SAN JOSE
CAPITAL OF SILICON VALLEY

# Reimbursement of Travel

HELP

## 1. Employee Information

| | | | |
|---|---|---|---|
| Employee | David Kwan | Dept. | Retirement Services |
| Job Title | PF Board Trustee | 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 | Spencer Horowitz | Franco Vado |
| Gretchen Flicker | John Flynn | |

## 3. Travel Itinerary

| | | | | | |
|---|---|---|---|---|---|
| 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: 3/9/26 | Event End Date: 3/11/26 | Return Date: 3/10/26 | |

## 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 | PCard (Cardholder N |
| Airfare | SJC to SAN, SAN to SJC via Alaska Airlines | 498.00 | $417.80 | $417.80 | PCard (Cardholder N |
| Lodging | Marbrisa Carlsbad Resort 3/8-3/10 | 597.00 | $668.64 | $222.88 | PCard (Cardholder N |
| Ground Transportation | Uber: Hotel to Carlsbad Train Station, SJC to Home | 239.71 | $72.67 | | Select |
| Per Diem | 3/9: Dinner, 3/10: Breakfast & Lunch | 203.50 | $155.50 | | Select |
| Parking | | | | | Select |
| Other | | | | | Select |
| Total | | 1,788.21 | 1,564.61 | 890.68 | |

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

| | | |
|---|---|---|
| Final Total Travel Expenses | $1,564.61 | If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions. |
| Prepaid Expenses | $890.68 | |
| Total Due Employee/(Due City) | $673.93 | |

## 6. Notes

*Lodging: The final lodging expenses was $668.64. At the time of booking, a one-night deposit was required and paid ($222.88). Due to an issue with the credit card authorization provided to the hotel, the remaining two nights were charged to the traveler's personal card ($445.76).*

*Per Diem: Per diem was adjusted to reflect the actual travel dates.*

## 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 | | David Kwan | David Kwan | 4/8/26 |
| | Emp ID # | Signature | Print Name | Date |

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 | [redacted] | John Flynn | John Flynn | 4/13/26 |
| | Emp ID # | Signature | Print Name | Date |

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 | [redacted] | Gina Rios | Gina Rios | 4/13/26 |
| | Emp ID # | Signature | Print Name | Date |

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 budgetary limits.

| | | | | |
|---|---|---|---|---|
| Approving Official | [redacted] | BHAyman | Barbara Hayman | 4/13/2026 |
| | Emp ID # | Signature | Print Name | Date |

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