



Travel Reimbursement

FIN-TRR-002482

1. Employee Information

Employee Name: John Flynn

Department: Retirement Services

Employee Email: [REDACTED]

Supervisor Name: John Flynn

Employee ID#: [REDACTED]

Supervisor Email: [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: PRISM 2026 Conference

Location of the Event: Sheraton Hotel and Marina

Location Address of the Event: 1380 Harbor Island Dr, San Diego, CA 92101, USA Location Zip: 92101

Travel Departure Date: 05/17/2026

Travel Departure Time: 11:55 AM

Event Start Date: 05/17/2026

Event End Date: 05/19/2026

Return Time: 10:55 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts	Actual Expense	Payment Method	Payment Amount
Registration	Early Bird Conference Fee	\$1,299.00	\$1,299.00	PCard Payment	\$1,299.00
Airfare/Extra Luggage	SJC to SAN, SAN to SJC via Alaska Airlines	\$217.00	\$326.80	Due to Employee	\$0.00
Lodging	Sheraton Hotel and Marina 5/17-5/19 (Hotel taxes/fees charged to personal CC (\$45.99) - added to reimbursement total)	\$618.43	\$618.43	PCard Payment	\$618.43
Public Transportation	No car services needed, hotel offered shuttle to and from airport.	\$66.80	\$0.00	Due to Employee	\$0.00
Per Diem	Per Diem Per Chart Above	\$74.50	\$74.50	Due to Employee	\$0.00
Adjustment 1	Partial hotel payment	\$0.00	\$45.99	Due to Employee	\$0.00
Total Estimated Expenses		\$2,275.73	\$2,364.72		\$1,917.43
				Total Due Employee: \$447.29	

5. Exceptions

Exceptions to be Considered: Conference dates were 5/17-5/20; however, the traveler returned on the evening of 5/19. Simpligov would not allow a return date earlier than the event end date, so the event end date was entered as 5/19 (see screenshot attached).

Airfare - Price increased by the time of booking.

The conference hotel charged a portion of the taxes and fees on travelers personal CC (\$45.99).

6. Cash Advance Requested

Cash Advance: No

7. Additional VIS Codes

Charge Code Detail (VIS Code) 

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

9. Supervisor

Supervisor Name: John Flynn

Supervisor Email2: john.flynn@sanjoseca.gov

Supervisor Title2: Dir of Retirement Svcs & CEO L

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

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: gina.rios@sanjoseca.gov

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

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

Approving Official Comments: 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.

x *BHayman*



14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance



Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	05/17/2026
Departure Time	11:55 AM
Event Start Date	05/17/2026
Event End Date	05/19/2026
Return Time	10:55 PM
CONUS/OCONUS Rate for Lodging	199
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	\$538.00
CONUS/OCONUS Rate for Meals and Incidentals	86

2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Sunday, May 17, 2026	\$269.00	\$40.22	\$309.22
Monday, May 18, 2026	\$269.00	\$40.21	\$309.21
		Total	\$618.43

3. Per Diem - Meals and Incidentals

Travel Day	Breakfast	Lunch	Dinner	Incidentals	Meals Provided with Registration	Adjustment for Provided Meals	Additional Adjustments	Maximum Per Diem for Meals and Incidentals
Sunday, May 17, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$0.00	\$21.50	\$64.50
Monday, May 18, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$81.00		\$5.00
					Checked			
Tuesday, May 19, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$81.00		\$5.00
					Checked			