



FIN-TRR-002535

1. Employee Information

Supervisor Title: Dir of Retirement Svcs & CEO U

2. Request Details

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

Group Travel: No

Return Time: 08:15 PM

Category	Detailed Description	Estimated Expense Amounts	Actual Expense	Payment Method	Payment Amount
Registration	CEO Early Bird Registration	\$1,030.00	\$1,030.00	PCard Payment	\$1,030.00
Airfare/Extra Luggage	SJC to SNA, SNA to SJC via Southwest Airlines	\$428.00	\$432.80	PCard Payment	\$432.80
Lodging	VEA Newport Beach, A Marriott Resort & Spa - 6/15 - 6/16	\$358.10	\$358.10	PCard Payment	\$358.10
Public Transportation	Uber - Home to SJC, SNA to Conference, Conference to SNA, SJC to Home	\$75.78	\$45.57	Due to Employee	\$0.00
Per Diem	Per Diem Per Chart Above	\$127.00	\$91.00	Due to Employee	\$0.00
	Total Estimated Expenses	\$2,018.88	\$1,957.47		\$1,820.90
				Total Due Employee: \$136.57	

Exceptions to be Considered: Conference dates were 6/15 – 6/17; however, the traveler will be returned on the evening of 6/16. Simpligov would not allow a return date earlier than the event end date, so the event end date was entered as 6/16 (see screenshot attached)

Cash Advance: No

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 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.

× John Flynn

Signed By
Date Signed
IP Address

9. Supervisor

Supervisor Name: John Flynn

Supervisor Email2:

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 the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

× John Flynn

Signed By
Date Signed
IP Address

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:

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
Date Signed
IP Address

13. Approving Official

Approving Official Name: Barbara Hayman

Approving Official Email2:

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.

× BHayman

Signed By
Date Signed
IP Address

14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance



Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	06/15/2026
Departure Time	08:25 AM
Event Start Date	06/15/2026
Event End Date	06/16/2026
Return Time	08:15 PM
CONUS/OCONUS Rate for Lodging	191
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	\$286.50
CONUS/OCONUS Rate for Meals and Incidentals	86

2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Monday, June 15, 2026	\$310.00	\$48.10	\$358.10
	Total		\$358.10

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
Monday, June 15, 2026	\$22.00	\$23.00	\$36.00	\$5.00		\$0.00		\$86.00
					Checked			
Tuesday, June 16, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$81.00		\$5.00
					Checked			