



Travel Request

[HELP](#)

1. Employee Information					
Employee Name	Eswar Menon		Dept.	Retirement Services	
Job Title	PF Board Vice Chair		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:	With Intelligence The Annual 2026				
Event Location:	Fairmont Century Plaza			City: Los Angeles	State: CA
Departure Date:	4/20/26	Event Start Date:	4/20/26	Event End Date:	4/22/26
4. Estimated Travel Expenses					
Category	Detailed Description				Estimated Expense Amounts
Registration	With Intelligence The Annual 2026 - Complimentary				\$0.00
Airfare	OAK to LAX, LAX to OAK				\$265.00
Lodging	Courtyard by Marriott Los Angeles Century City - 4/20 - 4/22 (2 nights)				\$764.60
Ground Transportation	Uber - Home to OAK, LAX to Hotel, Hotel to Conference (x3), Conference to Hotel (x3), Hotel to LAX, OAK to Home				\$309.36
Per Diem <small>(from worksheet)</small>	Included: 4/20 lunch, 4/21 breakfast & lunch, 4/22 lunch				\$151.25
Parking					
Other					
Total Estimated Expenses					\$1,490.21
5. 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					
<p>Lodging - In accordance with The Trustee Travel Policy 32(b) - Trustees are expected to stay at the hotel at which the program takes place, unless; there is a less-expensive hotel option within five miles of the hotel at which the program takes place. The alternate hotel option is 0.7 miles away from the Fairmont Century Plaza (Conference Venue).</p>					
7. Certification					
<p>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.</p>					
Employee	<i>Eswar Menon</i>		Eswar Menon	12/9/25	
	Emp ID #	Signature	Print Name	Date	
<p>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.</p>					
Direct Supervisor	<i>John Flynn</i>		John Flynn	12/9/25	
	Emp ID #	Signature	Print Name	Date	
<p>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.</p>					
Travel Coordinator	<i></i>				
	Emp ID #	Signature	Print Name	Date	
<p>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.</p>					
Approving Official	<i></i>				
	Emp ID #	Signature	Print Name	Date	



Office of Retirement Services

Federated City Employees' Retirement System
Police and Fire Department Retirement Plan

December 9th, 2025

Police and Fire Retirement Board,

I would like to attend the Pension Bridge Annual Conference that will be held at the Fairmont Century Plaza in Los Angeles, CA from April 20th-22nd, 2025.

The Pension Bridge Annual Conference brings together GPs and LPs from all over the world. It is quite informative in terms of detailed discussion of all asset classes, allows networking with Trustees and Investment Officers from other public funds and endowments. I have attended this for several years and it has been very useful to stay current.

Eswar Menon

Eswar Menon
Vice Chair Police and Fire Retirement Board