SAN JOSE
CAPITAL OF SILICON VALLEY

Reimbursement of Travel

HELP

1. Employee Information

Employee	*Spencer Horowitz*	Dept.	Retirement Services
Job Title	*FED Board Chair*	Visible Code	
Employee ID		Home Zip Code	[redacted] Phone No.:
Hourly / Salaried	○ Hourly ● Salaried	Select Purpose	● In-State ○ Out-of-State

2. Group Travel

● Yes ○ No **(Group travel defined in City Travel Policy 1.8.2)**

Names of other Travelers		
Andrew Gardanier	Franco Vado	David Kwan
Gretchen Flicker	John Flynn	6

3. Travel Itinerary

6

Event Name:	*CALAPRS General Assembly 2026*		
Event Location:	*The Westin Carlsbad Resort & Spa*	City: *Carlsbad*	State: *CA*
Departure Date: *3/8/26*	Event Start Date: *3/8/26*	Event End Date: *3/11/26*	Return Date: *3/11/26*

4. Travel Expenses

Category	Detailed Description	Estimated Expenses	Actual Expenses	Prepaid Expense Amount	Prepaid Expense Method
Registration	*CALAPRS General Assembly 2026*	250.00	*$250.00*	*$250.00*	A/P Payment
Airfare	*SJC to SAN, SAN to SJC*	237.00	*$237.00*		PCard (Cardholder N
Lodging	*The Westin Carlsbad Resort & Spa 3/8 - 3/11 (3 nights)*	902.85	*$899.85*	*$899.85*	PCard (Cardholder N
Ground Transportation	*Uber: Home to SJC, SAN to Conference, Conference to SAN, SJC to Home*	199.71	*$199.71*		Select
Per Diem	*3/9: Dinner, 3/10: Breakfast & Lunch, 3/11: Breakfast*	203.50	*$203.50*		Select
Parking	*Parking fee waived for guests attending the conference*	-			Select
Other					Select
Total		1,793.06	**1,790.06**	**1,149.85**	

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

Final Total Travel Expenses	$1,790.06	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.
Prepaid Expenses	$1,149.85	
Total Due Employee/(Due City)	**$640.21**	

6. Notes

Traveler drove to and from the conference. Flights + uber estimates were included to compare against mileage reimbursement. Flight + Uber = $436.71. Home to conference (428 miles) + Conference to home (428 miles) = 856 miles x 0.725 per mile (revised on 1/9/26) = $620.60 mileage reimbursement. Traveler will be reimbursed the less expensive option (flight + uber estimate of $436.71).

Lodging: The final total for lodging was $899.85. During checkout, the front desk staff did not charge the remaining $3.00 in tax and instead adjusted it off the bill rather than applying it to the credit card on file.

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: Spencer Horowitz	Print Name: Spencer Horowitz	Date: 3/27/26

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	Emp ID # [redacted]	Signature: John Flynn	Print Name: John Flynn	Date: 3/30/26

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 # [redacted]	Signature: Gina Rios	Print Name: Gina Rios	Date: 4/01/26

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 budget[redacted]

Approving Official	Emp ID #	Signature: BHAyman	Print Name: Barbara Hayman	Date: 4/2/2026

Finance Travel Desk	Date Rec'd	Date Processed	Finance Payroll	Date Rec'd	Date Processed	Pay Period of Pymt. or Deduction