

1. Employee Information

Employee	Anurag Chandra	Dept.	Retirement Services		
Job Title	FED Board Vice Chair	Visible Code			
Employee ID		Home Zip Code		Phone No.:	
Hourly / Salaried	<input type="radio"/> Hourly <input checked="" type="radio"/> Salaried	Select Purpose			

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:	2025 Milken Institute Global Conference		
Event Location:	The Beverly Hilton	City: Beverly Hills	State: CA
Departure Date:	5/4/25	Event Start Date: 5/4/25	Event End Date: 5/7/25 Return Date: 5/7/25

4. Travel Expenses

Category	Detailed Description	Estimated Expenses	Actual Expenses	Prepaid Expense	
				Amount	Method
Registration	2025 Milken Institute Global Conference (Complimentary Registration)	-	\$0.00	\$0.00	Select
Airfare	SJC to LAX via Alaska Airlines and LAX to SJC via Southwest Airlines	186.00	\$136.60	\$136.60	PCard (Cardholder's)
Lodging	Fairmont Century Plaza	2,685.00	\$2,887.46	\$2,887.46	PCard (Cardholder's)
Ground Transportation	Home to SJC: 19.6 miles x 0.70 per mile= \$13.72, LAX to Hotel: \$58.34, Hotel to LAX: \$61.87, SJC to Home: \$67.13	180.87	\$201.06		Select
Per Diem	Conference provided: Breakfast & Lunch on 5/5 - 5/7	172.00	\$187.50		Select
Parking					Select
Other					Select
Total		3,223.87	3,412.62	3,024.06	

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

Final Total Travel Expenses		\$3,412.62	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.
Prepaid Expenses		\$3,024.06	
Total Due Employee/(Due City)		\$388.56	

6. Notes

Lodging: The actual expenses include a Tourism and Occupancy Tax of \$402.46, bringing the total to \$3,087.46. However, due to an issue with the traveler's room, the hotel applied a \$200 discount to the first night and moved him rooms at no additional cost, bringing the final total to \$2,887.46.

Transportation: Traveler drove his personal vehicle from home to SJC on 5/4/25. His wife drove the car back home, so it was not left at the airport. Rideshare services (Uber and Lyft) were used once he arrived at the conference location and back home.

Per Diem: Last day calculated at 100% since arrival time was after 6 pm.

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>Anurag Chandra</i>	Anurag Chandra	5/13/25
	Emp ID #	Signature	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.

Direct Supervisor		<i>John Flynn</i> Signature	John Flynn Print Name	5/14/25 Date
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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>	Gina Rios	5/14/25
	Print 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 _____

Approving Official		<i>B. Hayman</i>	Barbara Hayman	5/14/2025
Emp ID #		Signature	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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