



# Travel Request

FIN-TRR-002535

## 1. Employee Information

**Employee Name:** John Flynn

**Department:** Retirement Services

**Employee Email:** [REDACTED]

**Supervisor Name:** John Flynn

**Employee ID#:** [REDACTED]

**Supervisor Email:** [REDACTED]

**Position/Title:** Dir of Retirement Svcs & CEO U

**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:** NCPERS Chief Officers Summit 2026

**Location of the Event:** VEA Newport Beach, A Marriott Resort & Spa

**Location Address of the Event:** 900 Newport Center Dr, Newport Beach, CA 92660, USA **Location Zip:** 92660

**Travel Departure Date:**  
06/15/2026

**Travel Departure Time:**  
08:25 AM

**Event Start Date:**  
06/15/2026

**Event End Date:**  
06/16/2026

**Return Time:** 08:15 PM

## 4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	CEO Early Bird Registration	\$1,030.00
Airfare/Extra Luggage	SJC to SNA, SNA to SJC via Southwest Airlines	\$428.00
Lodging	VEA Newport Beach, A Marriott Resort & Spa - 6/15 - 6/16	\$358.10
Public Transportation	Uber - Home to SJC, SNA to Conference, Conference to SNA, SJC to Home	\$75.78
Per Diem	Per Diem Per Chart Above	\$127.00
<b>Total Estimated Expenses</b>		<b>\$2,018.88</b>

## 5. Exceptions

Exceptions to be Considered: Conference dates are 6/15 – 6/17; however, the traveler will be returning 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)

## 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: 03/18/2026 2:48:07 PM -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: 03/18/2026 3:30:07 PM -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: 03/18/2026 4:39:14 PM -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	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
Tuesday, June 16, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$45.00		\$41.00
					Checked			