

1. Employee Information									
Employee <i>Deborah Abbott</i>				Dept. Retirement Services					
Job Title <i>FED Board Trustee</i>				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 checked="" type="radio"/> Yes <input type="radio"/> No (Group travel defined in City Travel Policy 1.8.2)									
Names of other Travelers									
<i>Eswar Menon</i>				<i>Howard Lee</i>			<i>Franco Vado</i>		
<i>Andrew Gardanier</i>				<i>Spencer Horowitz</i>			<i>Mathew Faulkner</i>		
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: 41.7 miles x 0.70= \$29.19, Conference to Home: 41.6 miles x 0.70= \$29.12</i>			55.81	\$58.31		Select		
Per Diem	<i>Conference provides Breakfast and Lunch on 3/25 and 3/26</i>			136.25	\$146.50		Select		
Parking				105.00	\$0.00		Select		
Other							Select		
Total				1,189.13	1,096.89	892.08			
5. Unforeseen Travel Expenses (expenses that were not pre-approved must be entered in this section)									
					Final Total Travel Expenses	\$1,096.89	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.		
					Prepaid Expenses	\$892.08			
					Total Due Employee/(Due City)	\$204.81			
6. Notes									
<i>There is no registration fee because the conference offers complimentary attendance.</i>									
<i>Mileage reflects the City's updated mileage reimbursement rate as of 1/5/25 at \$0.70 per mile.</i>									
<i>Traveler was not charged for parking because they were placed at the hotel's guest house cottages, where they received complimentary parking in front of their room.</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>Deborah Abbott</i>			Deborah Abbott		4/2/25		
Emp ID #		Signature			Print Name		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>			John Flynn		4/2/25		
Emp ID #		Signature			Print Name		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.									
Travel Coordinator									
Emp 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 limits.									
Approving Official									
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			