CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Travel Request

FIN-TRR-002738

1. Employee Information

Employee Name: John Flynn

Employee Email [redacted]

Employee ID# [redacted]

Position/Title: Dir of Retirement Svcs & CEO U

Department: Retirement Services

Supervisor Name: John Flynn

Supervisor Email: [redacted]

Supervisor Title: Dir of Retirement Svcs & CEO U

2. Request Details

Type of Request: New Request

Type of Travel Request : Out of State Travel

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

Group Travel: Yes

Select Employee 2: Gardanier
[redacted]
Select Employee 3: Woolsey
[redacted]

3. Travel Itinerary

Name of the Event: NCPERS Public Safety Conference 2026

Location of the Event: Renaissance Nashville Hotel

Location Address of the Event: 611 Commerce St, Nashville, TN 37203, USA **Location Zip:** 37203

Travel Departure Date: 10/23/2026 **Travel Departure Time:** 01:45 PM **Event Start Date:** 10/24/2026 **Event End Date:** 10/28/2026 **Return Time:** 06:20 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	Registration	$800.00
Airfare/Extra Luggage	SJC to BNA via Delta Airlines + Checked Bag - Departing on 10/23 to accommodate travelers attendance at NAF Program starting at 7:00 am on 10/24	$508.00
Lodging	Renaissance Nashville Hotel 10/23 - 10/28 (using gov rates for estimate purposes; reservation starting 10/23 to accommodate travelers attendance at NAF Program starting at 7:00 am on 10/24)	$1,240.00
Public Transportation	Uber - Home to SJC, BNA to Hotel, Hotel to BNA, SJC to Home	$114.82
Per Diem	Per Diem Per Chart Above	
	Total Estimated Expenses	$2,662.82

5. Exceptions

Exceptions to be Considered: Traveler is attending the NAF Program and Public Safety Conference, which are being held in conjunction. This workflow contains the full stay (10/23–10/28) in order to account for shared lodging and airfare associated with both conferences. Conference agenda and hotel rates have not yet been released; therefore, the 2024 Public Safety Conference agenda and current government hotel rate were used for estimate purposes per the conference representative.

Per diem and registration fees associated with the NAF Conference will be submitted separately under its own workflow (FIN-TRR-002742)

6. Cash Advance Requested **Cash Advance:** No

7. 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.

8. Supervisor

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

Supervisor Decision: Approved - Send to Travel Coordinator

I certify that I have evaluated the requested travel activity and confirm that hte 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 By: John Flynn - [redacted]
Date Signed: 05/28/2026 8:56:34 AM -07:00 GMT
IP Address: [redacted]

9. 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.

10. 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.

11. Additional Reviewer 3

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. Additional Reviewer 4

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.

13. Additional Reviewer 5

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.

14. Travel Coordinator

Travel Coordinator Name: Gina Rios **Travel Coordinator Email:** [redacted] **Travel Coordinator Title:** Senr Accountant
Travel Coordinator Decision: 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: Gina Rios - [redacted]
Date Signed: [redacted]09:32 AM -07:00 GMT
IP Address: [redacted]

15. Approving Official

Approving Official Name: Barbara Hayman **Approving Official Email** [redacted] **Approving Official Title:** Deputy Dir U
Approving Official Decision: 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: [redacted]27 AM -07:00 GMT
IP Address: [redacted]

16. City Manager's Office

17. Accounts Payable Group

18. Director of Finance

Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	10/23/2026
Departure Time	01:45 PM
Event Start Date	10/24/2026
Event End Date	10/28/2026
Return Time	06:20 PM
CONUS/OCONUS Rate for Lodging	0
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	$0.00
CONUS/OCONUS Rate for Meals and Incidentals	

2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Friday, October 23, 2026	$248.00		$248.00
Saturday, October 24, 2026	$248.00		$248.00
Sunday, October 25, 2026	$248.00		$248.00
Monday, October 26, 2026	$248.00		$248.00
Tuesday, October 27, 2026	$248.00		$248.00
		Total	$1,240.00

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
Friday, October 23, 2026			$0.00		$0.00
Saturday, October 24, 2026			$0.00		$0.00
Sunday, October 25, 2026			$0.00		$0.00
Monday, October 26, 2026		Checked	$0.00		$0.00
Tuesday, October 27, 2026		Checked	$0.00		$0.00
Wednesday, October 28, 2026		Checked	$0.00		$0.00