



Travel Request

[HELP](#)

1. Employee Information			
Employee Name	Anurag Chandra	Dept.	Retirement Services
Job Title	FED Board Trustee	Visible Code	
Employee ID		Home Zip Code	Phone No.
Hourly / Salaried	<input type="radio"/> Hourly <input checked="" type="radio"/> Salaried	Select Purpose	<input checked="" type="radio"/> In-State <input type="radio"/> Out-of-State
2. Group Travel			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Names of other Travelers			
	3	5	
	4	6	
3. Travel Itinerary			
Event Name:	2026 Public Funds Roundtable		
Event Location:	The Beverly Hilton	City:	Los Angeles State: CA
Departure Date:	4/27/26	Event Start Date:	4/27/26 Event End Date: 4/29/26 Return Date: 4/29/26
4. Estimated Travel Expenses			
Category	Detailed Description	Estimated Expense Amounts	
Registration	2026 Public Funds Roundtable - Complimentary Attendance	\$0.00	
Airfare	SJC to LAX, LAX to SJC	\$220.00	
Lodging	The Beverly Hilton 4/27 - 4/29	\$622.99	
Ground Transportation	Uber - Home to SJC, LAX to Hotel, Hotel to LAX, SJC to Home	\$194.86	
Per Diem <small>(from worksheet)</small>	Conference provides: 2 breakfast, 2 lunch, 2 dinner	\$74.50	
Parking			
Other			
Total Estimated Expenses		1 112.35	
5. Cash Advance Requested			
Cash advance requested?			<input type="radio"/> Yes <input checked="" type="radio"/> No
<p>I am requesting a cash advance for Per Diem in accordance with the City Policy Manual, Section 1.8.2. (4.3) and acknowledge my responsibility to file a Reimbursement of Travel within 14 days after the Return Date entered above. Should I not fulfill my obligation to file a reimbursement within this timeline, I hereby authorize the City to deduct the amount of this advance from my wages. I have read and understand the City's Travel Policy and that this Statement complies with the policy and its intent.</p>			
6. Notes			
...			
7. Certification			
I certify that the 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.			
Employee	<i>Anurag Chandra</i>	Anurag Chandra	2/20/26
	Emp ID #	Signature	Print Name Date
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.			
Direct Supervisor	<i>John Flynn</i>	John Flynn	2/27/26
	Emp ID #	Signature	Print Name Date
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.			
Travel Coordinator			
	Emp ID #	Signature	Print Name Date
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.			
Approving Official			
	Emp ID #	Signature	Print Name Date