

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: 03/04/2026 12:32:07 PM -08:00 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: 03/04/2026 12:38:17 PM -08:00 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	05/17/2026
Departure Time	09:55 PM
Event Start Date	05/17/2026
Event End Date	05/19/2026
Return Time	08:30 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	\$63.20	\$332.20
Monday, May 18, 2026	\$269.00	\$63.21	\$332.21
		Total	\$664.41

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
Sunday, May 17, 2026	\$22.00	\$23.00	\$36.00	\$5.00		\$0.00	\$21.50	\$64.50
					Checked			
Monday, May 18, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$81.00		\$5.00
					Checked			
					Checked			
Tuesday, May 19, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$81.00		\$5.00
					Checked			