

[illegible]



1 Old Golf Course Road
Monterey, CA 93940
Tel: 831-372-1234
Fax: 831-375-3960
monterey.hyatt.com

INVOICE

MR Andrew Gardanier



Room No. 0829
Arrival 11-12-24
Departure 11-15-24
Folio Window 1
Folio No. 1931599

Confirmation No. 4353260801
Group Name SACRS Fall 2024 27644924

Date	Description	Charges	Credits
------	-------------	---------	---------

Total

Guest Signature

Balance

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

No Membership to be credited

Join World of Hyatt today and start earning points for stays, dining and more. Visit www.worldofhyatt.com

Our goal is to provide each guest with an exceptional stay and to exceed your expectations. We are interested in feedback regarding your visit.

For inquiries concerning your bill please call 831-372-1234



Hyatt Regency Monterey
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Tel: 831-372-1234
Fax: 831-375-3960
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INVOICE

MR Andrew Gardanier



Room No. 0829
Arrival 11-12-24
Departure 11-15-24
Folio Window 2
Folio No. 1931837

Confirmation No. 4353260801
Group Name SACRS Fall 2024 27644924

Date	Description	Charges	Credits
11-12-24	Deposit Transferred at C/I		700.56
11-12-24	Group Room	205.00	
11-12-24	Occupancy Tax 12.0%	24.60	
11-12-24	CA Assessment	0.40	
11-12-24	Monterey County Fee	4.50	
11-12-24	Monterey CCFD Tax 1.6%	3.28	
11-12-24	Resort Fee	15.00	
11-12-24	Resort Fee Tax 12.0%	1.80	
11-12-24	Monterey CCFD Tax 1.6%	0.24	
11-13-24	Group Room	205.00	
11-13-24	Occupancy Tax 12.0%	24.60	
11-13-24	CA Assessment	0.40	
11-13-24	Monterey County Fee	4.50	
11-13-24	Monterey CCFD Tax 1.6%	3.28	
11-13-24	Resort Fee	15.00	
11-13-24	Resort Fee Tax 12.0%	1.80	
11-13-24	Monterey CCFD Tax 1.6%	0.24	
11-14-24	Group Room	205.00	
11-14-24	Occupancy Tax 12.0%	24.60	
11-14-24	CA Assessment	0.40	
11-14-24	Monterey County Fee	4.50	
11-14-24	Monterey CCFD Tax 1.6%	3.28	
11-14-24	Resort Fee	15.00	
11-14-24	Resort Fee Tax 12.0%	1.80	
11-14-24	Monterey CCFD Tax 1.6%	0.24	
11-15-24	Visa		63.90

Total	764.46	764.46
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Guest Signature

Balance	0.00
----------------	------

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

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World of Hyatt Summary



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MR Andrew Gardanier



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Room No. 0829
Arrival 11-12-24
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Folio Window 2
Folio No. 1931837

**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: 11/18/2024

Board Member Name: Andrew Gardanier

Conference/Seminar Title: SACRS

Location: Monterey, California

Date(s): Nov. 12-15

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

Brief summary of information and knowledge gained:

Gained knowledge recieved updates on CA pension litigation; asset allocation including private markets; how elections will effect the pension lanscape; how interest rates will effect pensions; and affordable housing

Evaluation of the event:

Great speakers, multiple break out groups to learn about topics that interest you. Great opportunity to network with sister plans in CA to learn about best practices.

Recommendation concerning future attendance:

Recommend for all trustees and administrators. Networking with other pension systems was very valuable.

Other comments:

Travel Request

HELP

1. Employee Information

Employee Name	Andrew Gardanier	Dept.	Retirement Services
Job Title	PF Board Trustee	Visible Code	
Employee ID		Home Zip Code	
Hourly / Salaried	<input checked="" type="radio"/> Hourly <input type="radio"/> Salaried	Select Purpose	<input checked="" type="radio"/> In-State <input type="radio"/> Out-of-State
	<input type="radio"/> Yes <input checked="" type="radio"/> No		Phone No.

2. Group Travel

Names of other Travelers			
1 Julie Jennings	3	5	
2 Matthew Faulkner	4	6	

3. Travel Itinerary

Event Name:	SACRS 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 Fee	\$150.00
Airfare	N/A	
Lodging	Hyatt Regency Monterey Hotel and Spa: \$205/night + taxes and fees	\$788.40
Ground Transportation	Home to Conference: 88.1 miles Conference to Home: 87.7 miles	\$117.79
Per Diem (from worksheet)	Conference provides breakfast & lunch on 11/13/24 and 11/14/24, and only breakfast on 11/15/24	\$237.50
Parking	\$15/night x 3 nights	\$45.00
Other		
Total Estimated Expenses		\$1,338.60

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	109251	<i>Andrew Gardanier</i>	Andrew Gardanier	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	115974	<i>Roberto L. Peña</i>	Roberto L. Peña	8/26/2024
	Emp ID #	Signature	Print Name	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	Print Name	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	Print Name	Date



FY 2025 Per Diem Rates for ZIP Code 93940

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

Primary Destination	County	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



FY 2025 Per Diem Rates for ZIP Code 93940

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

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

1. ENTER DATES & RATES

Departure Date		11/12/24	Click here for Travel Policy from CSJ Finance Intranet Enter the date and time (as 6:00 AM)
Departure Time		11:00 AM	
Event Start Date		11/12/24	
Event End Date		11/15/24	
Return Date		11/15/24	
Return Time		3:00 PM	Enter the date and time (as 6:00 PM)
CONUS/OCONUS Rate for Lodging		\$191.00	Click here for GSA CONUS Per Diem Rates
Maximum Daily Rate	\$	286.50	Click here for Department of State OCONUS Per Diem Rates
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	None	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



Preliminary Agenda

TUESDAY, NOVEMBER 12

Time	Session Title
2:00 pm – 6:30 pm	SACRS REGISTRATION
3:00 pm – 5:00 pm	PRE-CONFERENCE TRAINING SESSIONS DISABILITY TRAINING <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	ETHICS TRAINING FOR TRUSTEES AND STAFF: MORE THAN A CONCEPT <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	SEXUAL HARASSMENT PREVENTION TRAINING FOR LOCAL AGENCY OFFICIALS <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	SACRS WELLNESS SESSION – YOGA <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 & guests and a \$15 participation fee.</i>
7:30 am – 6:30 pm	SACRS REGISTRATION
7:30 am – 8:30 am	SACRS BREAKFAST
8:45 am – 9:00 am	SACRS WELCOME – David MacDonald, Trustee, Contra Costa CERA and SACRS President
9:00 am – 10:00 am	KEYNOTE GENERAL SESSION
10:00 am – 10:30 am	SACRS NETWORKING BREAK
10:30 am – 11:30 am	GENERAL SESSION
11:40 am – 12:40 pm	GENERAL SESSION
12:40 pm – 1:45 pm	SACRS LUNCH
2:00 pm – 4:30 pm	SACRS BREAKOUTS
2:00 pm – 4:30 pm	ADMINISTRATORS BREAKOUT – <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	AFFILIATE BREAKOUT
2:00 pm – 4:30 pm	ATTORNEY'S BREAKOUT
2:00 pm – 4:30 pm	INTERNAL AUDITORS' BREAKOUT
2:00 pm – 4:30 pm	INVESTMENT BREAKOUT
2:00 pm – 4:30 pm	OPERATIONS/BENEFITS BREAKOUT
2:00 pm – 4:30 pm	SAFETY BREAKOUT
2:00 pm – 4:30 pm	TRUSTEE BREAKOUT
6:30 pm – 9:30 pm	SACRS ANNUAL WEDNESDAY NIGHT EVENT

THURSDAY, NOVEMBER 14

Time	Session Title
7:00 am – 8:00 am	SACRS FUN RUN <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 & guests and a \$15 participation fee.</i>
7:30 am – 6:30 pm	SACRS REGISTRATION
7:30 am – 8:30 am	SACRS BREAKFAST
8:45 am – 9:00 am	SACRS VOLUNTEER AWARDS – David MacDonald, Trustee, Contra Costa CERA and SACRS President
9:00 am – 10:00 am	GENERAL SESSION
10:00 am – 10:30 am	SACRS NETWORKING BREAK
10:30 am – 11:30 am	GENERAL SESSION



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

SACRS Fall 2024 Conference

A key SACRS member benefit is education. SACRS has an outstanding reputation for creating must-attend events that include educational general sessions, breakouts, and networking opportunities.

<div><div><div>📅</div><div>Start Date – End Date</div></div><div><div>November 12, 2024 – November 15, 2024</div></div></div>	<div><div><div>🕒</div><div>Early Bird Discount Deadline</div></div><div><div>Tuesday, October 15, 2024</div></div></div>	<div><div><div>🕒</div><div>Regular Registration Deadline</div></div><div><div>Tuesday, October 15, 2024</div></div></div>
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✎ REGISTER

Registration Fees

<div><div><div>📄 DETAILS</div><div>\$ PRICING</div><div>☰ FUNCTIONS</div><div>📍 LOCATION</div></div></div>	<table><tr><th>Price Description</th><th>Amount</th></tr><tr><td>Affiliate Regular Price</td><td>\$1,350</td></tr><tr><td>Affiliate Late Pricing</td><td>\$1,500</td></tr><tr><td>Speaker Registration</td><td>\$0</td></tr><tr><td>Affiliate Emeritus</td><td>\$0</td></tr><tr><td>System Member Pricing</td><td>\$120</td></tr><tr><td>Non-Profit Member Pricing</td><td>\$150</td></tr><tr><td>Non-Member Standard Registration</td><td>\$3,200</td></tr><tr><td>Non-Member Speaker Registration</td><td>\$0</td></tr><tr><td>Member Sponsorship – Platinum, Gold, Silver</td><td>\$0</td></tr><tr><td>Non-Member Sponsorship – Platinum, Gold, Silver</td><td>\$0</td></tr></table>	Price Description	Amount	Affiliate Regular Price	\$1,350	Affiliate Late Pricing	\$1,500	Speaker Registration	\$0	Affiliate Emeritus	\$0	System Member Pricing	\$120	Non-Profit Member Pricing	\$150	Non-Member Standard Registration	\$3,200	Non-Member Speaker Registration	\$0	Member Sponsorship – Platinum, Gold, Silver	\$0	Non-Member Sponsorship – Platinum, Gold, Silver	\$0
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Affiliate Regular Price	\$1,350																						
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Non-Member Speaker Registration	\$0																						
Member Sponsorship – Platinum, Gold, Silver	\$0																						
Non-Member Sponsorship – Platinum, Gold, Silver	\$0																						



840 Richards Blvd.

From: [Gardanier, Andrew](#)
To: [Ayala, Cynthia](#); [Aldama, Edith](#)
Subject: Fwd: Hyatt Regency Monterey Hotel and Spa on Del Monte Golf Course - Confirmation - Mr Andrew Gardanier - 12-Nov-2024 - 43532608
Date: Tuesday, August 20, 2024 5:59:31 PM

Hi

Here is the email confirmation that I received from the hotel.

Andrew
Sent from my iPhone

Begin forwarded message:

From: Hyatt Hotels <no-reply@tl.hpe-esp.hyatt.com>
Date: August 14, 2024 at 11:58:29 AM PDT
To: [REDACTED]
Subject: Hyatt Regency Monterey Hotel and Spa on Del Monte Golf Course - Confirmation - Mr Andrew Gardanier - 12-Nov-2024 - 43532608

Your reservation is confirmed.

[Customer Service](#)



Reservation Confirmation

Confirmation Number: #43532608

Pool day in Monterey



Hyatt Regency Monterey Hotel and Spa on Del Monte Golf Course is ideal for a daycation. Enjoy two pools, a hot tub and private cabanas surrounded by lush greenery and towering trees.

[Book now](#)

Hyatt Regency Monterey Hotel and Spa on Del Monte Golf Course



1 Old Golf Course Road
Monterey, CA 93940-4908, US



+1 831 372 1234

Check-In

Date: Tuesday, 12-Nov-2024

Time: 04:00 PM

Checkout

Date: Friday, 15-Nov-2024

Time: 12:00 PM

Monterey spa pass



Treat yourself to a day at the spa at Hyatt Regency Monterey Hotel and Spa. The spa pass includes access to the sauna, steam room, fitness center, pools and more.

[Book now](#)

Manage your Stay

We look forward to welcoming you to our hotel. Please let us know if there is anything we can do to help you make the most of your time away.



[Modify Reservation](#)



[Add Reservation](#)



[Cancel Reservation](#)



[Customer Service](#)

Contact us any time you need



[Message Us](#)



[Tweet Us](#)

Connect on any device



The daycation you deserve



Enjoy full access to Hyatt Regency Monterey Hotel and Spa's luxurious amenities, including outdoor pools with food and drink service, pickleball and tennis courts, yard games and much more.

[Book now](#)

Start Planning



Get to know your Hotel

Relax and revitalize at Spa Adeline



Take time to unwind at Spa Adeline at Hyatt Regency Monterey Hotel and Spa. Relax at our wellness facility with a steam room and sauna or nurture your body with an ultra-hydration facial or hot herbal lavender and eucalyptus compress massage.

[Book now](#)

Reservation Details

Note from Hyatt Regency Monterey Hotel and Spa on Del Monte Golf Course

THANK YOU FOR CHOOSING HYATT REGENCY MONTEREY HOTEL

AND SPA. WE APPRECIATE YOUR BUSINESS.

Guest Name: MR. ANDREW GARDANIER

Number of Adults: 1

Number of Children: 0

Room(s) Booked: 1

Room Type: 1 KING BED

Room Description:

1 King Grand Bed:351 sq ft

Nightly Rate per Room:

November 12 - November 14 - 205.00 US DOLLARS

Type of Rate: SACRS FALL 20...

Rate Information:x Rate is eligible to earn points and tier credit.

Additional Tax, Fees and Service Charges:

OCCUPANCY TAX: 12.000%	3 nights @ 205 =	\$615
CONF CTR FAC DST: 1.600%	Taxes 13.6% =	\$83.64
CITY TAX: 4.50	Fees x 4 days = 22.44	\$89.76
RESORT FEES: 17.04	Total =	\$788.40
CA TOURISM: 0.90		

CANCELLATION POLICY:

11:59PM HOTEL TIME 2 DAYS BFR ARRV OR PAY 1 NIGHT FEE /CCARD RQRD

Reservations confirmed or changed by World of Hyatt Explorist or Globalist members can be cancelled until 11:59 pm the day before arrival, when the hotel's cancellation period stated above is not more than 48 hours. This 24-hour cancellation period benefit is not valid for stays at Hyatt Vacation Club, or Miraval resorts. It also does not apply: (i) to prepaid or non-refundable rates; (ii) when the cancellation period stated above is more than 48 hours; or (iii) for reservations booked at corporate negotiated or group contract rates. This benefit is based on a member's tier status at the time of cancellation. The cancellation windows are based on the hotel's local time.

Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates. Taxes and fees are subject to change based on dates of stay and local jurisdiction.

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 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 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

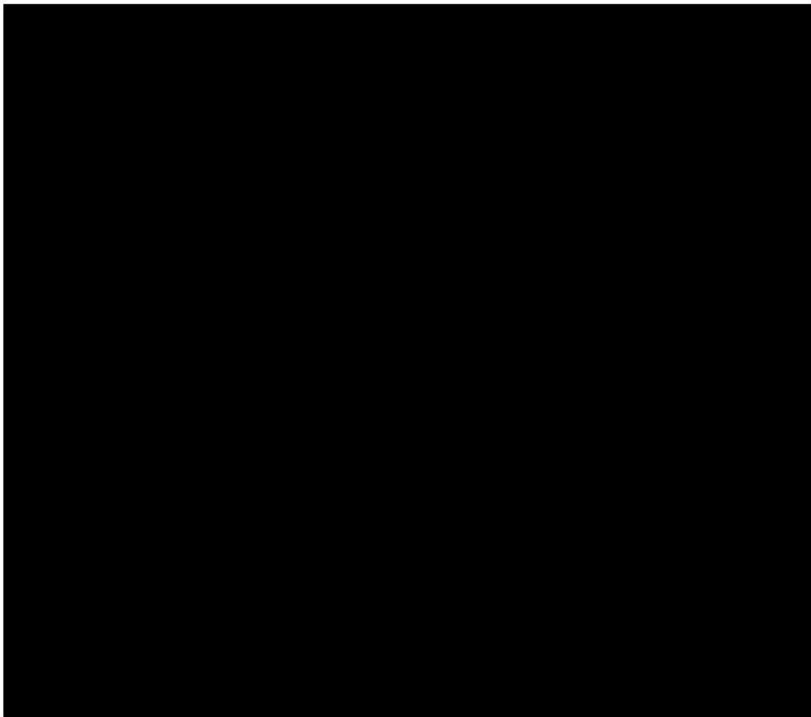


[redacted] to Hyatt Regency Monterey Hotel And Spa On Del Monte Golf Course, 1 Old Golf Course Rd, Monterey, CA 93940

Home to Conference

[redacted]

[redacted]



Take US-101 S to CA-156 W in Prunedale. Take exit 336 from US-101 S

59 min (64.0 mi)

7. Merge onto I-680 S

14.7 mi

8. Use the right 3 lanes to take exit 1B to merge onto US-101 S toward Los Angeles

48.8 mi

9. Take exit 336 for CA-156 W toward Monterey/Peninsula

10. Continue onto CA-156 W

7 min

Follow CA-1 S to Aguajito Rd in Monterey. Take exit 40 from CA-1 S

13 min

How satisfied are you with the *map* in Google Maps today?



Very dissatisfied

Very satisfied

By continuing, you agree Google uses your answers, [account & system info](#) to improve services, per our [Privacy & Terms](#).

- ↑ 11. Continue onto CA-1 S
13.1 mi
- ↘ 12. Use the right 2 lanes to take exit 401A toward Monterey
0.3 mi

Continue on Aguajito Rd. Drive to Old Golf Course Rd

- ← 13. Turn left onto Aguajito Rd
3 min (0.5 mi)
0.2 mi
- ← 14. Turn left onto Mark Thomas Dr
0.2 mi
- ↘ 15. 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



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

Conference to Home

Hyatt Regency Monterey Hotel And Spa On Del Monte Golf

Course

1 Old Golf Course Rd, Monterey, CA 93940

Get on CA-1 N

- 3 min (0.9 mi)
- ↑

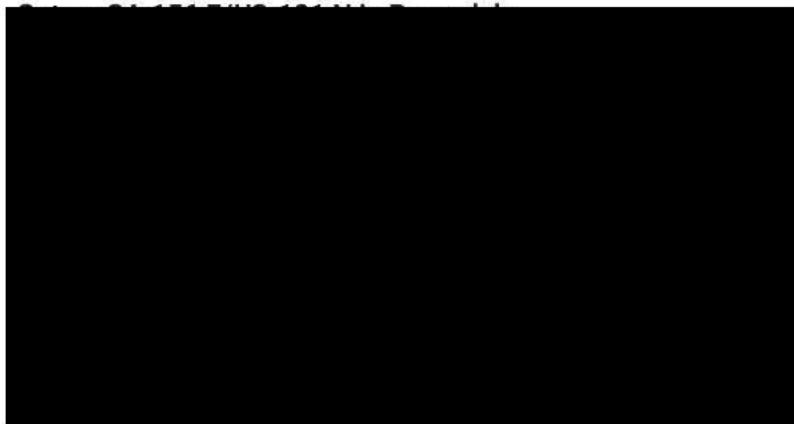
1. Head west on Old Golf Course Rd toward Mark Thomas Dr
- 0.1 mi
- ↶

2. Turn left onto Mark Thomas Dr
- 0.2 mi
- ↷

3. Turn right onto Aguajito Rd
- 0.2 mi
- ↗

4. Turn right to merge onto CA-1 N
- 0.4 mi
- ↗

5. Merge onto CA-1 N
- 12 min (13.0 mi)



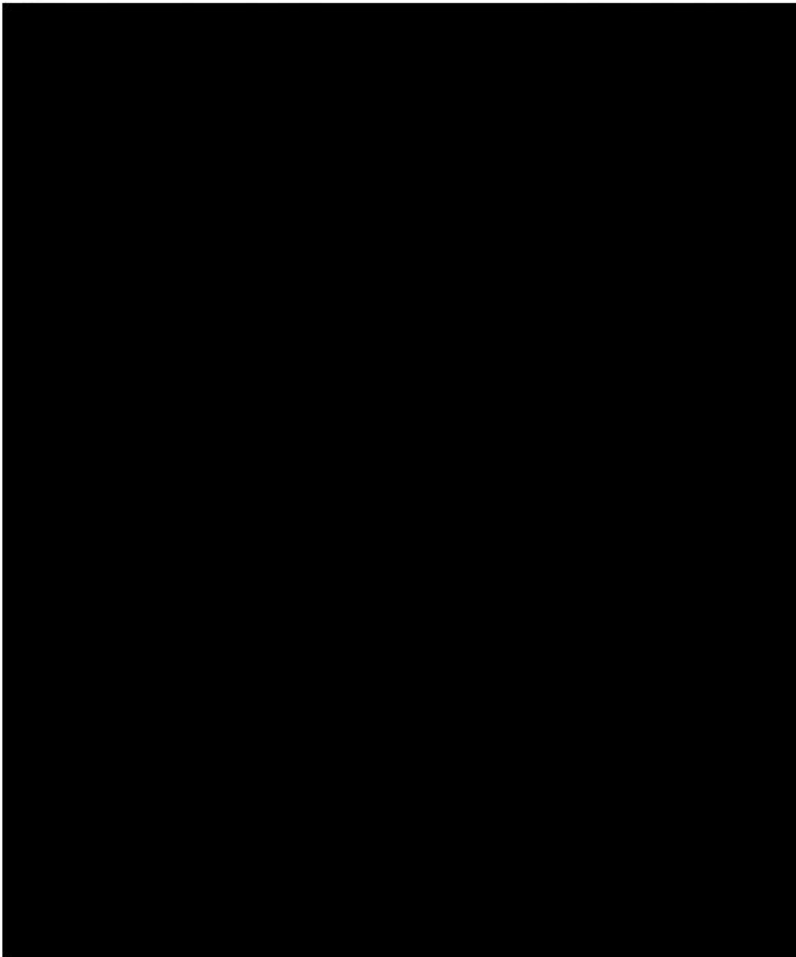
How satisfied are you with the *map* in Google Maps today?



Very dissatisfied

Very satisfied

By continuing, you agree Google uses your answers, [account & system info](#) to improve services, per our [Privacy & Terms](#).



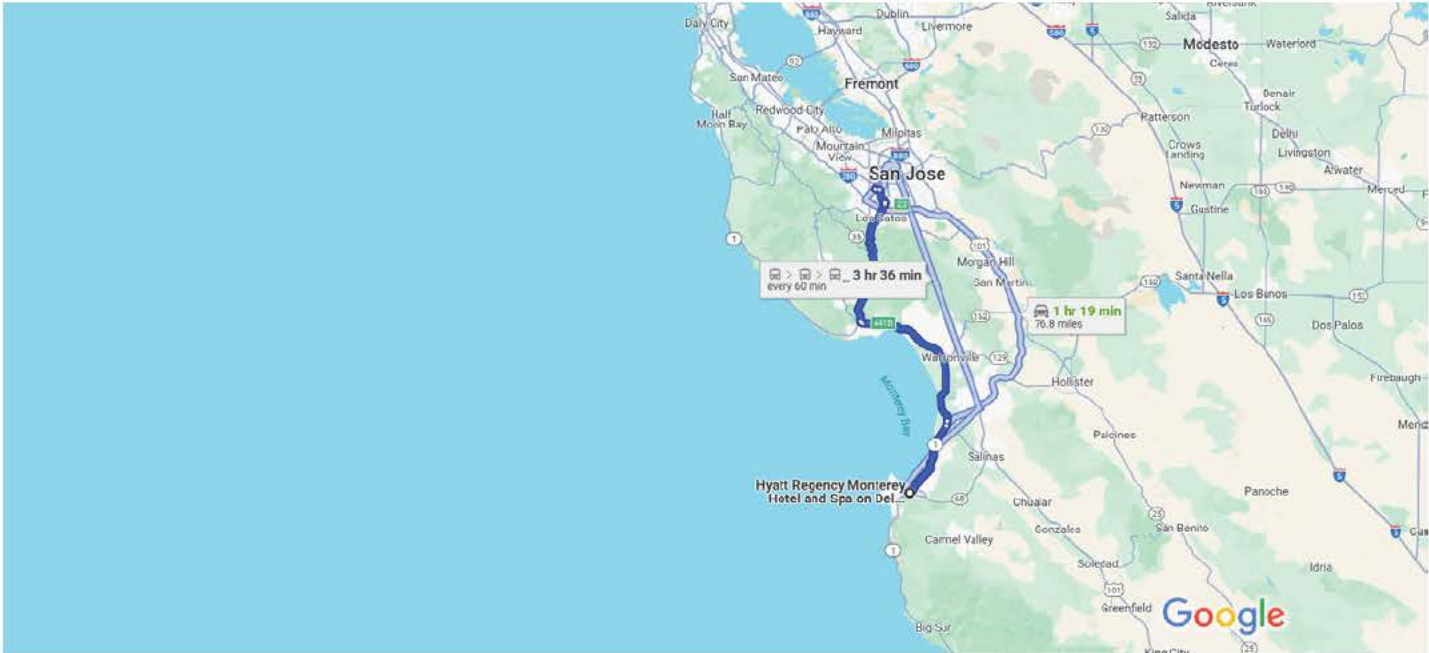
[REDACTED]

[REDACTED]

Home to Conference: 88.1 miles
Conference to Home: 87.7 miles
Total: 175.8 miles @ .67 per mile
Mileage Reimbursement: \$117.79

Hyatt Regency Monterey Hotel and Spa Drive 67.6 miles, 1 hr 17 min on Del Monte Golf Course, 1 Old Golf Course Rd, Monterey, CA 93940 to 1201 San Tomas Aquino Rd, San Jose, CA 95117

Conference to Fire Station (Work) 67.6miles x 0.67 \$45.29



Map data ©2024 Google 10 mi

Hyatt Regency Monterey Hotel and Spa on Del Monte Golf Course
1 Old Golf Course Rd, Monterey, CA 93940

Get on CA-1 N

- ↑

1. Head west on Old Golf Course Rd toward Mark Thomas Dr

3 min (0.9 mi)
- ←

2. Turn left onto Mark Thomas Dr

0.1 mi
- ↪

3. Turn right onto Aguajito Rd

0.2 mi
- ↗

4. Turn right to merge onto CA-1 N

0.2 mi
- 0.4 mi

Follow CA-1 N to CA-17 N in Santa Cruz County. Take exit 441B from CA-1

- ↗

5. Merge onto CA-1 N

40 min (40.3 mi)
- 13.0 mi

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

0.8 mi

- ↑ 7. Continue onto CA-1 N

26.0 mi

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

0.4 mi

Continue on CA-17 N. Drive to San Tomas Aquino Rd in San Jose

34 min (26.4 mi)

- ↗ 9. Merge onto CA-17 N

22.6 mi

- ↘ 10. Take exit 23 toward Camden Avenue/San Tomas Expwy

0.2 mi

- ↶ 11. Use any lane to turn left onto White Oaks Rd

453 ft

- ↶ 12. Use the left 2 lanes to turn left onto Camden Ave

0.1 mi

- ↑ 13. Continue onto San Tomas Expy

2.4 mi

- ↶ 14. Use the left 2 lanes to turn left onto Payne Ave

0.7 mi

- ↘ 15. Turn right onto San Tomas Aquino Rd

0.2 mi

- ↑ 16. Continue straight to stay on San Tomas Aquino Rd

i Destination will be on the left

30 ft

1201 San Tomas Aquino Rd

San Jose, CA 95117

[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			88.1		88.1	Home [REDACTED] to Conference (Monterey CA)		
11/15/24			67.6		67.6	Conference (Monterey CA) to Fire Station (San Jose, CA)		
			0		0			
			0		0			
			0		0			
			0		0			
			0		0			
			0		0			
			0		0			
			0		0			
			0		0			
			0		0			

Total Miles Claimed 155.7Number of days claimed for Construction Travel (Authorized job classes only) 0

--	--	--

Fund

--	--	--	--	--	--

Responsibility Center

Number of Miles _____

@ \$0.67 per mile \$ 104.32Total Reimbursement \$104.32

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, Police & Fire Board Trustee_____
Department and Section_____
Employee Name_____
Employee ID#_____
CA Drivers License_____
Employee Signature_____
Pay Period End Date_____
Supervisors Signature



 **EVENTS > FALL CONFERENCE**

Fall Conference

A key SACRS member benefit is education. SACRS has an outstanding reputation for creating must-attend events that include educational general sessions, breakouts, and networking opportunities.

GET READY 2024!

The Annual Fall Conference 2024 is being held November 12–15, 2024 at the Hyatt Regency Monterey Hotel and Spa, Monterey, California.

Please click on the dropdown options below to view conference details, register for the conference and to book your hotel room.

REGISTRATION	>
HOTEL	▼

CONFERENCE HOTEL

Hyatt Regency Monterey Hotel & Spa | 1 Old Golf Course Road, Monterey, CA 93940 | (831) 372-1234

Discounted Conference Rate: \$205 Per night not including local & state tax/fees

Discounted Conference Rate Cut-Off Date: October 10, 2024

Daily Discounted Conference Resort Fee: \$15

Conference Reservation Link: SACRS Room Reservations Fall 2024

Conference Reservation Code: GSACR

Conference Reservation Call-In Number: (800) 446-6677

Discounted Conference Hotel Guest Self-Parking Rate: \$15 per night

Hotel Check-In: 4 pm

Hotel Check-Out: Noon

Pet Friendly: \$100/1 Stay

A 72-hour cancellation notice and early departure notice is required to avoid penalties and fees.

The cut-off date of October 10, 2024, is based on availability at the time of making reservations. If a night is sold-out in the discounted block, please ask the reservation specialist if a room is available under the general rate for the night you need. Upon availability, the discounted conference rate is available 3 days pre-post conference dates.

AGENDA	>
RETIREMENT SYSTEM INFORMATION	>
SPONSORSHIP	>