SAN JOSE
CAPITAL OF SILICON VALLEY

Reimbursement of Travel

HELP

1. Employee Information

Employee	Gretchen Flicker	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	Franco Vado	David Kwan
Spencer Horowitz	John Flynn	6

3. Travel Itinerary

Event Name:	CALAPRS General Assembly 2026				
Event Location:	The Westin Carlsbad Resort & Spa		City: Carlsbad	State: CA	
Departure Date:	3/9/26	Event Start Date: 3/8/26	Event End Date: 3/11/26	Return Date: 3/11/26	

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	A/P Payment
Airfare	SFO to SAN, SAN to SFO via Southwest Airlines	197.00	$125.80	$125.80	PCard (Cardholder N
Lodging	The Westin Carlsbad Resort & Spa 3/9 - 3/11 (2 nights)	601.90	$601.90	$601.90	PCard (Cardholder N
Ground Transportation	Mileage: Home to SFO 19.2 miles, SFO to Home 20.6 -- Uber: SAN to Hotel, Hotel to SAN	330.80	$198.74		Select
Per Diem	3/9: Dinner, 3/10: Breakfast & Lunch, 3/11: Breakfast	139.00	$139.00		Select
Parking	Parking at SFO	-	$63.00		Select
Other					Select
Total		1,518.70	**1,378.44**	**977.70**	

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

Final Total Travel Expenses	$1,378.44	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.
Prepaid Expenses	$977.70	
Total Due Employee/(Due City)	**$400.74**	

6. Notes

Lodging: The conference hotel was sold out on 3/8 at the time of booking, therefore traveler stayed 3/9-3/11.

Ground transportation/Parking: Traveler drove from home to SFO, parked at SFO, and upon return drove from SFO back home. Traveler used Uber to and from SAN Airport.

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.

	Emp ID #	Signature	Print Name	Date
Employee Signature		Gretchen Flicker	Gretchen Flicker	3/31/26

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.

	Emp ID #	Signature	Print Name	Date
Direct Supervisor	[redacted]	John Flynn	John Flynn	4/1/26

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.

	Emp ID #	Signature	Print Name	Date
Travel Coordinator	[redacted]	Gina Rios	Gina Rios	4/01/26

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.

	Emp ID #	Signature	Print Name	Date
Approving Official	[redacted]	BHAyman	Barbara Hayman	4/2/2026

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