

## 1. Employee Information

Employee	Eswar Menon	Dept.	Retirement Services		
Job Title	PF Board Interim Vice Chair	Visible Code			
Employee ID		Home Zip Code		Phone No.:	
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	<input checked="" type="radio"/> Yes <input type="radio"/> No	(Group travel defined in City Travel Policy 1.8.2)
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	Names of other Travelers		
	Franco Vado	Howard Lee	Deborah Abbott
	Andrew Gardanier	Anurag Chandra	Mathew Faulkner

### 3. Travel Itinerary

Event Name:	Pension BridgeThe Annual 2025		
Event Location:	The Ritz-Carlton Hotel	City: Half Moon Bay	State: CA
Departure Date:	3/24/25	Event Start Date: 3/24/25	Event End Date: 3/26/25      Return Date: 3/26/25

#### 4. Travel Expenses

Category	Detailed Description	Estimated Expenses	Actual Expenses	Prepaid Expense	
				Amount	Method
Registration	Pension Bridge The Annual 2025	-	\$0.00	\$0.00	Select
Airfare		-			Select
Lodging	The Ritz-Carlton Hotel 2 nights: 3/24/25 - 3/26/25 (includes taxes and fees)	892.07	\$892.08	\$892.08	PCard (Cardholder N
Ground Transportation	Home to Conference: 58.1 miles x 0.70 = \$40.67, Conference to Home: 59.9 miles x 0.70= \$41.93, Toll: \$8	79.06	\$90.60		Select
Per Diem	Conference provides Breakfast and Lunch on 3/25 and 3/26	136.25	\$146.50		Select
Parking		105.00	\$0.00		Select
Other					Select
<b>Total</b>		<b>1,212.38</b>	<b>1,129.18</b>	<b>892.08</b>	

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

Final Total Travel Expenses		\$1,129.18	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)		\$237.10	

## 6. Notes

*There is no registration fee because the conference offered complimentary attendance.*

*Mileage reflects the City's updated mileage reimbursement rate as of 1/5/25 at \$0.70 per mile.*


*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.*

## 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	Emp ID #	Signature	Print Name	Date
		<i>Eswar Menon</i>	Eswar Menon	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>	John Flynn	4/1/25
	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		Trang Vo	Trang Vo	4/7/25
	Emo 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		<i>B. Hayman</i>	Barbara Hayman	4/11/2025
	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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