



Travel Request
FIN-TRR-002698

1. Employee Information

Employee Name: Andrew Gardanier

Department: Fire

Employee Email: [REDACTED]

Supervisor Name: John Flynn

Employee ID#: [REDACTED]

Supervisor Email: [REDACTED]

Position/Title: Fire Engineer

Supervisor Title: Dir of Retirement Svcs & CEO U

2. Request Details

Type of Request: New Request

Type of Travel Request : Out of State Travel **Is your travel or part of travel waived or paid by a 3rd party?: No**

Group Travel: Yes

Select Employee 2: Woolsey
[REDACTED]

3. Travel Itinerary

Name of the Event: NCPERS Public Safety Conference 2026

Location of the Event: Renaissance Nashville Hotel

Location Address of the Event: 611 Commerce St, Nashville, TN 37203, USA Location Zip: 37203

Travel Departure Date: 10/25/2026

Travel Departure Time: 06:30 AM

Event Start Date: 10/25/2026

Event End Date: 10/28/2026

Return Time: 06:20 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	Attendee Registration -	\$800.00
Airfare/Extra Luggage	SJC to BNA - round trip via Delta Airlines + Checked bag	\$568.00
Lodging	Renaissance Nashville Hotel 10/25 - 10/28 (Using gov rates for estimate purposes)	\$744.00
Public Transportation	Uber Est.: Home to SJC, BNA to Conference, Conference to BNA, SJC to Home	\$147.74
Per Diem	Per Diem Per Chart Above	
Total Estimated Expenses		\$2,259.74

5. Exceptions

Exceptions to be Considered: Andrew Gardanier is traveling as an ORS Trustee. Please send workflow to Gina Rios for Travel Coordinator approval.

Conference agenda and hotel rates will be released in June. The 2024 agenda and current government hotel rate were used for estimate purposes, per the conference representative.

Per Diem: CONUS rates for this travel period have not yet been published, current rates were used for estimation purposes.

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: 05/11/2016 4:30:08 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: 05/02/2016 4:15:38 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
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: BHayman - [REDACTED]
Date Signed: 05/03/2016 7:28:18 AM -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	10/25/2026
Departure Time	06:30 AM
Event Start Date	10/25/2026
Event End Date	10/28/2026
Return Time	06:20 PM
CONUS/OCONUS Rate for Lodging	0
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	\$0.00
CONUS/OCONUS Rate for Meals and Incidentals	

2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Sunday, October 25, 2026	\$248.00		\$248.00
Monday, October 26, 2026	\$248.00		\$248.00
Tuesday, October 27, 2026	\$248.00		\$248.00
		Total	\$744.00

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, October 25, 2026			\$0.00		\$0.00
Monday, October 26, 2026		Checked	\$0.00		\$0.00
Tuesday, October 27, 2026		Checked	\$0.00		\$0.00
Wednesday, October 28, 2026		Checked	\$0.00		\$0.00