

Note: The fields above are for internal purpose only. Only the first VIS code will be used for PeopleSoft Entry.

8. 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.

× Andrew Gardanier

Signed By: Andrew Gardanier
Date Signed: 03/26/2026 11:19:13 AM -07:00 GMT
IP

9. Supervisor

Supervisor Name: John Flynn **Supervisor Email2:** **Supervisor Title2:** Dir of Retirement Svcs & CEO U

Supervisor Decision2: Approved - Send to Travel Coordinator

I certify that I have evaluated the requested travel activity and confirm that the 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:
Date Signed: 03/26/2026 11:20:56 AM -07:00 GMT
IP Address:

10. 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.

11. 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.

12. Travel Coordinator

Travel Coordinator Name: Gina Rios **Travel Coordinator Email2:** **Travel Coordinator Title2:** Senr Accountant

Travel Coordinator Decision2: 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:
Date Signed: 04/01/2026 1:33:32 PM -07:00 GMT
IP Address:

13. Approving Official

Approving Official Name: Barbara Hayman **Approving Official** **Approving Official Title2:** Deputy Dir U

Approving Official Decision2: 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:
Date Signed: 04/01/2026 2:59:37 PM -07:00 GMT
IP

14. City Manager's Office

15. Accounts Payable Group

16. Director of Finance



Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	03/09/2026
Departure Time	06:55 AM
Event Start Date	03/09/2026
Event End Date	03/11/2026
Return Time	02:35 PM
CONUS/OCONUS Rate for Lodging	199
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	\$530.00
CONUS/OCONUS Rate for Meals and Incidentals	86

2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Monday, March 9, 2026	\$265.00	\$35.95	\$300.95
Tuesday, March 10, 2026	\$265.00	\$34.45	\$299.45
		Total	\$600.40

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, March 9, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$36.00		\$50.00
Tuesday, March 10, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked Checked	\$45.00		\$41.00
Wednesday, March 11, 2026	\$22.00	\$23.00	\$36.00	\$5.00	Checked	\$22.00		\$64.00

Lodging Desc: The Westin Carlsbad Resort & Spa

Lodging Est Expense Amt: \$600.40

Lodging Actual Expense: