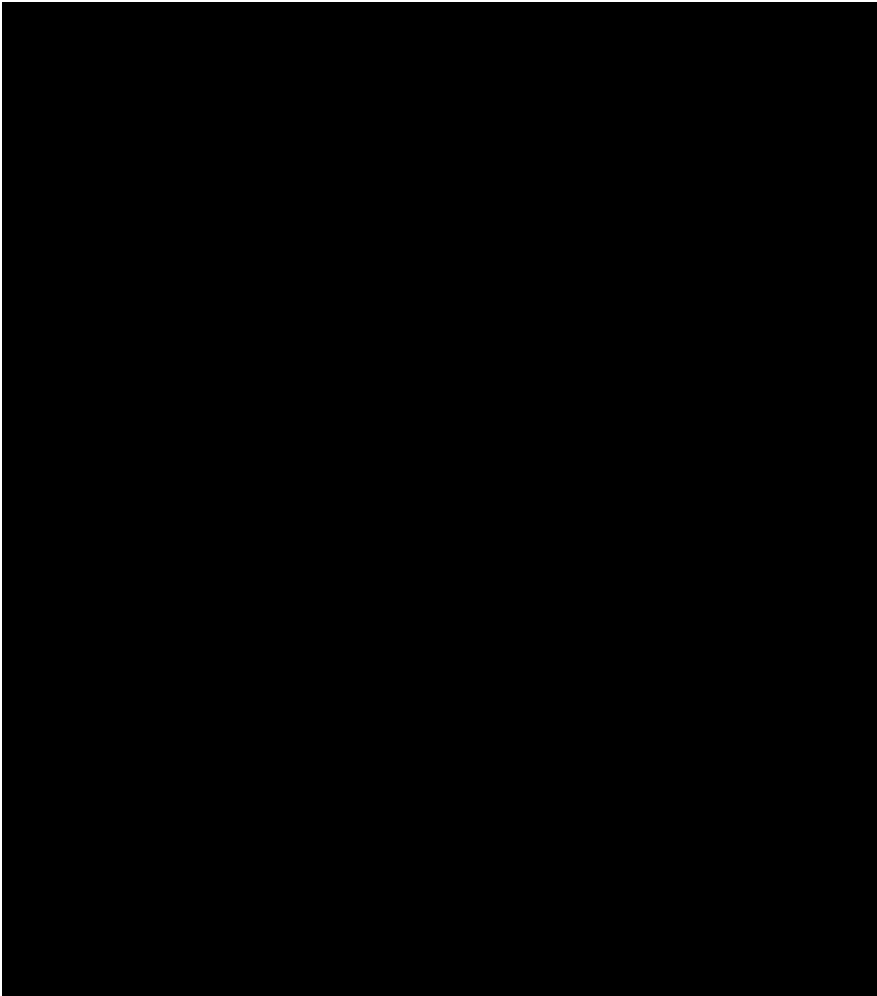




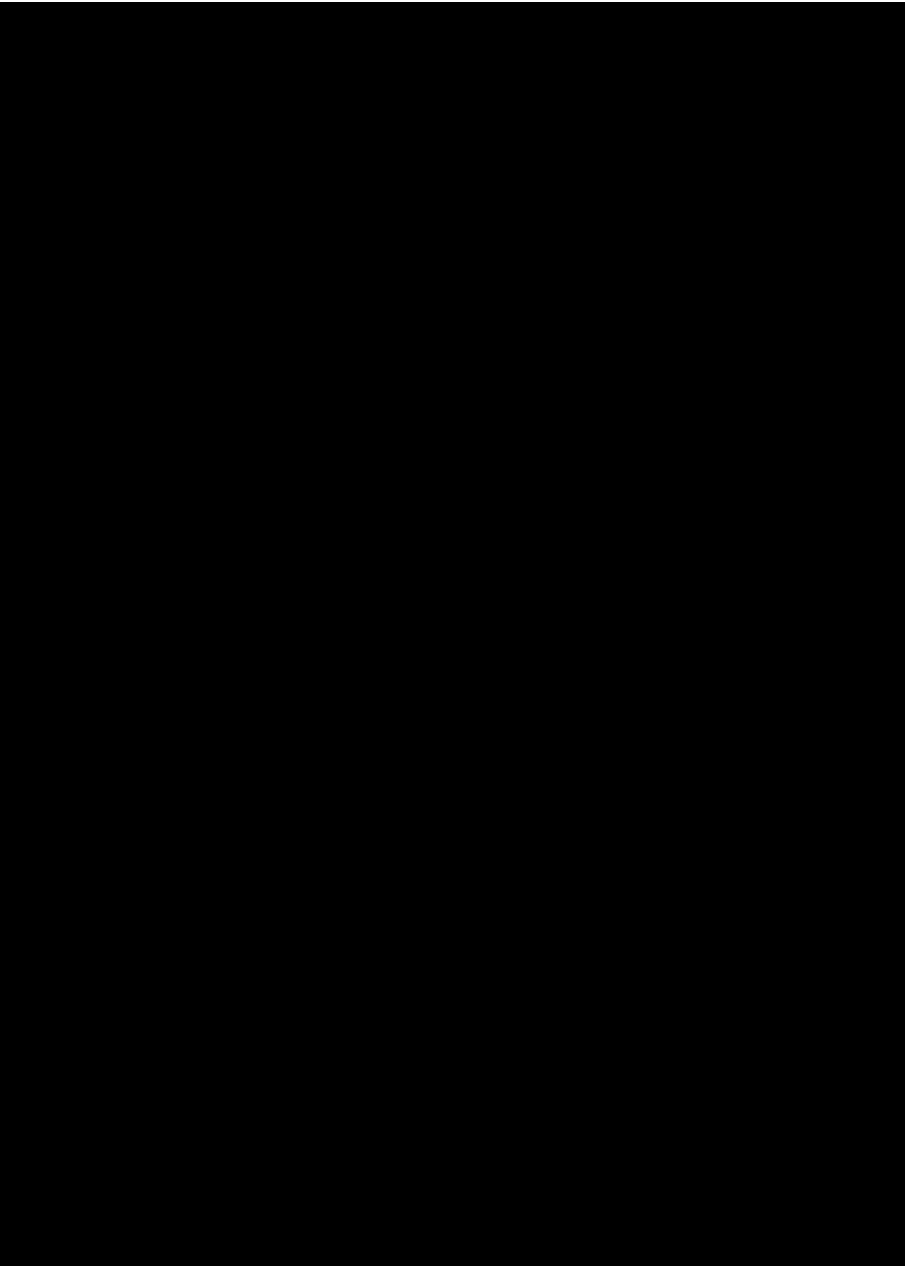
Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course, 1 Old Golf Course Rd, Monterey, CA 93940



Map data ©2024 Google 5 mi







Follow Del Monte Ave and Sloat Ave to Old Golf Course Rd

- 4 min (1.5 mi)
19. Merge onto Del Monte Ave

0.9 mi
20. Turn left onto Sloat Ave

0.5 mi
21. Continue onto Old Golf Course Rd

0.1 mi

Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course  
1 Old Golf Course Rd, Monterey, CA 93940



Driving Distance: 0.5 mile x \$0.67 per mile = \$0.34 x 4 days/trips = \$1.36



Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course, 1 Old Golf Course Rd, Monterey, CA 93940 to Hilton Garden Inn Monterey, 1000 Aguajito Rd, Monterey, CA 93940

Drive 0.5 mile, 3 min



Map data ©2024 Google 200 ft

Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course  
1 Old Golf Course Rd, Monterey, CA 93940

- 1. Head west on Old Golf Course Rd toward Mark Thomas Dr  
0.1 mi
- 2. Turn left onto Mark Thomas Dr  
0.2 mi
- 3. Turn right onto Aguajito Rd  
0.1 mi
- 4. Turn left onto Glenwood Cir  
121 ft
- 5. Turn left to stay on Glenwood Cir  
112 ft
- 6. Turn right  
118 ft
- 7. Turn right  
Destination will be on the right  
59 ft



11/13/24, 11/14/24 & 11/15/24: HOTEL TO CONFERENCE

Driving Distance: 0.5 mile x \$0.67 per mile = \$0.34 x 3 days/trips = \$1.02



Hilton Garden Inn Monterey, 1000 Aguajito Rd, Monterey, CA 93940 to Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course, 1 Old Golf Course Rd, Monterey, CA 93940



Map data ©2024 Google 200 ft

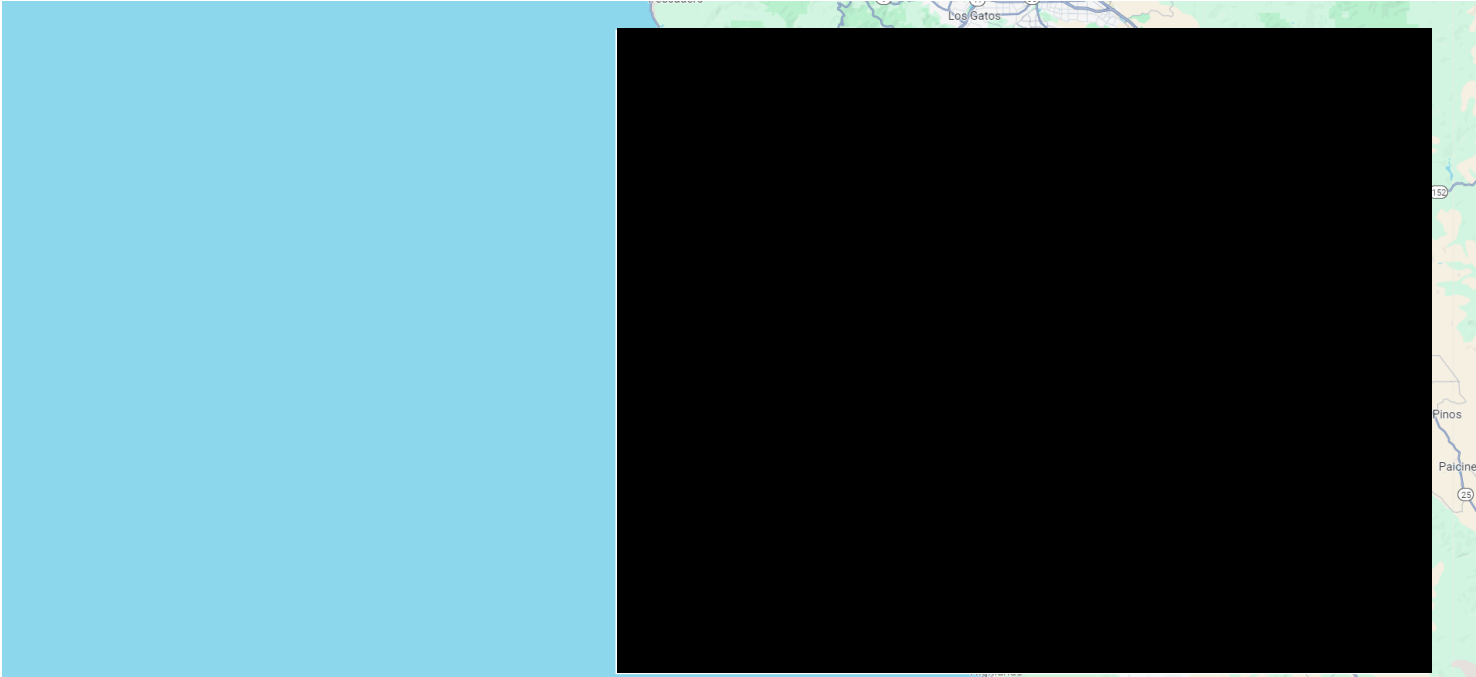
Hilton Garden Inn Monterey  
1000 Aguajito Rd, Monterey, CA 93940

1. Head northeast toward Glenwood Cir  
59 ft
2. Turn left toward Glenwood Cir  
118 ft
3. Turn left onto Glenwood Cir  
112 ft
4. Turn right to stay on Glenwood Cir  
121 ft
5. Use the middle lane to turn right onto Aguajito Rd  
0.1 mi
6. Turn left onto Mark Thomas Dr  
0.2 mi
7. Turn right onto Old Golf Course Rd  
0.1 mi

Hyatt Regency Monterey Hotel And Spa On Del Monte Golf  
Course  
1 Old Golf Course Rd, Monterey, CA 93940



Hilton Garden Inn Monterey, 1000 Aguajito Rd,



Map data ©2024 Google 5 mi

Hilton Garden Inn Monterey  
1000 Aguajito Rd, Monterey, CA 93940

Get on CA-1 N

- 2 min (0.6 mi)
1. Head northeast toward Glenwood Cir

59 ft
2. Turn left toward Glenwood Cir

118 ft
3. Turn left onto Glenwood Cir

112 ft
4. Turn right to stay on Glenwood Cir

121 ft
5. Turn left onto Aguajito Rd

322 ft
6. Turn right to merge onto CA-1 N

0.4 mi

Continue on CA-1 N to Scotts Valley. Take exit 3 from CA-17 N

- 43 min (43.7 mi)
7. Merge onto CA-1 N

13.0 mi



8. Use the left 2 lanes to take the CA-1 N exit toward Watsonville/Santa Cruz

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0.8 mi

9. Continue onto CA-1 N

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26.0 mi

10. Use the right 2 lanes to take exit 441B to merge onto CA-17 N toward San Jose/Oakland

