SAN JOSE
CAPITAL OF SILICON VALLEY

Reimbursement of Travel

HELP

1. Employee Information

Employee	Spencer Horowitz	Dept.	Retirement Services		
Job Title	FED Board Chair	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
Gretchen Flicker	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: 3/8/26 — 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	SJC to SAN, SAN to SJC	237.00	$237.00		PCard (Cardholder N
Lodging	The Westin Carlsbad Resort & Spa 3/8 - 3/11 (3 nights)	902.85	$899.85	$899.85	PCard (Cardholder N
Ground Transportation	Uber: Home to SJC, SAN to Conference, Conference to SAN, SJC to Home	199.71	$199.71		Select
Per Diem	3/9: Dinner, 3/10: Breakfast & Lunch, 3/11: Breakfast	203.50	$203.50		Select
Parking	Parking fee waived for guests attending the conference	-			Select
Other					Select
Total		1,793.06	**1,790.06**	**1,149.85**	

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

Final Total Travel Expenses	$1,790.06	If Final Total Travel Expenses exceed Total Estimated Expenses, refer to Section 3.1.9 of Employee Travel Policy for further instructions.
Prepaid Expenses	$1,149.85	
Total Due Employee/(Due City)	**$640.21**	

6. Notes

Traveler drove to and from the conference. Flights + uber estimates were included to compare against mileage reimbursement. Flight + Uber = $436.71. Home to conference (428 miles) + Conference to home (428 miles) = 856 miles x 0.725 per mile (revised on 1/9/26) = $620.60 mileage reimbursement. Traveler will be reimbursed the less expensive option (flight + uber estimate of $436.71).

Lodging: The final total for lodging was $899.85. During checkout, the front desk staff did not charge the remaining $3.00 in tax and instead adjusted it off the bill rather than applying it to the credit card on file.

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		Spencer Horowitz	Spencer Horowitz	3/27/26

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	3/30/26

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