



ORS Travel Request

1. Trustee Information

Trustee Name	Gretchen Flicker
Board	Police & Fire
Departing Location	220 2nd Street, Avila Beach, CA 93424

2. Group Travel

Names of other travelers			
	David Woolsey	Nathan Nakagawa	5
	Mark Liner		4

3. Travel Itinerary

Event Name	CALAPRS Principles of Pension Governance for Trustees		
Event Location:	Santa Barbara Inn	City: Santa Barbara	State: CA
Departure Date:	8/24/26	Event Start Date: 8/24/26	Event End Date: 8/27/26 Return Date: 8/27/26

4. Estimated Traveler Expenses

Category	Detailed Description	Estimated Expense Amount
Registration	Principles of Pension Governance for Trustees	\$ 3,000.00
Airfare	SFO to SBA, SBA to SFO via United Airlines (for comparison only)	\$ 573.00
Lodging	Santa Barbara Inn 8/24 - 8/27 3 nights (included with registration fee)	\$ -
Ground Transportation	Uber: Home to SFO, SBA to Hotel, Hotel to SBA, SFO to Home (for comparison only)	\$ 183.77
Per Diem	Conference provides: 8/25-8/26 breakfast, lunch & dinner; 8/27 breakfast & lunch	\$ 111.25
Parking		
Other		
Total Estimated Expenses		\$ 3,868.02

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 this policy and its intent.

6. Notes

This conference occurs during the traveler's personal trip. The traveler has confirmed she will drive from her trip location to the conference and back. For comparison purposes, estimated airfare (SFO-SBA-SFO plus Uber) totals \$756.77. The estimated mileage cost from trip location to conference and back : 180.5 miles x \$0.725 = \$130.86. This comparison is provided for cost comparison purposes; mileage reflects the actual planned travel method.

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		Gretchen Flicker	4/23/26
	Employee ID #	Signature	Print Name

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	128120		John Flynn	4/23/26
	Employee 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

Travel Coordinator				
	Employee 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

Approving Official				
	Employee ID #	Signature	Print Name	Date