CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

# Travel Reimbursement

## FIN-TRR-002482

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 :** 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)** [redacted]

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 Flyn

[redacted]

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

[redacted]

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

[redacted]

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.

× BHayman

[redacted]

14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

# 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 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 |
|---|---|---|---|---|---|---|---|---|
| Sunday, May 17, 2026 | $22.00 | $23.00 | $36.00 | $5.00 | | $0.00 | $21.50 | $64.50 |
| Monday, May 18, 2026 | $22.00 | $23.00 | $36.00 | $5.00 | Checked<br>Checked<br>Checked | $81.00 | | $5.00 |
| Tuesday, May 19, 2026 | $22.00 | $23.00 | $36.00 | $5.00 | Checked<br>Checked<br>Checked | $81.00 | | $5.00 |