CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Travel Reimbursement

FIN-TRR-001706

1. Employee Information

Employee Name: John Flynn

Department: Retirement Services

Supervisor Name: John Flynn

Employee Email: [redacted]

Supervisor Email: [redacted]

Employee ID#: [redacted]

Position/Title: Dir of Retirement Svcs & CEO U

Supervisor Title: Dir of Retirement Svcs & CEO U

2. Request Details

Type of Request: New Request

Type of Travel Request : In-State Travel

Is your travel or part of travel waived or paid by a 3rd party?: No

Group Travel: No

3. Travel Itinerary

Name of the Event: CALAPRS Administrators Institute

Location of the Event: The Quail Lodge

Location Address of the Event: 8205 Valley Greens Dr, Carmel, CA 93923, USA **Location Zip**: 93923

Travel Departure Date: 09/24/2025

Travel Departure Time: 12:30 PM

Event Start Date: 09/24/2025

Event End Date: 09/26/2025

Return Time: 11:00 AM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts	Actual Expense	Payment Method	Payment Amount
Registration	Registration - Traveler opted put of lodging at the conference venue and chose to stay at a nearby (less expensive) hotel	$3,000.00	$2,100.00	AP Payment	$2,100.00
Lodging	Carmel Mission Inn - Less expensive hotel than the conference venue 4 miles away. Actual expense is $826.78.	$720.44	$720.44	PCard Payment	$720.44
Mileage	Total reimbursement would be 12.5 miles x 0.70 per mile = $8.75	$113.09	$113.09	Eway	$0.00
Per Diem	Per Diem Per Chart Above	$86.75	$86.75	Due to Employee	$0.00
	Total Estimated Expenses	$3,920.28	$2,907.19		$2,820.44
			Total Due Employee: $86.75		

5. Exceptions

Exceptions to be Considered: Lodging: Traveler ultimately selected the registration without lodging, which reduced the registration fee by $900. Instead, he was booked a less expensive hotel located 4 miles from the conference venue. The total lodging expense was $826.78. Simpligov will not allow me to change the amount.

Mileage reimbursement - Due to the traveler receiving a car allowance, mileage reimbursement is only applicable for miles above 75 miles per day. The traveler is only eligible for; Home to conference: 81 – 75 = 6miles and Conference to home: 81.5 - 75 = 6.5 miles. The total reimbursement would be 12.5 miles x 0.70 per mile = $8.75. Simpligov auto populates the miles/expense cells and does not allow me to make changes.

Actual Expenses for this travel: $3,022.28

6. Cash Advance Requested

Cash Advance: No

7. Additional VIS Codes

Charge Code Detail (VIS Code) [redacted]

Note: The fields above are for internal purpose only. Only the first VIS code will be used for PeopleSoft Entry.

8. Employee Acknowledgement

I certify that hte 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.

× John Flynn

Signed By: [redacted]
Date Signed: 10/16/2025 12:33:58 PM -07:00 GMT
IP Address: [redacted]

9. Supervisor

Supervisor Name: John Flynn **Supervisor Email2** [redacted] **Supervisor Title2**: Dir of Retirement Svcs & CEO U

Supervisor Decision2: Approved - Send to Travel Coordinator

I certify that I have evaluated the requested travel activity and confirm that the request is complete and prepared in accordance with teh City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

× John Flynn

Signed [redacted]
Date Signed: 10/16/2025 12:35:32 PM -07:00 GMT
IP [redacted]

10. Additional Reviewer 1

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.

11. Additional Reviewer 2

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.

12. Travel Coordinator

Travel Coordinator Name: Gina Rios **Travel Coordinator Email2**: [redacted] **Travel Coordinator Title2**: Senr Accountant

Travel Coordinator Decision2: Approved

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.

× Gina Rios

Signed By: [redacted]
Date Signed: 10/29/2025 9:14:45 AM -07:00 GMT
IP Address: [redacted]

13. Approving Official

Approving Official Name: Barbara Hayman **Approving Official Email2**: barbara.hayman@sanjoseca.gov **Approving Official Title2**: Deputy Dir U

Approving Official Decision2: Approved

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.

× BHayman

Signed By: BHayman [redacted]
Date Signed: 10/29/2025 9:21:51 AM -07:00 GMT
IP Address: [redacted]

14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance

Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	09/24/2025
Departure Time	12:30 PM
Event Start Date	09/24/2025
Event End Date	09/26/2025
Return Time	11:00 AM
CONUS/OCONUS Rate for Lodging	191
Maximum Daily Rate	$286.50
Maximum Total Lodging for Trip (excluding tax)	$573.00
CONUS/OCONUS Rate for Meals and Incidentals	92

2. Per Diem - Lodging

Date	Maximum Daily Rate	Daily Rate	Taxes	Reimbursable Taxes	Non-Reimbursable Taxes	Total Reimbursable Lodging Expenses
Wednesday, September 24, 2025	$286.50	$309.00	$82.25	$76.49	$5.76	$362.99
Thursday, September 25, 2025	$286.50	$349.00	$86.53	$70.95	$15.58	$357.45
					Total	$720.44

3. Per Diem - Meals an Incidentals

Travel Day	Breakfast	Lunch	Dinner	Incidentals	Meals Provided with Registration	Adjustment for Provided Meals	Additional Adjustments	Maximum Per Diem for Meals and Incidentals
Wednesday, September 24, 2025	$17.25	$19.50	$28.50	$3.75	Checked	$19.50		$49.50
Thursday, September 25, 2025	$23.00	$26.00	$38.00	$5.00	Checked Checked Checked	$87.00		$5.00
Friday, September 26, 2025	$17.25	$19.50	$28.50	$3.75	Checked Checked	$36.75		$32.25

Lodging Desc: Carmel Mission Inn - Less expensive hotel than the conference venue 4 miles away. Actual expense is $826.78.

Lodging Est Expense Amt: $720.44

Lodging Actual Expense: